

Cadillac Heritage  
Christian School



Student Handbook

# CADILLAC HERITAGE CHRISTIAN SCHOOL

## STUDENT HANDBOOK

### Welcome to Cadillac Heritage Christian School!

We are a Christian ministry working together with families who are committed to fulfill their Biblical responsibility 'to train up their children in the way they should go so that when they are old they will not depart from it' (Prov. 22:6). We are pleased that you have decided to allow us to join with you so that we can work together to fulfill that Biblical mandate.

We believe our mission is to *"Train the next generation of Christian Leaders to be academically excellent and spiritually mature so they can positively impact their world for Christ".*

Because we understand that a person's belief system determines their actions, our desire is to help each one of our students develop a solid Biblical Worldview. To accomplish that, we provide a balanced, traditional approach to learning, centered] [ upon God's word and the values, beliefs and teachings of Jesus Christ. Our curriculum, which is based upon our commitment to Kingdom Education, emphasizes Bible training, core knowledge instruction, leadership training, character building, technology education and a variety of extra curricular activities.

The Bible instructs us to do things decently and in order. To insure that we comply with those instructions, this student handbook has been developed.

We trust that most of your questions about school operations will be answered by reading this handbook. If you have any additional questions, or if we can be of service to you in any way, please contact us at the school office.

In His Service,

William D. Goodwill  
Administrator

In His Service,

Carol Renkiewicz  
Assistant Administrator/Business Manager

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## **INTRODUCTION**

### **PREFACE**

The purpose of this handbook is to clarify a standard of behavior for each Cadillac Heritage Christian School Student. Within the framework of this handbook, and according to the guidelines and limitations provided, students may operate freely and express their Christianity in a variety of ways.

### **CHRISTIAN PHILOSOPHY OF EDUCATION**

CHCS believes that Christian education is the process of teaching and learning conducted by born-again Christian teachers in an environment where God and His Word are the highest authority. It is our desire to provide an opportunity for our students to grow spiritually, academically, physically and socially. Our objective is to bring all knowledge into a living relationship with the truth of the Word of God. This can be accomplished only by integrating the pupil's whole personality with a Bible-centered, Christian worldview, which enables our students to serve and glorify God. It is vital to the educational process that parents understand and support both our goals and our methods for achieving those goals so that the teachings of home, school and church are in harmony.

### **MISSION STATEMENT**

Cadillac Heritage Christian School exists to train the next generation of Christian leaders to be academically excellent and spiritually mature so they can positively impact their world for Christ.

### **STATEMENT OF FAITH**

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Tim 3:16, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons--Father, Son, and Holy Spirit (Gen. 1:1, Matt. 28:19, John 10:30).

We believe in the creation of the universe and man by the direct act of God in six, twenty-four hour days (Gen. 1:1-31).

We believe in the deity of Christ (John 10:33),  
His virgin birth (Isaiah 7:14, Matt. 1:23, Luke 1:35),  
His sinless life (Hebrew 4:15, 7:26),  
His miracles (John 2:11),  
His vicarious and atoning death (I Cor. 15:3, Eph. 1:7, Heb. 2:9),  
His resurrection (John 11:25, I Cor. 15:4),  
His ascension to the right hand of the Father (Mark 16:19), and

His personal return in power and glory (Acts 1:11, Rev. 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-21, 5:24, Romans 3:23, 5:8-9, Eph. 2:8-10, Titus 3:5).

We believe in the resurrection of both the saved and the lost-the saved to the resurrection of life, and the lost to the resurrection of damnation (John 5:28-29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9, I Cor. 12:12-13, Gal. 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Rom. 8:13-14, I Cor. 3:16, 6:19-20, Eph. 4:30, 5:18).

## **ORGANIZATION**

Cadillac Heritage Christian School is incorporated under the laws of the state of Michigan and is a 501C3 Non-Profit Corporation under the rules and regulations of the Internal Revenue System. We are a family-run school. Our Constitution and by-laws provide for a school board that is responsible for developing policy and procedure and for providing for the financial support of the school. Our chief operating officer is our administrator who is responsible for the day-to-day operation of the school, curriculum development and long range planning in conjunction with the school board.

## **MEMBERSHIP**

CHCS is approved for operation by the Michigan State Department of Education, and is a member of the Association of Christian Schools International.

## **COVENANT COMMITMENT – STUDENT**

By signing my name to this form, I publicly state my faith in my Lord and Savior, Jesus Christ, and declare that I am a born-again believer. I further indicate my personal desire to enroll, or my willingness to be under the authority of my parents in submitting and deferring to their wishes for me to enroll, at Cadillac Heritage Christian School.

I understand that my Christian teachers are in partnership with God and my parents in their commitment to provide me with a quality Christian education. I will strive to willingly obey them as they seek to train me according to God's Word.

Knowing that I may be the only example of Christianity that some people will see, I promise that I will seek to live a godly life in and out of school in order that Jesus Christ will be glorified.

I understand that willful disobedience of these principles or the policies, procedures, rules and regulations of CHCS may result in my dismissal from this school.

### **COVENANT COMMITMENT – PARENT(S)**

By signing my/our name(s) to this covenant, we publicly state that we are in support of the educational philosophy, objectives, policies, procedures, regulations and standards of conduct of Cadillac Heritage Christian School as set forth in the Student Handbook. We pledge that we will co-operate with the teachers of CHCS in a spirit of partnership in the training of our child(ren).

If at any time during the training of our child(ren), we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we agree that we will withdraw our child(ren) from Cadillac Heritage Christian School.

We understand that willful disobedience by our child(ren) to the principles and guidelines of CHCS may result in the dismissal of our child(ren) from Cadillac Heritage Christian School.

### **COMPUTER SYSTEMS USE AGREEMENT**

Cadillac Heritage Christian School, referred to as CHCS, is entering into this Computer Systems Use Agreement with the student and the student's parent/guardian to provide mutual understanding about the use of the Internet and the CHCS computer systems. The parties agree that the terms of this agreement shall be binding and enforceable against the parties, their representatives and any successors in interest.

#### **General Consideration**

CHCS is making resources of the Internet available as part of its overall educational program in a manner consistent with its mission statement and in conformity with the highest level of intellectual development. It is understood that CHCS intends for the Internet to only be used by the student as an educational tool. It is understood that users of the Internet have access to vast resources of information and material and it has been widely publicized that some of the information available on the Internet does not have educational value. Although CHCS intends to use appropriate censorware, the limitations of such software imply that CHCS does not have total control over the extent and nature of all accessible material and information on the Internet.

It is understood that students using the Internet shall remain responsible at all times for accessing, using, and referring to only such materials which are directly related to their school work. The student user, in consideration for having access to the Internet, agrees to become aware of all guidelines and policies regarding acceptable use of the Internet as established from time to time by CHCS and/or the school Internet service provider. The student and his/her guardian understand that access to CHCS computer systems is being

made available only as a privilege, and not as a right pursuant to any enrollment contract or any other implied agreement. Any inappropriate use of the CHCS computer systems can result in cancellation of such privilege and/or other school disciplinary action.

#### No Express or Implied Warranties

CHCS is not making any warranty either expressed or implied, for the information, data or experience obtained by the student in using the computer system, including the Internet. CHCS will not be responsible for damages of any nature, which the student may suffer, or claim to suffer, as a result of the use of the computer system including access to the Internet. Such damages will include, but not be limited to, exposure to controversial, obscene or offensive materials, the loss or misdirection of data and information, or any claims by other users of the Internet for any and all damages, which may be incurred by the user.

#### Agreement for Acceptable and Appropriate Use

The student/user of the CHCS computer system understands and agrees to make acceptable and appropriate use of the Internet and computer systems in conformity with a legitimate educational purpose. The following guidelines serve only as a non-exhaustive list of acceptable and unacceptable uses:

- A. Only polite and appropriate communication on the Internet is to be utilized. Communications that can be reasonably characterized as negative or abusive of other individuals are not acceptable.
- B. The student's password must be kept private and not used by any other student. The privacy of all users of the Internet is to be respected. No user shall intentionally seek information about other individuals using the Internet, including their passwords or file contents. The user shall only make accurate representations as to his/her identity on the Internet and shall avoid all willful misrepresentation. Students shall not give out any information on the Internet concerning their identity.
- C. Downloading software is not permitted.
- D. The Internet is to be used only for educational purposes. No commercial or illegal activities are allowed.
- E. The user shall not use any programs or data unless he/she has the legal right to do so. All materials protected by copyright or licensure shall be appropriately used in a manner consistent with such copyright or licensure.
- F. The use by the student of any information or data from the Internet connection with any writings or publications shall be subject to appropriate citation of the

source of such information and data. The student/user will be subjected to the CHCS rules regarding plagiarism.

- G. Computing systems are not in any way to be altered, modified or changed. The user may not damage or alter files or software components of a computer or computing systems. The user may not attach any hardware to CHCS computers or networks.
- H. Students are to respect the heavy demand on the use of the CHCS computer systems, including the Internet. Utilization of the Internet is to be solely for educational purposes and not recreational use.

#### Student Agreement (To be signed by CHCS secondary students)

The student signifies by signing this Agreement that he/she has read this document carefully before signing it. The student's signature further signifies that in the event of any questions about the terms or meaning of this Agreement he/she has had the opportunity to ask questions of his/her guardian/parent and/or the CHCS systems administrator. The student further understands that any violation of this Agreement and/or any laws applicable to the use of the Internet (including copyright or licensure laws) is inappropriate and may constitute a criminal offense. In the event of such a violation, the student understands that a loss of computer privileges may result and/or school disciplinary action may be taken. It is further understood that any such violation by the student may be subject to legal action.

#### Parent or Guardian Agreement (To be signed by CHCS parent or guardian)

I hereby signify that I am the parent or guardian of the student entering into this Computer Systems Use Agreement. I understand that the Internet access is intended only for educational purposes. I recognize that it is impossible or unreasonably difficult for CHCS to eliminate student access to all controversial material on the Internet. I agree that CHCS will not be charged with the responsibility for material acquired on the network, either directly or through dissemination by other users.

I hereby give permission to CHCS to allow my son/daughter/ward to use the Internet. I further agree to remain responsible for any charges incurred by my son/daughter/ward in the course of his/her Internet use. By signing this Agreement, I am verifying that I have fully read this Agreement and I intend to be bound thereby.

#### Parent or Guardian Agreement Option

If a parent or guardian does not want their child to have access to the Internet that parent/guardian needs to provide a letter to the school office indicating their desire that their child be excused from all Internet activity.

## **ADMISSIONS POLICIES AND PROCEDURES**

### **ADMISSION PHILOSOPHY**

It is the policy of Cadillac Heritage Christian School to admit all students in preschool through sixth grade whether they are professing Christians or not. In grades seven and eight, all students must be born again and attending church on a regular basis. In grades nine through twelve, all students must be born again, attending church on a regular basis and be actively involved in some area of church ministry.

### **NON-DISCRIMINATORY POLICY**

Cadillac Heritage Christian School shall make no admission restrictions concerning a student's race, color, nationality or ethnic origin.

### **ADMISSIONS RESTRICTIONS**

Students with known discipline problems, those who have been expelled from another school, those who have special education needs or those who have outstanding tuition due at another school will not be admitted to CHCS without approval of the school board.

### **ADMISSIONS PROCESS:**

- Complete all application forms from the application packet and submit them to the school office. An application fee must accompany the application.
- Provide copies of student health records and birth certificate.
- Sign a Release of Records form to allow us to receive student records from the student's former school.
- Parents will be interviewed before their child's admission to the school. Students enrolled in grades six through twelve will also be interviewed by the Administrator.
- At least one parent and each student in grades 7 – 12 must sign the Covenant Commitment Letter.
- Students in grades 9 – 12 must have a recommendation from their pastor.
- Upon notification of acceptance, the first month's tuition is payable to insure a place for your student.

### **PART-TIME STUDENTS:**

Part-time students are students attending for less than four class periods per day in the secondary and less than three hours per day in the elementary. **Cost:** Part-time student's tuition shall be a pro-rated amount based upon the amount of time a student is enrolled. All applicable fees and a registration surcharge are also required. Please check with the school office for the current charges.

## **TUITION:**

CHCS is a parent sponsored, board governed Christian school. We depend upon tuition, fund raising and gifts to finance our school's operation. We try to keep our tuition rates as low as possible so that more families in the greater Cadillac area can afford a quality Christian education. Each year the school board determines what the tuition rate will be for that school year. To find out what tuition rates are for the current year, please contact the school office.

Tuition for preschool is paid over a ten month time period beginning in August and ending in June. Tuition for grades Y5/K through 12 is paid on a twelve-month basis beginning in August and ending in July.

## **FUND RAISING**

Because tuition does not provide all of the money we need to operate our ministry, we depend upon gifts and fund raising activities to meet our budget needs. **When a family enrolls their children at CHCS they also commit to participate in all of our fund raising activities.** A handout is prepared each fall listing what fundraisers we will be holding and what the requirements for involvement are for that year.

## **PSO HOURS:**

Because we are a parent run school and in an effort to keep tuition rates as low as possible, each family is required to work Parent Service Opportunity hours for the school. Families with full time students need to volunteer a minimum of 40 hours per school year. Kindergarten and Young Five parents need to volunteer a minimum of 20 hours, while Preschool parents need to volunteer a minimum of 10 hours per year. Parents who are not able to, or do not wish to, work their required hours may pay an equivalent "opt out" fee. (See the current tuition and fee schedule) Please check with the school office to find out what Parent Service Opportunities are available.

## **TRIP (Tuition Reduction Incentive Program):**

To help families reduce their tuition costs, CHCS provides an opportunity for all of our families to participate in the Tuition Reduction Incentive Program. You will receive an orientation to the program when you sign up in the school office.

To participate in the program, parents exchange cash for "gift cards" from the school office for a variety of different stores. Parents then spend the "gift cards" just like cash at the appropriate store. CHCS is able to buy the "gift cards" at a discount. We use ½ of the discount for our general budget needs and you use ½ of the discount to help reduce your tuition commitment to the school. For a full explanation of the program and to find out what stores/companies participate in TRIP, please talk with the school's TRIP Coordinator.

## **ACADEMIC INFORMATION**

### **GRADING SYSTEM –Early Elementary**

Early Elementary report cards are used to indicate individual student growth in a variety of different measurable areas. Early Elementary report cards present specific information and are not based upon percentages or letter grades. Examples of report cards for preschool, Young Fives and Kindergarten are available in the office.

### **GRADING SYSTEM – Upper Elementary and Secondary**

Academic progress in grades one through twelve is reported on a nine-week basis by letter grade. The grading scale that is used to report a student's progress is as follows:

Superior:	A+	100
	A	93-99
Above Average:	A-	90-92
	B+	87-89
Average	B	83-86
	B-	80-82
	C+	77-79
	C	73-76
Below Average:	C-	70-72
	D+	67-69
	D	63-66
	D-	60-62
Failing:	F	Below 60

To calculate a student's grade point average (G.P.A.), the letter grades are converted to a numeric system where F equals 0.0 points and A or A+ equals 4.0 points with .33 increments for pluses and minuses (For example, B+ = 3.33; B = 3.00; B- = 2.67). A student's semester letter grades and G.P.A. (9-12 grade only) are recorded on the student's permanent record.

### **PLACEMENT AND PROMOTION – (Young Fives through Eighth Grade)**

Students who enroll at CHCS will initially be placed in the grade that reflects their chronological age. If the student is able to perform the academic tasks required for that grade, they will continue in that grade. If students indicate that they are not yet ready, academically or socially, to perform at the level at which they were placed, we will place the student at the grade level that will provide the student with the greatest opportunity for success. Promotion from one grade to the next at CHCS will be based upon the student's demonstrated success in the previous grade.

## CLASS STANDING – (9<sup>th</sup> through 12<sup>th</sup> grades)

The total number of credits he/she has accumulated will determine a student's class standing. The following chart, based upon an 8 period day, is used to determine a student's class standing at CHCS.

Freshman	Less than 8 credits
Sophomore	Minimum of 8 credits
Junior	Minimum of 15 credits
Senior	Minimum of 21 credits
Graduation	Minimum of 26 – 30 credits

## SEMESTER EXAMS

Exams are held at the end of each semester. Senior High exams cover the semester's work and count for 20% of the semester grade. Junior high tests do not need to cover the entire semester's work but are major tests of exam caliber and figure into their nine-weeks grade for the semester. Junior High students do not participate in the special exam schedule.

A special schedule is established for exam week for 9<sup>th</sup> through 12<sup>th</sup> grade students. A strict policy of attendance is in effect. Only an absence due to a major family emergency or serious illness of the student will be excused. Any unexcused absence will result in a reduction of the student's grade. **A \$5 fee is also assessed for each exam that must be made up.**

There will be absolutely no communication or transmittal of information of any type during an exam. Students who communicate information during the exam will receive a grade of "zero" for that exam.

Seniors may be exempt from their second semester exams at the discretion of their teacher, if they have an 'A' average. No other students will be exempt from Semester Exams

## SEMESTER GRADES

Credit for classes taken at CHCS is recorded on a semester basis. Each semester is comprised of two nine-week marking periods. Students will receive a grade for each nine-week marking period. These nine-week grades are averaged (see below) to determine a semester grade. Semester grades are the grades that are placed on the student's official transcripts.

Semester grades – Junior high (7<sup>th</sup> and 8<sup>th</sup> grades) semester grades are based on the average of the two nine-week marking period grades. A semester test is given at this level but is averaged with the students second nine-week marking period work.

Semester Grades – Senior high (9<sup>th</sup> through 12<sup>th</sup> grades) semester grades are based on the average of the two nine-week marking period grades and a final exam grade. Each marking period grade counts 40% of the semester grade and the final exam grade counts 20% of the semester grade.

## **COURSES FAILED**

Students in grades 9-12, who have a semester course grade below 60%, fail that course for that semester and will receive no credit for that course. The course must be taken again if the student wishes to receive credit for graduation.

Students who fail the following courses **MUST** make them up before proceeding to the next higher course: English, mathematics, foreign language and science.

When a BIBLE course is failed, it must be made up during the summer or the student will not be allowed to return to Cadillac Heritage Christian School.

## **PARENT/TEACHER CONFERENCES**

Parent-teacher conferences are scheduled twice annually to assist in communication between school and home. Of course, at any time of the year, a parent or teacher may request a conference.

## **STUDENT AWARDS – ELEMENTARY**

- Perfect Attendance  
Awarded to the students who do not miss a day of school during the school year
- Total Student Award  
Awarded to students who have tried their best academically during the school year and have lived a life that is honoring to our Lord and Savior.
- Honor Roll  
Awarded to students who achieve all A's or a combination of A's and B's in any nine-week marking period.
- Academic Awards  
Awarded to students who have the highest grade average or best achievement in each area of study or performing arts activity.
- Christian Character Award  
Awarded to students who have best reflected the fruit of the Spirit throughout the school year.
  
- Athletic Awards  
Ribbons will be awarded to students who have placed first, second or third in their age groups during Elementary Track and Field Day.

## STUDENT AWARDS – SECONDARY

### Total Student Award

Each year, one student from each class is eligible to win the Total Student Award. The students who meet the following requirements will be eligible for the award. Of those students who are eligible to receive the award, the student who best meets or exceeds these requirements will be given the Total Student Award.

1. Minimum of 3.25 GPA
2. Positive Christian Attitude
  - a. Positive behavior
  - b. Obedient, Respectful etc.
3. Respected by adults
4. Respected by peers
5. Demonstrates maturity and responsibility
6. Involvement in church and community activities
7. Involvement in extra-curricular activities

### Academic Awards

Awarded to the student who has the highest GPA in each of the five core academic classes.

### Honor Roll

An honor roll system is operated for grades 7 – 12. A grade point average of 2.67 or higher for the marking period, with no D's or F's, enables a student to be placed on the honor roll. A student with a 3.5 or higher GPA is placed on the Administrator's Honor Roll. To qualify for the Administrator's Honor Roll, a student may not receive any C's, D's, or F's.

Seniors who have a 3.5 cumulative high school GPA will be graduated with **Honors**; those with cumulative GPA's of 3.65 will be graduated with **High Honors**; and those whose cumulative GPA is 3.8 or above will be graduated with **Highest Honors**.

### Athletic Awards

Athletic awards are given to students who participate in interscholastic athletic activities sponsored by our school.

### Character Awards

Given at the coach's discretion to the athlete or athletes who have displayed specific, positive character qualities throughout the season.

### Most Inspirational

Presented to the player whose attitude, hard work, enthusiasm and encouragement caused other players to want to do a good job.

### Patriot Award

Presented to the athlete who best exemplifies Christ with his/her actions, conduct and attitude in games and in his/her daily life.

## **GRADUATION REQUIREMENTS** (Based upon an eight period day)

In order to receive a diploma from Cadillac Heritage Christian School, a minimum of 26 credits in Grades 9 – 12 must be earned. One credit in Bible must be earned for each year of attendance at CHCS. A credit is equal to one year's work for a class meeting five periods per week. The following minimum requirements must be met:

<b><u>Subject:</u></b>	<b><u>CHCS</u></b>	<b><u>Preferred for College</u></b>
English	4 credits	4 credits
Social Studies	4 credits	4 credits
Science	3 credits	3-4 credits
Math	4 credits	3-4 credits
Computer	2 credits	1 credit
Foreign Language	2 credits	2 credits
Fine Arts/Music/Band	2 credits	
Health/P.E.	1 credit	1 credit
Speech	½ credit	½ credit
Electives (Minimum)	3 ½ credits (including an online learning experience)	
Subtotal	26 credits	
Bible	1 – 4 credits	
Total	27 – 30 credits	

A minimum of seven credits must be taken each semester in Grades 9-10. A minimum of six credits must be taken Grades 11-12.

Any senior who is failing a required course at the end of their first semester will not be placed on our graduation list until that grade is improved. A student who is still failing at the end of the third marking period should not plan to participate in commencement exercises.

Seniors must complete all late work for all subjects by the end of the school day, two school days before graduation or they will be excluded from participation in the commencement exercises. The Administrator may allow exceptions to this policy if there has been extended illness or other extenuating circumstances. In such cases, the student

will be allowed to participate in commencement exercises but the student's diploma will be withheld until all graduation requirements have been met.

All seniors are required to have participated in one, multiple day **missions trip** during their 9<sup>th</sup> through 12<sup>th</sup> grade years in order to be eligible to graduate.

Any senior who, as a senior, is expelled from Cadillac Heritage Christian School will not be allowed to receive a diploma from CHCS during that academic year.

## **VALEDICTORIAN/SALUTATORIAN**

The Valedictorian will be required to have achieved a minimum of a 3.7 cumulative GPA through the third marking period of their senior year. If no student has achieved the minimum GPA, no valedictorian award will be given.

The Salutatorian will be required to have achieved a minimum of a 3.5 GPA through the third marking period of their senior year. If no student has achieved the minimum GPA, no salutatorian award will be given.

## **ACADEMIC PROBATION**

Students whose grades fall below a 1.3 GPA will be placed on academic probation. Probation is a serious step, and the student should realize the gravity of this status. The procedure for probation is as follows:

1. A student is first placed on academic probation when the student's nine-week GPA falls to 1.3 or below. At this point the student is declared ineligible for all extra-curricular activities, the administrator meets with the student and his/her parents, and the student's work is closely monitored.
2. Should the student's GPA fall below a 1.3 for a second consecutive nine-week marking period, a decision will be made by the Administrator and the student's teachers regarding:
  - A. The continuing of probation for one more marking period only. If the student is granted an additional marking period to improve his/her grades, that student must achieve a marking period GPA of 1.31 or greater. If the student is unable to achieve a 1.31 or greater he/she will be expelled for failure to meet minimum academic standards.
  - B. Immediate expulsion from school for failure to meet minimum academic standards.

The administrator will meet with the parents of the student to explain the school's decision.

## HOMEWORK

The assignments given as homework in grades 7 through 12 are designed to develop initiative, responsibility, and self-discipline in learning. They provide an opportunity to practice and apply concepts learned in class. Both reading and writing assignments are necessary.

If a student fails to turn in a homework assignment, the student will receive a “Notice of Failure to Complete Homework” form. That form is to be taken home, signed by a parent and returned with the student the next school day. The student’s name will be placed on an “Incomplete Homework Report” form. That form will be sent to the office and a telephone call will be made to the student’s home explaining the failure to turn in homework. Failure to return the signed form the day after it is received will result in a detention.

All missing homework assignments **MUST** be made up. Students will receive reduced grades/points for late homework assignments up to and including “0” or “F”.

**Lost textbooks, outside meetings, athletic contests, or failure to get the assignments from the teacher are not valid excuses for turning in late assignments.**

## INCOMPLETE ASSIGNMENTS – End of Marking Period

All incomplete assignments must be made up by the end of the first two weeks of the next marking period. A student who does not complete the work within the extension period will receive a zero for that work. The grade for the course will be re-computed and marked on the student’s report card.

## MID-TERM REPORTS - SECONDARY

After approximately four and one-half weeks of a marking period, a report will be sent home indicating the student’s academic progress for that marking period.

Personal notes or phone calls may be sent or made by a teacher at any time during the marking period if the teacher feels that a parent needs to be made aware of a particular situation.

## TEXTBOOKS

Student textbooks are on loan from the school. On the day of issuance the name of the student should be written on the inside cover of the book. **All books**, which are owned by the school, **are to be covered**, handled with care, kept in good condition, and kept free from all marks. **Any fees associated with textbook damage must be paid prior to the issuance of end-of-year report cards.**

## **BIBLES**

Each student is required to bring a Bible to school. The New King James Version and the New International Version have been selected for use in our Bible classes. We do not recommend the use of paraphrases (i.e., Living Bible, Good News for Modern Man, etc.) for study work or Bible memory activities.

## **FIELD TRIPS**

Classes will, from time to time, take off-campus trips to interesting and educational places. Parental permission **MUST** be granted before a student is allowed to participate in these field trips. To avoid the problem of students forgetting to bring their permission slips for each event, parents are asked to sign the **Field Trip Permission and Medical Emergency Form**. By signing this form annually, parents give permission for their children to participate in all field trips for which they are eligible. Parents will be notified in advance concerning the time and date of each field trip. If a parent does not wish their child(ren) to participate in a particular field trip, that parent needs to request, in writing, that their child(ren) be excused from that field trip.

## **TRANSCRIPTS**

CHCS will provide two transcripts free of charge. A need for any additional transcripts will require a fee of \$5 payable to CHCS before the transcript will be sent.

## **CAREER TECHNICAL CENTER (CTC)**

If a student in grades 11 or 12 desires to be allowed to attend a class or classes at the Career Technical Center, he/she must receive permission from the administrator. CHCS students are allowed to attend CTC afternoon classes only.

## **DUAL ENROLLMENT**

Under certain circumstances, students at CHCS may be granted permission to enroll in a college class and receive credit toward their high school diploma. The school administrator must give permission for dual enrollment.

## **ATTENDANCE POLICIES**

To develop the skills necessary to be a success in life, regular attendance at school is essential. Most courses of study are sequentially developed, which means that unnecessary absence reduces the student's ability to profit from the information being presented. Moreover, a student's attendance record becomes a part of his permanent record. Many employers consider attendance to be as important as a student's grade point average. In order to convey to students and parents the importance we attach to

developing the habit of regular attendance for education and to clarify attendance requirements at CHCS, the following information is being provided.

## **SCHOOL DAY**

Every day teachers participate in a devotional/prayer time from 7:40 a.m. until 8:05 a.m. Each day, one teacher is released early from devotional/prayer time to provide adult supervision in the Patriots' Room from 7:50 a.m. until 8:05 a.m.

Because we cannot provide adult supervision of your children before 7:50 a.m., students will not be allowed to enter the building before 7:50 a.m. When entering the building, elementary students will go directly to the Patriots' Room, find a seat and remain seated until they are released to go to their classroom. Secondary students will go directly to the Patriots' Room or to the southwest classroom that is located in the Patriots' Room. All students will be required to remain in the Patriots' Room/Patriots' Room Classroom until a bell is sounded at 8:05 a.m. to release them to go to their classroom. Any student may use the restroom from 7:50 a.m. to 8:05 a.m. if they ask permission from the teacher on duty in the Patriots Room. Only one student will be released at a time. No student will be allowed to go to the office before 8:05 a.m.

The school office opens for business each day (for parents and adults) at 7:45 a.m. It is open for students at 8:05 a.m., after they are released from the Patriots' Room.

Students are expected to leave the building promptly at 3:15 p.m. Students will not be allowed in the building after 3:30 p.m. When school is dismissed at 12:00 noon, students will not be allowed in the building after 12:15 p.m.

Once students have exited the building at the end of the school day, they will not be allowed to re-enter the building without teacher or administrative permission and supervision. **SUPERVISION OF THOSE STUDENTS WHO ARE ALLOWED BACK IN THE BUILDING WILL BE PROVIDED BY THE SCHOOL FOR AN ADDITIONAL FEE.** Please check with the school office to find out about the current fee schedule.

## **CLOSED CAMPUS**

Cadillac Heritage Christian School is a “**Closed Campus**” community. Once students arrive, they are to remain on campus for the entire school day. Students may leave school by bringing a note, signed by their parent or guardian, and signing out on the sign-out sheet in the office. A new permission slip must be filled out each time a student leaves campus early for non-school activities.

## **EXCUSED ABSENCES**

### Written Excuse

When a student has been absent from school for any reason, he/she is to bring a written excuse to the school office the first day he/she returns to school. The excuse needs to have the following information included: the name of the student, the date of absence, the reason for the absence, and a parent's signature. Absences without a written excuse will be treated as unexcused.

### Partial Day Absences

If a student arrives late for school, a note or telephone call is needed from his/her parent or guardian or the student will be given an unexcused tardy. Students who are late more than two hour will be given a one-half day absence. Students out of school more than four hours will be given a full day absence.

Prior approval is needed for any early dismissal. Students are to turn in early dismissal notes to the school office by 8:15 a.m. on the day they are going to be leaving early. Any exceptions must have the administrator's permission.

All students who arrive after the scheduled start time for the school day or who leave before school is out must sign in or out at the school office.

Any student absent the last half of the day (lunch and/or periods 6, 7, & 8) when a school activity is taking place after school or in the evening (practices, choir concerts, athletic events, etc.) will not be allowed to take part in the activity unless his absence was prearranged with the administrator. The lack of participation will be considered as an unexcused absence.

### Medical Appointments

As often as possible, medical appointments should be made after school hours. If an appointment is necessary during school hours, a note should be brought to the school office by 8:15 a.m. the day of appointment.

### Other Appointments

Appointments such as haircuts, shopping trips, etc. need to be scheduled at times when school is not in session.

### Family Trips

Because the home is the center of the child's educational development, the school encourages family activities that involve the student in fruitful learning experiences; however, it is vitally important that vacations are taken during our

school's vacation periods. Any student who misses school due to family or church sponsored trips, without prior approval from the administrator, will receive 0's in all subjects during the time he/she is gone.

### College Days

Each junior and senior student is allowed two days per year for college visitation. Students must submit to the office a parental permission request before the day of the trip.

### Make-up Work For Excused Absences

#### Unexpected/Unplanned Absences

When a student is absent as the result of illness or an unexpected event, he/she has one day for each day missed to make up their work. For example, if a student misses a Tuesday, he/she has until Thursday to make up the work. The student, not the teacher, is responsible for remembering to turn in the work that was missed due to absences. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated above.

#### Preplanned Absences

When a student preplans an absence, homework assignments are expected to be completed before he is absent. If the teacher desires, the teacher may permit the homework to be turned in the day the student returns to school. Any tests taken during the absence must be made up within one day of the students return to school.

## **UNEXCUSED ABSENCES**

### Truancy and Class Cuts

Any student who leaves school without permission or incurs an unexcused absence will be subject to disciplinary action. Repeated offenses will result in suspension, probation, or expulsion.

### Make-Up for Unexcused Absences

Class work, assignments due or tests given on the day(s) of unexcused absences must be turned in or completed when the student returns to school. However, the student will receive no credit for those activities.

## TARDINESS

### First Period Tardiness

Being punctual for the first class of the day is extremely important. While unforeseen problems may occur in getting to school on time, every effort should be made to be in class before the late bell rings.

A student is permitted two unexcused tardies per marking period. On the third and successive unexcused tardy, a detention will be issued and parents will be contacted. A sixth unexcused tardy may necessitate suspension.

To be excused, a student who has been tardy must provide a written excuse by the next school day.

### Classroom Tardiness

Students who arrive late to any class period are considered tardy unless they have with them a note from the office or a teacher. The same disciplinary procedure that is used for first period tardies will apply.

## EXCESSIVE ABSENCES

Any student who misses fifteen days or more of school per semester, without school board approval, will not be given credit for the semester's course work.

## EMERGENCY CLOSING OR DELAY OF SCHOOL

Occasionally it is necessary to have an emergency closing, delay or early dismissal of school, usually due to inclement weather. When Cadillac Area Public Schools close or are delayed **for inclement weather**, CHCS will close or delay as well. If you live in a school district other than CAPS and your district closes or has a delay **because of inclement weather** on a day when CAPS/CHCS are in session, we will honor that close or delay and students will receive an excused absence. There may be additional times when CAPS will not be closed and it will be necessary for CHCS to have an emergency closing of school. Whenever it is necessary to have any emergency school closing, the following TV/radio stations will be notified:

TV 9 & 10	TV 7 & 4	WLJN 89.9 FM
TV 29 & 8	FOX 33	WOLW 91.1 FM

## **CONDUCT AND EXPECTATIONS**

### **CLASSROOM RULES – ELEMENTARY**

It is the student's responsibility to be prepared for classes each day with the necessary materials and completed homework.

Students are to remain in their seats unless given permission by their teacher to get up.

When students wishes to speak in class, they must raise their hand and wait until the teacher gives them permission to speak.

Each classroom teacher will have specific classroom rules that will apply to their students.

### **PLAYGROUND RULES:**

1. Students are expected to follow directions the first time they are given.
2. Students will show respect to the playground supervisors at all times. They will address the supervisors by their proper name, i.e.: Mrs. Jones, Mr. Smith.
3. Students must stay within the playground area.
4. Students must position themselves so that they are able to see the playground supervisor at all times.
5. To insure everyone's safety, the following activities will not be allowed:
  - a. Playing with sticks or any object that could cause physical harm.
  - b. Fighting, wrestling, games that involve tackling, reckless horseplay or actions which involve pushing, hitting, kicking, karate movements, tripping, scratching, biting, pulling hair, spitting and kissing.
  - c. Throwing snowballs, ice balls or anything thrown to intentionally hit another child.
  - d. Skateboards, inline skates, water pistols and other dangerous objects are not to be brought to school.
6. No food or drink on the playground.
7. No name calling, bullying or picking on other children.
8. Use playground equipment safely and properly.
9. Stay outside until recess is over.
10. Line up to go inside as soon as the line-up bell or whistle sounds. Use proper behavior while in line.
11. Enter the building in a **quiet** and **orderly** manner.

### **CONSEQUENCES FOR MISBEHAVIOR ON THE PLAYGROUND**

First Offense: Verbal warning from the playground supervisor and 5 minutes on the wall. Second offense, the child will stand by the wall for the rest of recess. Exceptions that result in immediate write-up without verbal warning are:

1. Intentionally hurting someone.
2. Not immediately responding to recess supervisor's directions or to the bell/whistle requiring them to line up to go inside.

Second Offense: Any rule breaking on the same day as the first offense will result in the child being written up by the playground supervisor. The child will spend the rest of the recess standing by the school building. The classroom teacher will follow through with consequences for students with a second offense.

Third Offense: If a child is written up two times in one week the child will need to see the administrator and appropriate disciplinary action will be taken.

## **CLASSROOM RULES – SECONDARY**

Each Classroom teacher in the secondary has a list of classroom rules posted in their classroom. All students are expected to abide by those rules. Classroom rules will include but are not limited to the following:

- Arrive to class on time.
- Bring with you all materials that you will need for that class.
- Sit in the front of the classroom.
- If you wish to speak, raise your hand and wait to be called upon.
- Participate in classroom discussion and activities.
- Do not chew gum or eat candy in the classroom.

## **STUDY HALL RULES - SECONDARY**

When possible, students are allowed to choose to take a study hall one period per day. To ensure that each student is able to receive the full benefit of a study hall, the following rules will apply:

- Arrive at study hall on time.
- Have with you all of the materials you will need, or that you might need, for that day.
- If you do not have anything to study, read your required reading book.
- Study hall is a place to study. No talking will be allowed.
- If you need to leave your seat, raise your hand and ask permission.
- If you need to leave the room to go to your “cubbie” because you forgot something, sign out on the clipboard and you will receive a tardy. Three tardies equal one detention.
- If you absolutely have to use the restroom, sign out on the clipboard.
- Only one person will be allowed out of the room at a time.

- Use this time as an opportunity to demonstrate your maturity and self-discipline.
- The more that these attributes are demonstrated, the more privileges you will be able to receive.

## **DISCIPLINE POLICY**

While discipline is positive mental, physical and moral training, there may sometimes be an element of correction as part of the discipline process. Our goal is to develop self-disciplined individuals who will exemplify Christ in their conduct and life style.

The basis for corrective discipline at Cadillac Heritage Christian School is found in Galatians 6:1 NKJV

“Brethern, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness, considering yourself lest you also be tempted.”

Restoration is the purpose of discipline; it is not just application of punitive measures.

We hope to accomplish the following through our use of discipline:

- help students strive to develop a lifestyle pleasing to our Lord;
- encourage a positive response to authority;
- apply Biblical principles to daily problems;
- protect and build respect for the personal rights and property of fellow students, adults, and organizations;
- help students accept responsibility for their words, actions and attitudes;
- encourage complete honesty;
- avoid behavior which may tempt a weaker brother;
- assist the home as its extension in providing standards that would support the Biblical instruction therein provided.

## **CLASSROOM DISCIPLINE – MAJOR VIOLATIONS**

Teachers will establish rules concerning general student behavior that will contribute to positive learning experiences in their classrooms. Cheating, lack of courtesy, incomplete homework, violation of any of the behavioral guidelines, tardiness, or other offenses will normally be handled by the individual classroom teacher.

**Major violations**, which also include recurrent and unusual situations, will be referred to the administrator.

Examples of major violations include:

- Deliberate disobedience
- Insubordination (refusal to comply with reasonable requests of school personnel or disrespect to school personnel)

- Willful destruction/defacement of school or private property
- Use of profane or obscene language or actions;
- Truancy
- Theft
- Use/sale/possession/distribution of drugs, alcohol or tobacco products
- Possession or use of fireworks, guns, knives or explosives
- Inciting and/or contributing to the disruption of the school program
- Forgery; plagiarism
- Endangering the health or safety of others
- Behavior in action and word that occurs on or off campus that is not consistent with the basic goals and objectives of CHCS.

Penalties for such violations, depending on their severity and frequency, include: detention, denial of certain privileges, suspension, probation or expulsion from school.

## **DETENTION**

### **ADMINISTRATIVE**

Detention is a 30-minute time period which is set aside after school on Tuesdays, Wednesdays and Thursdays for those students who have broken school rules. Students who need to serve detention will be given at least one day's notice to make arrangements that will allow them to serve that detention. Missing a detention will cause the detention to double. A detention will take priority over a student's extra-curricular or athletic schedule. The accumulation of five administrative detentions in a marking period will result in an "in-school" suspension. See: SUSPENSION section of the handbook.

### **ACADEMIC**

Academic detention is a 30-minute time period that is set aside after school for those students who have failed to complete academic assignments in a timely manner. Students are required to spend that time in a supervised environment and must work on the class work that they failed to complete. Academic detentions are not included in administrative detention totals unless the student fails to comply with his/her academic detention requirements.

## **PROBATION**

Probation gives a student an opportunity to correct a problem. If he/she does not improve to a satisfactory level, he/she will be expelled or asked to withdraw from school. The problems for which a student could be placed on probation are:

Academic (see Academic Section of Handbook)

Attitude—a rebellious spirit that is unchanged after much effort by the faculty and

administration to cause the child to change or a continued negative attitude and wrong influence upon other students.

Disciplinary—continued deliberate disobedience of a teacher or of school rules or committing a serious breach of conduct inside or outside of school which, in the opinion of the administrator or school board, has an adverse affect upon the school’s testimony.

## **APPLICATION OF PROBATION**

### Notification of Probation

A conference will be held including parent, teacher(s) and/or administrator to give notification and explanation of the probation.

A letter explaining the probation and making suggestions for parental and student action is sent to the parents after the conference.

### Limitations of Activities

A student on probation may not participate in extra-curricular activities and the student will relinquish all positions of trust and responsibility at the school while on probation.

### Length of Probation

Probation is for nine weeks. It begins immediately after the conference. If the situation that is being worked on continues to deteriorate during the probationary period, the probationary period will end and expulsion will take place.

### Evaluation at the End of the Probationary Period

If a student demonstrates satisfactory progress during the probationary period, he/she is removed from probation and restored to full status upon the recommendation of his/her teacher(s) and the school administrator. Parents will be notified at a conference.

If the administrator and teacher(s) do not feel that the student has made sufficient improvement during the probationary period, the student will be brought before the school board to be expelled from school. Parents will be notified about this action at a conference with the administrator.

## **SUSPENSION**

Suspension is a time period during which the student is not allowed to attend classes or extra-curricular activities due to a major violation of school rules.

### In-School Suspension

The student is required to attend school but works on a specific project in the office or library for the day. During an “in-school” suspension, regular class work is required to be completed and turned in, however, no credit is given for that work.

### Out-of-School Suspension

For more serious violations, students will be required to serve an out-of-school suspension. The administrator will determine the length of suspension.

All other requirements listed under probation also apply to suspension.

## **EXPULSION**

Examples of situations that could lead to expulsion are listed above under Major Violations. Students will be expelled from school when it is in the best interest of the school for them to be expelled.

## **RE-ADMISSION TO SCHOOL FOLLOWING EXPULSION**

Once a student is expelled, he/she may not re-apply for admission for the remainder of that school year. Permission to re-apply will be at the discretion of the administrator and must include information that there has been a significant change in attitude and behavior on the part of the student. At that point, the student will go through the same channels for admission as a new student (interviews, etc.) plus, he/she will have an interview with the board of education of the school. If the student is accepted for re-admission to the school he/she will re-enter under a probationary status that will be defined to both the student and the parents at a conference and in writing.

## **DRUG TESTING**

Students who enroll at CHCS, by the fact that they have enrolled in the school, voluntarily submit to random drug/alcohol testing if the administrator or school board believes it is in the best interest of the school to conduct such testing.

## **DRESS CODE PHILOSOPHY**

Christians are admonished by Scripture to observe the principles of modesty and the glorification of God (I Corinthians 10:31, I Peter 3:3-4). We believe a dress code serves to give the student a distinctive appearance, encourage the Christian walk and witness, produce school pride, and create an atmosphere conducive to learning. Cadillac

Heritage Christian School is a conservative, traditional, American, educational ministry. The image we wish to present to the public is one that reflects those beliefs and values. We desire an image that demonstrates a modest, conservative, clean cut, traditional, “all-American” look. For that reason, we have enacted the following dress code.

NOTE TO PARENTS: One’s apparel or adornments should grace the life by directing subtle attention to the inner person rather than the physical appearance. We feel it is the parents’ God-given responsibility to care for the adornment and decorum of their children by teaching and enforcing Godly dress. Clothing styles are cultural, and cultural standards are not always right or wrong; however, in a day of constantly deteriorating cultural styles, we feel we must set minimum standards that will bring honor and glory to Jesus Christ.

### **DRESS CODE ELEMENTARY (Young Fives – 6<sup>th</sup> grade)**

Students may wear:

Heritage Pride short or long sleeved polo shirts.  
Heritage Pride sweatshirts with collared shirt or turtleneck worn under sweatshirt.  
Heritage Pride sweaters (pull over or cardigan) with collared shirt, Heritage Pride shirt or turtleneck worn under sweater,  
Heritage Pride sleeveless fleece vests or jackets

**Heritage Pride tops will contain either the words “Cadillac Heritage Christian School”, the word “Patriots”, the word “Heritage”, the letters C.H.C.S. or the school Patriot logo and will be available for purchase through the school office. No ‘home made’ Heritage Pride shirts will be allowed.**

Acceptable pants are neat, clean dress slacks, jeans and elastic waist pants or capris for girls with no holes or frayed cuffs. Pants need to be one solid color, preferably khaki, tan, navy blue or black. Solid color sweat pants are allowed in Preschool, Young Fives and Kindergarten.

Pants are to be worn with the waist line of the pant at the waist line of the person.

Belts must be worn when pants have belt loops. (Starting in the first grade)

Boys’ tops (and girls when appropriate) are to be tucked into the pants so that the belt is clearly visible.

Girls may wear skirts with Heritage Pride tops if the skirt covers the knees when the person is seated.

If the girl's top has a square cut bottom it may be worn outside the skirt/pants but the length must be such that the midriff is completely covered at all times.

If the girl's top is not long enough to completely cover the body when bending over or reaching up, an appropriate undergarment must be worn.

All girls clothing must be of such a texture, color and fit that foundation garments are not revealed.

## OR

Students (Y5-6<sup>th</sup> grade) may wear non-Heritage Pride collared polo/golf shirts with acceptable bottoms. Girls may wear traditional, non-collared tops (not T-shirts).

All tops, if they are not Heritage Pride tops, must be plain with no writing or advertising printed on the top.

Girls may wear dresses or blouse and skirt outfits. Dresses and skirts are to be modest in appearance and the length is to be such that the dress/skirt covers the knees when the person is seated.

Boys may wear traditional dress shirts with dress slacks or jeans that are clean, neat and with no holes or frayed cuffs.

**No T-shirts may be worn as an outer garment.** If T-shirts are worn as an undergarment, they are to be of a solid color that blends with the outer garment. They may be either short or long sleeved, if wearing a long sleeved outer garment, and have no lettering or graphics on them.

Boys and girls hair should be clean and neatly kept. No faddish or outlandish hairstyles or hair colors will be allowed. Boys' hair must be off the eyebrows and off the collar of an approved shirt. Their hair may not cover more than the top third of the ear.

Dress shorts, made from a firm material such as would be used in traditional or classic dress slacks, may be worn before Thanksgiving Break and after Spring Break.

Shorts must be loose fitting and no more than two inches above the knees.

Shorts must be of one solid color. Preferred colors are navy blue, tan, khaki or black.

Dress code for all field trips will be approved tops and slacks or pants for boys and slacks, pants or skirts for girls.

Watches, rings, modest bracelets and necklaces may be worn. Boys must insure that their necklaces are inside of their shirts.

**Girls** may wear earrings. No more than two pierced ear rings may be worn at one time in one ear.

No body piercing or tattoos are allowed for any student.

No hats are to be worn in the school building.

All students are to wear socks or nylons when they wear substantial shoes. Sandals with heel straps may be worn with or without socks.

No flip-flops or thong sandals will be allowed.

**The school reserves the right to require any student to modify hairstyle or dress.**

#### **DRESS CODE SECONDARY (Grades 7 – 12)**

Students may wear:

Heritage Pride short or long sleeved polo shirts,  
Heritage Pride sweatshirts with collared dress or Heritage Pride shirt or turtleneck worn under sweatshirt,  
Heritage Pride sweaters (pull over or cardigan) with collared dress or Heritage Pride shirt or turtleneck worn under sweater,  
Heritage Pride sleeveless fleece vests or jackets or  
Heritage Pride hooded sweatshirts that are purchased as a result of being part of a school athletic team or school organization

**Heritage Pride tops will contain either the words “Cadillac Heritage Christian School”, the word “Patriots”, the word “Heritage”, the letters C.H.C.S. or the school Patriot logo and will be available for purchase through the school office. No ‘home made’ Heritage Pride shirts will be allowed.**

Acceptable pants are neat, clean dress slacks, jeans (or capris for girls) with no holes or frayed cuffs. Pants need to be one solid color, preferably khaki, tan, navy blue or black.

Girls may wear skirts with Heritage Pride tops if the skirt covers the knees when the person is seated.

**OR**

**Boys:**

May wear traditional dress shirts with dress slacks or jeans

**Girls:**

May wear dresses, blouse and skirt outfits or blouse and dress slacks or jeans.

The length of dresses and skirts shall be such that when a student is seated their knees are covered.

No sun dresses, spaghetti strap or low cut dresses or tops are to be worn.

If the top has a square bottom it may be worn outside the skirt/pants but the length must be such that the midriff and back are completely covered at all times.

If the top is not long enough to completely cover the body when bending over or reaching up, an appropriate undergarment must be worn.

All girls clothing must be of such a texture, color and fit that foundation garments are not revealed.

**All Students:**

All tops, if they are not Heritage Pride tops must be plain with no writing or advertising printed on the top.

Tops are to be tucked into the pants so that the belt is clearly visible.

Jeans, shorts, sweatshirts or hooded sweatshirts **MAY NOT** be worn on dress up days.

No T-shirts are to be worn as an outer garment.

T-shirts worn as an under garment are to be a solid color which blends with the color of the outer garment, short or long sleeved and have no lettering or graphics on them.

All dress slacks and jeans must be loose fitting, full length, neat, clean and full cut with no rips or tears, not oversized or baggy.

Pants must be worn with the waist line of the pant at the waist line of the person.

Dress shorts, made from a firm material such as would be used in traditional or classic dress slacks, may be worn before Thanksgiving Break and after Spring Break.

Shorts must be loose fitting and no more than two inches above the knees. Shorts must be of one solid color. Preferred colors are navy blue,

tan/khaki or black.

If pants or shorts have belt loops, a belt must be worn.

Hair shall be clean and neatly kept. No faddish or outlandish hairstyles or hair colors will be allowed.

Boy's hair shall be of such length or style that it is off the eyebrows and shall not touch the normal shirt collar. It shall cover no more than 1/3 of the ear. Sideburns, if worn, are to be neatly trimmed and may not go lower than the bottom of the ear. **No facial hair is allowed.**

Watches, rings, modest bracelets and necklaces may be worn. Boys must insure that their necklaces are inside of their shirt.

Ear rings may be worn by girls. No more than two pierced ear rings may be worn at one time in one ear.

No body piercings or tattoos are allowed.

All students are to wear socks or nylons when they wear substantial shoes. Sandals with heel straps may be worn with or without socks.

No flip flops or thong sandals will be allowed.

Shirts and blouses/dresses are to be worn with no more than one top button, other than the neck collar button, open.

No hats will be worn in the school building.

No camouflage pants, elephant pants, bib overalls, sweat pants or warm up pants are allowed.

**The school reserves the right to require any student to modify hairstyle or dress**

## **ACTIVITY DRESS CODE**

Students are to dress in "good taste". The dress should be appropriate to the occasion and in keeping with school dress standards that are expressed in the introduction of this code. Sport clothing in good taste, such as slacks, school code length shorts, good jeans, and other modestly-styled clothes are appropriate for attendance as a spectator at school concerts or plays, athletic events and participation in school sponsored casual social events.

The dress code for field trips and extra-curricular activities will be Heritage Pride shirts and appropriately coordinated pants for boys and pants or skirts for girls. The teacher(s) conducting the field trip (subject to prior administrative approval) may establish exceptions to the rule.

The school administrator reserves the right to require any student to modify hairstyle or dress.

## **DRESS CODE ENFORCEMENT**

All dress code regulations apply from the time the student arrives on campus until the student leaves campus.

If a student has a question as to whether or not an item of clothing should be worn at school, the student should bring the garment to school and ask if it is appropriate. A good rule to follow is: “If you have to ask if the clothing is appropriate to wear, don’t wear it!”

For minor infractions of the dress code, such as forgetting to wear a belt, not having a shirt tucked in, etc., the student will serve a detention.

Students who violate the dress code by wearing inappropriate clothing will be sent to the office and will receive an unexcused absence for each class period they miss. Parents will be called to come to school with their son or daughter’s proper attire.

## **RESPECT**

All students are expected to show respect for authority at all times. Each student is expected to cooperate fully with the administration, faculty, and staff, and observe all regulations established by the school. Any disrespect for authority shown by attitude, actions, or words, will result in disciplinary actions.

A student at CHCS will show respect at all times for God, His Word, and prayer. He/she will display this respect in all classes especially in chapel services, specifically through reverence and an absence of talking.

## **CODE OF CONDUCT**

The Christian life is one of control—not merely self-control, but CHRIST-CONTROL! True joy is found in submitting to Him and taking His “yoke” (Matthew 11:23-30). It is by outward control that we learn self-control. By submitting to the authority of the home, school, and church, we learn to yield to Christ. Each student’s conduct should be brought into harmony with the principles of God’s Word.

Here at CHCS we realize that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self restraint in areas harmful or offensive to self or others.

It is not our attempt to provide a long list of things that a student cannot do, however, some areas demand attention:

Use of coarse or vulgar language and practices which would be detrimental to a Christian's character and body, such as use of tobacco, alcohol, or illegal drugs is not permitted. Use or possession of these will subject the student to immediate suspension and are grounds for expulsion.

Exposure to movies, music, television and literature should be supervised by parents in accordance with Philippians 4:8 (Phillips translation), "If you believe in goodness, and if you value the approval of God, fix your mind on the things which are holy and right and pure and beautiful and good."

Christian conduct is expected of students at all times (both on and off campus). Remember, you are representing your Lord Jesus Christ (as well as Cadillac Heritage Christian School) and His standards twenty-four hours a day.

## **SOCIAL CONDUCT FOR SCHOOL AND EXTRA-CURRICULAR ACTIVITIES**

Our present society has moved away from Godly standards that have controlled the relationships between men and women in the past. The natural desires of man are being allowed to run their course with a minimum of control. People in the world today criticize high standards as being, "old-fashioned" or "unnecessary in our day", especially regarding associations between boys and girls. Modesty, discipline and Biblical standards of behavior never become "old-fashioned or "unnecessary".

In view of the fact that our society is plagued with moral problems and loose relationships, which cater to the desires of the flesh, and the fact that Christians are not immune to those pressures, CHCS seeks to discourage excessive attention of one person to another person of the opposite sex during school hours.

Wholesome, God-glorifying relationships, however, are encouraged. Our aim is not to squelch good boy-girl relationships, but rather to maintain conduct that is within the bounds of good taste, demonstrates regard for the conscience of those around us and allows students to focus on the primary reason they are in school.

The following policies have been established to encourage proper conduct with the opposite sex:

1. Students shall refrain from bodily contact that is generally associated with a "boyfriend/girlfriend" relationship.

2. Cadillac Heritage Christian School reserves the right to advise and /or discipline the student with regard to any relationship which:
  - a. violates item 1;
  - b. is not conducive to Christian growth;
  - c. is affecting the academic performance of the student. (This applies to all regulations concerning appearance and conduct.)

### **AM I MY BROTHER'S KEEPER?**

The Biblical answer to this question is “YES!” If we love our brother as we are instructed in God’s Word, we would want to keep him from actions that would cause him or others harm. We are also warned that we should discipline our own actions so we do not cause others to stumble. We are called to follow the example of Christ and to be SERVANTS OF ONE ANOTHER (John 13:1-16; Philippians 2:1-8). We need to express love through encouragement and sympathy, especially when the other person is “down”. We ought to help others solve their problems and go out of our way to give friendship, particularly to the lonely.

We are not to be gossipers or to be destructive with our tongues (Colossians 3:8). We can badly hurt others (or be hurt ourselves!) by criticism and tale bearing. Even as our standards for music, dress and social relations are obviously out of step with society, Christian concern for others is even more radical—and one in which we all need more of God’s grace!

We also have much to learn about our response to the wrongdoing of others. There are times when it is necessary to “report” someone (i.e., when someone or something is in danger or they are breaking school rules). There are many times, though, when we are “wronged” by others. In that case, we are to follow the Matthew 18 principle. In Matthew 18:15-17, we are told that we ought to go to the offender, after making our own hearts right before God, and get things straightened out. If, after going to the offender, there is no response, we are told to go again and to take others with us. If we do not follow through on our responsibilities, we could hurt our brother by allowing him to get deeper into sin. Allowing an inappropriate or improper situation to continue could cause hurt to others, lose valuable Christian relationships and negatively affect our way of life at CHCS.

If, after using the Matthew 18 principle, the situation/problem is not properly resolved, we are to take the information to the school authorities so that they can resolve the situation.

## STUDENT ACTIVITIES

Every student enrolled at CHCS **MUST** participate in at least two extracurricular activities each year. Extracurricular activities include: athletics, student government, yearbook, vocal music, and band.

### **ATHLETICS**

At CHCS, athletics are designed to play a vital role in the development of one's physical body, moral character, and spiritual nature. Because we are a Christian school, it is expected that our students will demonstrate a higher standard in behavior, dress, competition and attitude. As Christians, we are constantly on display. People want to see if there is anything different in the way we act and in the way we play. We belong to Jesus Christ; thus, we are commanded to be His ambassadors and to do all things in His name, decently and in order. We are to do all things as unto the Lord.

The same principle applies to our "fans in the stands" as well. They are being watched, also. Again, people want to see how the fans will react to officiating or poor sportsmanship by a player on our team or the other team. We must guard against anything that would bring disparagement upon the name of Christ. Our adversary would do anything to cause the name of Christ to be brought under criticism. We desire to show forth Christ to the community through our attitudes and our actions.

#### Philosophy

I Corinthians 10:31

“. . . whatever you do, do all to the glory of God”

Interscholastic athletics are designed to allow the very best student athletes who attend one school to compete in a contest against the very best student athletes of another school. The opportunity to participate in interscholastic athletics is a privilege for CHCS students and must be earned.

That privilege is earned based upon academic performance, demonstrated spiritual maturity, a willingness to sacrifice to be a part of the team, hard work at practice, demonstrating a positive, disciplined attitude and developing the skills necessary to participate in the sport.

The opportunity to participate in athletics is one of many tools CHCS will use to help instill Christ likeness, self-control, discipline, character development, and spiritual maturity in our students.

#### Goals

We seek to develop athletes whose character and play glorify God and not the athlete.

We seek to have a well-rounded program in which every student will have an opportunity to participate.

We seek to place the greater emphasis upon instilling the “will to win” rather than a “win at any cost” concept.

We seek to teach unity through team play, obedience through the player-coach relationship, and disciplined commitment through required practice.

We seek to assist each individual in achieving his or her maximum potential in the development of a strong, healthy body and an alert mind.

### Conduct

Athletes and cheer team members represent our Lord Jesus Christ and CHCS. They are placed in the “public eye” more than our other students and are expected to present themselves as young ladies and gentlemen at all times. We expect exemplary behavior while traveling to and from the game site, at the game and in all public places such as restaurants. The inability to conduct oneself appropriately can result in loss of privilege to participate in athletic activities.

### Dress Code

The head coach, with permission from the athletic director, shall determine appropriate game day dress for his/her team. Appropriate dress for boys will be either a shirt, tie and dress slacks or a Heritage Pride shirt and khaki pants. Game day dress for girls shall consist of a white or navy blue Heritage Pride shirt and navy blue or khaki pants, a skirt/pants blouse combination or an appropriate dress. Cheer team members may wear their warm-up suits to and from the games. Student athletes are to wear game day dress to and from all games whether home or away.

### Eligibility

Athletes are required to maintain at least a 70% (C-) average in all major academic subjects. Determination of eligibility will be made on Monday morning based upon information provided by the teaching staff on the previous Friday. Athletes found ineligible for that week will not participate in games until the following Monday. If the athlete is ineligible a second week, they will not participate in practices or games for that week. If an athlete is ineligible a third week during the season they will be removed from the team for the remainder of that season.

Athletes who demonstrate, through their attitude or behavior, any non-compliance with the Secondary Student Handbook can be declared ineligible for any specified period of time.

### Physicals

Each player must have a physical examination on record in the school office before he/she will be permitted to practice or participate in games.

### Practices

Practices will be held on a scheduled basis allowing for continuity in training.

Athletes are required to attend all practices and games. Any absence from practice must be cleared in advance with the coach, who will determine if it is excused or unexcused. Emergencies, illness, or family vacations during school vacation times will be excused. The first unexcused absence will result in sitting out 1 game. A second unexcused absence will result in missing 3 games. Incurring three unexcused absences from practices or games will result in removal from the team.

An athlete will not be able to participate in any practice or game if he or she is absent from school the last half of the school day on the day of the event.

Coaches will prepare and make available to all of their players and the players parents a list of rules for participating in their sport.

### Fees

Each student athlete is required to pay an athletic fee to be able to participate in a sport. (See the current year's Tuition and Fees Schedule). This fee helps fund the athletic program but by no means covers all expenses. If the athletic fee is a financial hardship for a family, special arrangements can be made with the athletic director or administrator. Failure to pay the athletic fee on time may result in the athlete sitting out games until it is paid. Athletes will be required to participate in fundraisers from time to time to help support the CHCS Athletic Program.

### Transportation

We depend on volunteers and coaches to transport athletes and cheerleaders to and from all away games. Athletes and cheerleaders will be asked to contribute money for each away game to offset the cost of transportation.

Athletes and cheerleaders are required to ride with their own parents or an approved driver. No student of CHCS will be allowed to drive student athletes to

or from away games. All persons who wish to drive student athletes must be approved by the administrator or the athletic director. Students are expected to ride home with the same person who took them to the game. Anyone wishing to ride home with someone other than the one who took them to the game needs to provide a note signed by their parents indicating the name of the person with whom they may ride.

Prior to an away game, a memo will be prepared by the athletic director to be sent home with the athlete informing parents of the departure time, approximate return time, and the amount of money required for transportation.

### Electronic Entertainment Equipment

Athletes may not bring radios, tape recorders, TV's, CD players, DVD players, electronic games, tape players, MP 3 players, Ipods etc. to any away games. Travel time to and from games is for building relationships with team members through conversation.

### Food

For every away game, students should bring food for themselves or money for a stop at a fast food restaurant.

### Spectators

The importance of parents behaving as model spectators cannot be over-emphasized. In a world full of negative examples of sportsmanship, CHCS trusts that its parents and family members will maintain the highest level of decorum during athletic contests. It is especially requested that parents and family members refrain from negative comments toward the officials, coaches, or players involved in the contest.

### Booster Club

All athletic costs at CHCS must be funded from sources outside of the school's general budget. Money to support our athletic program comes from student athletic fees and the Booster Club. The Booster Club is responsible to sell concessions at all home athletic contests, develop and conduct all fundraisers with the assistance of the athletic director and approval of the administrator and accept donations to the athletic program. The financial records of the Booster Club will be maintained by the treasurer of the club. Parents of student athletes at CHCS automatically become members of the Athletic Boosters Club. Anyone who is associated with CHCS may become members of the club.

## Athletic Awards

Patriot Award – Presented to the athlete who best exemplifies Christ with his/her actions, conduct, and attitude in games, practices and in his/her daily life.

Most Inspirational – Presented to the player whose attitude, hard work, enthusiasm and encouragement caused other players to want to do a good job.

Character Awards – Given at the coach's discretion to the athlete or athletes who have displayed specific, positive character qualities throughout the season.

## **STUDENT GOVERNMENT**

Student government is comprised of five officers (chaplain, president, vice president, secretary, and treasurer) and one representative from each of the junior and senior high classes. The chaplain, president and vice-president must come from the junior/senior class. All student activities and fund-raisers are coordinated through student government with the approval of the administrator.

## **YEARBOOK**

The students at CHCS may publish a school annual. Advertisements will pay for most of the cost but a charge per yearbook will be made.

## **BAND AND VOCAL MUSIC**

Band and vocal music are academic classes as well as extracurricular activities. The extracurricular aspect of these classes include the two evening concerts that are performed and any other special performances which may be arranged.

## **HEALTH SERVICES**

### **FIRST AID**

The school is equipped to handle minor problems. If a student becomes ill or is injured, parents will be contacted to make arrangements to pick up their child.

### **MEDICATION**

By state law, the school is not permitted to give out medication (not even aspirin) without the parent's or a doctor's permission. While at school, students are not permitted to carry medication. They must turn all medications in to the school office so that an adult school employee can administer them.

## **COMMUNICABLE DISEASES**

When a student becomes ill with the following diseases, the school must be notified immediately and the student must be excluded from school.

Rubeola – 10 day Measles  
Mumps  
Scabies  
Scarlet Fever  
Impetigo

Rubella – 3 day Measles  
Conjunctivitis – “Pink Eye”  
Whooping Cough  
Chicken Pox  
Ringworm

If a student is exhibiting any symptoms at any time of communicable disease, please do not send that child to school.

Please keep your child at home for 24 hours after he/she has had a fever.

## **HEALTH RECORDS AND IMMUNIZATIONS**

Each new student must submit to the school office written verification that all required immunizations are up-to-date. This information must be on file in the school office within 15 days of a student’s initial enrollment.

## **MISCELLANEOUS STUDENT INFORMATION**

### **AUTOMOBILES**

The use of an automobile is a privilege at CHCS. The following regulations must be followed:

Students desiring to be allowed to drive a car to school must receive permission from the administrator. Students must register the car/cars they will be driving with the school office.

If a car is mishandled, a warning will be issued. A second offense will result in forfeiture of automobile privileges for two weeks. A third offense will require forfeiture of driving privileges for the school year.

Student driven cars must be parked in the designated student parking area.

No students are permitted in cars or in the parking area at any time during school hours without permission from a staff person or the administrator.

Students will use only the east driveway of the Independent Bible Church parking lot.

## **BUSSES**

Students who use the Cadillac Area Public School buses are reminded that they are to be a positive testimony when riding the bus.

## **CARE OF SCHOOL AND PERSONAL PROPERTY**

Cadillac Heritage Christian School belongs to God. The way that school property is maintained and cared for is important in affecting the Christian testimony of the school and its students. Willful damage, defacing or destruction of school property will not be tolerated. All damage must be paid for, whether willful or accidental. Willful damage will also be subject to disciplinary action.

## **CHURCH ATTENDANCE**

Believing that our role at CHCS is to assist the home and the church in the task of training young people, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at a church of their choice. We do not feel that we are working in harmony with the home if the family is not active in its local church.

## **CLASS RINGS**

Students who are freshmen or above may order class rings.

## **ELECTRONIC ENTERTAINMENT EQUIPMENT**

Students may not bring to school any radios, tape recorders, TV's, CD players, DVD players, M 3 players, iPods, electronic games, tape players or anything that would detract from the educational atmosphere. Exceptions may be allowed for a special purpose if they are approved by the school.

## **EMERGENCY LOCK DOWN PROCEDURE**

When it becomes necessary to lock down the school building we will sound the school bell in a series of THREE short rings. The series of THREE rings may be repeated several times to insure that everyone is aware of the situation. If you are in the annex you will need to listen for the outside bell which will be sounded in the same manner as the inside bell. When the bell rings, teachers will immediately lock their classroom door and move their students to an inside wall away from the door, and to the best of their ability, away from an exterior window. Students will remain in that position until the all-clear bell is sounded or someone from the office comes to their room and unlocks their door. The all-clear bell will be one very long ring of the bell. During the time you are in lock down mode, do not go to your door to look and see what is happening. Do not respond to any knocking on your door or any voice commands. Wait for the all-clear bell or for the office person to come to the room to unlock the door.

## **FIRE DRILL**

State law requires periodic fire drills. Each classroom shall have an evacuation plan posted in that classroom. At the sounding of the fire alarm system, each student must leave the classroom and walk, in an orderly manner, single file to their designated place on the playground. All doors and windows must be closed. Silence must prevail during the entire procedure. After students have exited the building, they are to stay together in their designated area with their teacher. Roll call will be taken, and a report sent to the staff person who is monitoring the evacuation process. Students are to remain in their group until dismissed by their teacher.

## **GUIDANCE AND COUNSELING**

Students should feel free to request an appointment with the high school principal/administrator to assist them with academic or personal problems.

Application forms for college testing, requests for transfer of test scores, transcripts, and work permits are all available in the office.

## **LIBRARY**

A growing library is part of our school development plan and much work has gone into making our library a valuable addition to our academic program.

Books are to be checked out at the circulation desk. They are checked out for one week and may be renewed once. **A fine of five cents per day for each school day is charged on books not returned by the due date.**

Reference books may not leave the library at any time.

Students who abuse their library privileges will be restricted from the use of the library.

## **LOST AND FOUND**

Lost and Found is located in the office.

## **LUNCH PERIOD - ELEMENTARY**

All food is to be eaten in the lunchroom areas.

Courtesy and good manners shall be in evidence at all times.

Each student is to clean up his/her area when finished eating.

After a student has finished eating and they wish to leave the cafeteria area, he/she will raise his/her hand so that the lunchroom supervisor can acknowledge them. The

lunchroom supervisor will give the student permission to leave the cafeteria area. The student will then place all trash in the appropriate trash container; leave the cafeteria area and either return to his/her room or go outside, whichever is appropriate. Teams of students will be assigned on a daily basis to clean the cafeteria area.

## **LUNCH PERIOD - SECONDARY**

All food is to be eaten in the lunchroom areas.

Courtesy and good manners shall be in evidence at all times.

Each student is to clean up his/her area when finished eating.

All trash is to be placed in trash containers.

Teams of students will be assigned, on a daily basis, to clean the cafeteria areas and empty the trash.

Students are allowed to be in the cafeteria area, the south side Patriots' Room classroom, the hall area just east of the cafeteria or outside of the building during lunchtime.

Students may leave the designated lunchroom area to use the bathrooms, go to the office or visit a secondary teacher if they receive permission from the lunchroom supervisor.

Students must stay on school property during the lunch period\*. Students may not be in front of the building (east entrance) or in the parking lots during lunch period.

### **\*EXCEPTION:**

At lunchtime on Mondays and Tuesdays, juniors and seniors may be allowed the privilege of going off campus for lunch. Prior to any junior or senior leaving campus, the "Shack" must be properly staffed.

In order to receive permission to leave campus at lunchtime, juniors and seniors must have a written permission slip from their parents on file in the office that gives them permission to drive or to ride with another student. If a student is given permission to ride with another student, the name(s) of the student drivers that the student is allowed to ride with must be listed on the parent permission slip.

This privilege will be allowed so long as students are able to return to school at a time that will allow them to get to their sixth hour class without being tardy.

"Couples" may not leave school property together. Single students or a group of students numbering three or more may leave the campus during lunch, if they have complied with all school rules.

## **SNOWBALL THROWING**

There is to be no snowball throwing on school property.

## **STUDENT STORAGE AREA – SECONDARY “CUBBIES”**

Cubbies are furnished for students to store their school and personal belongings. No student should ever enter another student’s cubbie without permission. Cubbies must be kept clean and neat. Anything posted inside must be morally and ethically acceptable. The administrator will be the final judge as to what is morally and ethically acceptable. Food or beverages, other than sack lunches, are not to be kept in the cubbies. The administration reserves the right to check the cubbies at any time. The student occupying the cubbie is responsible for any damage done to the cubbie.

## **TELEPHONE USE/CELL PHONES**

All school telephones are for school use. If it is necessary for a student to call home, a twenty-five cent charge is levied for local calls. Long distance calls must be made with the use of the student’s personal prepaid calling card or dialed collect. Students may not receive calls during school hours unless there is an emergency.

Students are not permitted to have cell phones in their possession during the school day. It is acceptable that a student could have a cell phone with them when they travel to and from school. If a student brings a cell phone to school, he/she must deposit it immediately in the school office and pick it up when they depart from school. If a student has a cell phone deposited in the school office and needs to make a telephone call, they may ask permission to use their cell phone in the office so that they will not have to pay the twenty-five cent per call charge. All telephone calls must be made in public in the school office.

## **TORNADO**

1. Should a tornado warning be issued, no student will be dismissed from school. (See Item #3 below.)
2. If a tornado watch is in effect at the close of school, there will be no after school activities. All students will depart for home at the completion of the school day.
3. Parents, at their discretion, may pick up their own children, while we are under the tornado watch or warning.

## **VISITORS - Adult**

Visitors are welcome at CHCS. All visitors must report to the school office when they first enter the building. This includes parents as well as guests. Parents who wish to have

something delivered to their child are to bring the object to the office and an office worker will deliver it to the student at the appropriate time. Our desire is to not interrupt the classroom any more than is absolutely necessary. If a parent is picking up a child to leave school during the school day, the parent is to report to the school office and a school worker will get the student and bring them to the office so that they may sign out. Parents are welcome to visit their child's classroom. We ask that parents who desire to visit a classroom provide the office with one day's notice before the visit, report to the school office on the day of the visit and be escorted to the classroom by an office worker.

No visitor is to be in the school building without a visitor pass conspicuously placed upon the front, chest portion of their person.

### **VISITORS - Students**

Student visitors are welcome at CHCS. Students may visit for either a half-day or full day. The visiting student must comply with all rules and regulations established for students enrolled at CHCS. Students who wish to visit must fill out a Student Visitors Form and must receive prior approval from the administrator. Approval must be received at least one day before the visit is to take place.

No visitor is to be in the school building without a visitor pass conspicuously placed upon the front, chest portion of their person.