

SECTION 2 – EDUCATION POLICIES AND PROCEDURES

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INSTRUCTIONAL PROGRAM

Accountability for Student Behavior Off Campus and During Non-School Hours

Castle Hills First Baptist School is a Christian school and is committed to maintain a consistent testimony before God, the church, the community, and the students of the school. Since students are identified with the school, the school testimony is determined in part by the actions of students. The responsibility of students for their testimony goes beyond the boundaries of school property and school time. Any student whose involvement in immoral, unethical or illegal behavior anywhere or any time that brings a reproach to the testimony of the school or whose actions become detrimental to the spiritual life of other students in the school may be subject to disciplinary action up to and including expulsion.

Basic Procedures for Classroom Success

- 1) Students should be in their seats and have appropriate materials out when the tardy bell rings.
- 2) In general, students will not be allowed to leave the classroom during class time, beyond extreme situations.
- 3) Students should be in appropriate uniform.
- 4) All students should show respect to their teachers and their classmates at all times.
- 5) Inappropriate behaviors that warrant student discipline:
 - Tardies to class.
 - Talking without permission or being inattentive in class.
 - Minor class disruptions.
 - Horseplay.
 - Dress code violations.
 - Cutting remarks or verbal assaults.
 - Intimidation or physical assaults.
 - Immoral activities, suggestive speech, or foul language.
 - Active or passive defiance.
 - Overt or subtle disrespect.
 - Questions or comments to teacher concerning a discipline or dress code referral. An appointment can be set at a later time if discussion or explanation is necessary.
 - Physical contact of an expressive nature between young men and young women.
 - Sitting in cars or loitering in the parking lot during school hours.
 - Cell phone calls or texting during class or in any school building (use before or after school only).
 - Food or drinks in building outside of student lunch area.

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- Chewing gum on campus.
 - Students being in teachers' lounge.
 - Being in off-limits areas of campus, including the elevators, without written permission from administration.
 - Pattern of incomplete or late work.
 - Bullying.
- 6) Activities or occurrences that warrant suspension or expulsion include but are not limited to
- Possession or involvement with drugs or alcohol, smoking, including possession of related items, lighters, matches, etc.
 - Immoral activity.
 - Fighting or intimidating.
 - Continued bullying.
 - Skipping class or school.
 - Vandalism or destruction of school property.
 - Possession of a weapon, including the use of an ordinary object as a weapon. No pocketknives, fireworks, or explosives.
 - Written or verbal threats to the safety of individuals or the school in general.
 - Lying, forgery, plagiarism or cheating in any form.
 - Foul language in writing, distributing, or possession of profane, indecent, or obscene language, literature, or pictures.
 - Passive participation in any of the above.
 - Physical threat toward anyone on campus.
 - Physical or verbal abuse of another student.
 - Physical or verbal conduct which constitutes sexual harassment.
 - Abuse or theft of school property, furniture, equipment, books, building, or grounds.
 - Blatant violation of the dress code.
 - Continued presence of a spirit and attitude that is not "in harmony with the spirit of the school."
 - Violation of any standard of the Student Honor Code at school, at home, or elsewhere.
- Note: all of the behaviors listed above apply equally to any kind of electronic communication including, but not limited to, text messages, instant messaging, social networking sites, Internet posts, video messaging and voice mail messages.*
- 7) Students desiring to report any of the above activity should immediately notify a teacher or principal of the conduct in question.
- 8) Disruptions or interruptions of the teacher during class will result in removal from the classroom.
- 9) Miscellaneous Policies:
- Orderly conduct in halls, on grounds, and during school trips is expected.
 - Keep restrooms clean and orderly.
 - Protect school, facilities, furnishings and grounds--pick up trash, do not deface school property.
 - Quality behavior, modest dress, and general compliance is expected at all

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outside school functions, parties, athletic events, field trips, etc.

- Concerning classroom disruption, poor attitude, or non-compliant learning posture, the student will be (1) warned, (2) removed from the classroom, communication with parent will follow, and (3) consequences administered.
- 10) All students are expected to abide by the CHFBS technology use policies.
 - 11) Depending on the nature of the misconduct, a student may also lose privileges (e.g., repeated dress code violations may result in a loss of special dress privileges, loss of exam exemption if applicable), be required to make restitution (e.g., in the case of theft or vandalism), lose extra-curricular participation privileges or final exemption privileges. Depending on the nature of the offense, the administration reserves the right to assess other appropriate corrective actions.
 - 12) Minor disruptive offenses may be forgiven at the end of the grading period and removed the student's permanent record if not repeated.
 - 13) The school's desire is that students corrected for misconduct repent or turn from their misconduct so that they may be restored to fellowship with the rest of the school community. Repentance is a change of heart which is demonstrated in a number of ways but usually includes at the least a cessation (or at least significant reduction) of misconduct.

Cell Phone and Technology

Cell phones

Cell phones are not to be used at school during the school day (7:45 a.m. – 3:20 p.m.). Any student using a cell phone will have it confiscated. The school reserves the right to examine pictures, text messages or any other information stored on the phone. When a cell phone is found, an administrator can turn it on and access information to be able to return it. Standard disciplinary measures will be taken for items found on cell phones.

Cell Phone or Other Electronic Device Violations

1st violation – The teacher will take up the cell phone or other electronic device. A parent may pick up the item in the main office during regular business hours. 2nd violation – The teacher will take up the cell phone or other electronic device. A parent may pick up the item in the main office during regular business hours. The student will be assessed a \$25 fine (which will be contributed to the CHFBS scholarship fund). 3rd violation – The teacher will take up the cell phone or other electronic device. A parent may pick up the item in the main office at the end of the semester or up to the end of the year.

Laptops & Wireless Internet

Students in 7th – 12th grade may use laptops during the school day (7:55 a.m. – 3:20 p.m.) for school related activities only, including, but not limited to, taking notes in class, typing assignments or creating projects. At the teacher's discretion, students may use personal wireless Internet during the school day (7:55 a.m. – 3:20 p.m.) for school related activities

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only, including, but not limited to, researching for projects and assignments or completing dual credit classes. Laptops and personal wireless Internet may not be used during the school day (7:55 a.m. – 3:20 p.m.) for the purpose of entertainment (i.e., viewing pictures, listening to music, playing games, posting on Facebook, watching videos on YouTube, checking personal email, etc.). Any student using his or her laptop or personal wireless Internet for any use other than school related activities will have it confiscated. The school reserves the right to examine any file on the computer. Standard disciplinary measures will be taken for inappropriate content found on laptops.

Sexting Policy

In keeping with the school's responsibility to provide a safe learning environment for all students, the Board has established the following policy regarding the issue of sexting. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline up to and including expulsion and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

iPods, MP3 Players, Digital Cameras and Other Electronic Devices that Distract from Learning

Students are not to use iPods, MP3 players, personal digital cameras or other similar electronic devices during the school day (7:45 a.m. – 3:20 p.m.). iPods, MP3 players, etc., are for the private use of a student and should not be used to play music publicly. Any student using any of these devices in an inappropriate manner or time will have them confiscated. The school reserves the right to examine any information or files stored on these electronic devices. Standard disciplinary measures will be taken for inappropriate content found on these electronic devices.

Discipline

"Train up a child in the way he should go; and when he is old, he will not depart from it."

--Proverbs 22:6

Discipline is necessary for the welfare of each student, as well as for the entire school. CHFBS will enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. Discipline is more than outward pressure--it involves inner understanding and acceptance. The goal of discipline is to develop Godly self-control.

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The school's goal is to teach all students to become responsible adults. This is achieved through learning respect for other people and their property. Any staff member has authority over any student, whether or not he or she has that student in class or not. A student may be corrected by any staff member and should do as instructed.

Discipline Philosophy

Good discipline means that the classroom is relatively free from confusion, disorder and anti-social behavior. It means each child operates freely within a structured framework, which he/she understands, accepts and incorporates into his/her behavior without constant reminder or discipline. In fact, the school's goal is to teach each student through loving instruction to become an independent, mature follower of Jesus Christ, ready and equipped to lead and serve his or her generation.

Realizing there is not a miracle cure for all problems nor is there a single, simple method for solving them, the school's intent is to give each teacher some practical and effective methods for classroom management and to include the parent as the primary disciplinarian in the life of the child. The discipline system should have the effect of drawing close the lines of communication between parents, teachers, and Administration.

"Discipline your son while there is hope." --Proverbs 19:18

"...Discipline yourself for the purpose of godliness." --1 Timothy 4:7

Simplified Rules for Kinder through 6th Grade

- Follow directions.
- Raise hand and wait to be called on to speak.
- Keep hands, feet, and other objects to oneself.
- Bring materials to class.
- Reflect Christ in all you do.

General Policies

Students are expected to abide by general school rules and by those of the individual classroom teacher. The school does not permit foul language, verbal threats of harm, bullying, disruptive behavior, any fighting or aggressive behavior between students, or disrespect to staff, other children, or property. Possible disciplinary steps that follow may involve conferences with a principal, parents, teacher, and the student to discuss possible solutions for the misbehavior and to inform the student of the serious effects of continued misconduct.

Appropriate forms of discipline include the following:

- Loss of privileges;
- Before/after school or lunchroom detention - 1st offense = 1 detention on day assigned; 2nd offense = 2 detentions on days assigned; 3rd offense = conference with parents,

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principal and/or Superintendent; subsequent offenses Consequences for subsequent violations will be determined by the principal.

- In-school suspension;
- Three- to five-day out of school suspension;
- Expulsion/student dismissal, with no refund of tuition.

Note: A student who is assigned to in-school suspension may be required to pay for a substitute to monitor the ISS.

Additional actions that may be taken:

- Corporal discipline by parent or school personnel is rare and used on an individual, case by case base with parental consultation and permission.

Please note that the school administration has the authority to issue any of the above consequences in any order for any behavior at any time. Likewise, the school administration can give extra work duties such as lunch duty or Saturday detention if they deem necessary. It may be necessary to call a conference immediately or even suspend immediately depending upon the offense. The key is discernment. Parents may always set up an appointment to discuss any matter. A strong partnership between school and parents is necessary in the training of their students.

Parent Communication

Each parent can expect clear communication from the faculty, either by a written note, email message or a telephone call. When clear communication is not consistently performed by the faculty, parents should contact the teacher to resolve the issue. If ineffective communication continues, the parent should contact the principal.

Disciplinary Probation

A student placed on disciplinary probation is in imminent danger of losing the right to remain at Castle Hills First Baptist School. A student placed on probation may not be able to represent the school in athletics, student activities, contests or public programs, be eligible to receive any honors, or be granted other privileges. When a student is placed on probation, the Administration will notify the parents immediately.

The Administration will review the probationary status of a student at the end of the semester. If sufficient correction of behavior is evident at that time, the student is removed from probationary status. If not, the Administration will determine whether or not the student will continue to attend the school.

Further disciplinary actions which place a student on probation more than once within a year's time may result in expulsion or eliminate an offer of reenrollment for the next school.

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Suspension / Expulsion

The superintendent is the final authority on suspension/expulsion of a student. His decision will normally come through the advice of the Board of Trustees and the principals. A severe problem will normally be handled through probation or withdrawal. Additional suspension considerations include: continued lack of respect for authority, intentional disobedience; negative attitude; fighting (physical and verbal); repeated foul language; verbal threats of harm to a staff member, student, or building; abuse of another student (physical and verbal); or being out of harmony with the general spirit of the school. In addition, the forgery of a parental signature at any time may be considered grounds for suspension (in school or off campus) or expulsion.

The recommended length of suspension is three to five school days - the minimum suspension usually being three days. Suspension is treated as an unexcused absence in reference to class work. A conference with the principal/superintendent, parents, and student may be held before and after the suspension. All class work missed during suspension must be completed before returning to classes. A suspension automatically places a student on probation, and return to school the following year may be denied.

In cases where the response to other discipline is not received by the student or is supported by the parent, the school will withdraw the student by expulsion. The superintendent will take this action.

Dress Code

It is our desire at Castle Hills First Baptist School that we do all things pleasing to the Lord and in a manner that will honor Him. We recognize, of course, that true Christianity is a matter of the heart and not always the outward appearance. However, it is true that our appearance is important. In I Thessalonians 5:22 we read, "Abstain from all appearance of evil." Samuel notes, "The Lord looks on the heart . . . man looks on the outward appearance." However, Peter puts his finger on the real issue when he stated that our attractiveness should not be based on what we wear but on "the hidden man of the heart . . . even the ornament of a meek and quiet spirit." By our dress and our actions we represent the feelings and thoughts of our hearts. Therefore, our clothing and the way we wear it should represent our desire to please God and honor Him.

All students will follow the school dress code unless otherwise specified by the Administration for special events and activities. Teachers are to check their students' clothing each morning. The teacher who identifies the dress code violation will complete a uniform violation form for any student who is not dressed according to the school dress code. The first time a student is not within the dress code guidelines, the parents will be notified by e-mail explaining why the student was not within the dress code guidelines. A student who is inappropriately attired may be required to wear the school chapel attire on non-chapel days. In the event a student comes to school without proper attire but with a note of explanation from a parent, the student should be sent to the office with the note

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before attending classes. Final authority for judgment calls rests with the area principal.

Student clothing must meet the standard of being conservative, neat, clean, pressed, and modest. Clothes that are severely faded, dirty, torn, and immodest or otherwise present a disheveled appearance are not permitted. Shoes must be clean or polished (leather shoes). The school is not responsible for lost or damaged clothing. It is the responsibility of parents and students to clearly label all clothing and personal items with student's name. When in uniform, **a student is to wear it properly at all times.** Students are required to be in uniform during school hours, unless other attire has been approved in advance. In High school, some students go directly to work or other activities where their school uniform is inappropriate. Therefore, with permission from the office, students may request and be permitted to change before leaving campus. The Administration will designate proper dress for special event and activity days.

Castle Hills First Baptist School administration reserves the right to determine the appropriateness of all dress code issues at school and any school sponsored or endorsed functions.

Chapel Uniforms

The Chapel uniform is worn on Chapel days. The area principal will determine the appropriateness of shorts for chapel dress based on weather issues. (See Parker Uniform information for detailed Chapel dress.) The Chapel uniform includes the Parker cardigan, long-sleeve pullover, or sleeveless pullover vest.

Girls: Kinder – 4th Grade

Chapel clothes will consist of the high yoke pleated plaid jumper and short sleeve white blouse with navy trim. A pair of modesty gym shorts will need to be worn under the jumper. Girls in Kindergarten through 2nd grade may wear school-approved tennis shoes with crew socks, white or black knee socks or tights on chapel days. **Beginning in 3rd grade**, girls will wear the school-approved dress shoe for chapel with white or black knee socks or tights. Beginning October 1 through March 1, the school sweater will be part of the required chapel uniform.

Girls: 5th – 8th Grade

Chapel clothes will consist of the Five Box Pleated Plaid Skirt with an oxford or the Parker $\frac{3}{4}$ sleeve blouse. A pair of modesty gym shorts will need to be worn under the skirt. Any approved dress shoes with white or black knee socks or white or black opaque tights are required on chapel day. Beginning October 1 through March 1, the school sweater will be part of the required chapel uniform.

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Girls: 9th - 12th Grade

Chapel clothes will consist of the Five Box Pleated Plaid Skirt with an oxford or the Parker ¾ sleeve blouse and monogrammed tie. A pair of modesty gym shorts will need to be worn under the skirt. Any approved dress shoes with white or black knee socks or white or black opaque tights are required on chapel day. Beginning October 1 through March 1, the school sweater will be part of the required chapel uniform.

Boys: Kinder – 2nd Grade

Chapel clothes shall consist of khaki twill pants, the approved white polo and approved tennis shoes with crew socks. Beginning October 1 through March 1, the school sweater will be part of the required chapel uniform. Boys in grades K – 2 are not required to tuck in polo shirts.

Boys: 3rd – 8th Grade

Chapel clothes shall consist of approved khaki twill pants with a black belt and the monogrammed white oxford from Parker Uniform. The uniform black dress shoes with black socks (not quarter crew) are also required for chapel. Beginning October 1 through March 1, the school sweater will be part of the required chapel uniform. Boys' shirts in grades 3 – 8 must be tucked in at all times.

Boys: 9th – 12th grade

Chapel clothes shall consist of approved khaki twill pants with a black belt and a monogrammed white oxford from Parker Uniform with the black monogrammed Parker Uniform tie. The uniform black dress shoes with black socks (not quarter crew) are also required for chapel. Beginning October 1 through March 1, the school sweater will be part of the required chapel uniform. Boys' shirts in grades 9 – 12 must be tucked in at all times.

Field Trip Uniforms

The Chapel uniform is worn on appropriate field trips. The principal will determine appropriate dress for field trips when the Chapel Uniform is not appropriate.

Uniforms

Kinder – 12th grade

Students may wear any combination of school approved uniform items from Parker Uniform Company (uniform clothing in the same style and color as Parker's may be purchased from other retailers' uniform clothing department) or from the CHFBS Eagle

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Store. See Parker Uniform information for detailed school clothing information. The Parker Uniform web address is www.parkersu.com, and the school web ID for Parker Uniform is SA083119. Parker Uniform Phone is 530-0087.

General Guidelines for Girls

The length of the jumper or skirt must be to the knee. The skort or walking shorts must be no more than three inches above the knee. Modesty shorts must be worn under skirts or jumpers.

General Guidelines for Girls and Boys

White undershirts can be worn under white or black polo shirts. Black undershirts can only be worn under the black polo. No other colors of undershirts are allowed. Under garments or camisoles are not to extend beyond the shirt sleeves or shirt hemline.

Belts

Approved black leather braided or reversible belts are to be worn with all pants. All boys in grades 3-12 must wear a belt and tuck in their shirts at all times. (See Parker Uniform information for detailed belt information.)

Cosmetics

Kindergarten – 6th

Girls are not allowed to wear make-up. Neutral tone lip-gloss is permitted. Nail polish in any shade except black is acceptable.

Boys may not wear any cosmetics except deodorant.

7th – 12th grade

Girls may wear foundation, blush, powder, and lipstick in traditional conservative colors. Eye shadow may be worn, but it should enhance the natural skin tones. Mascara may be worn, but false eyelashes may not be worn. Fingernail polish in any shade except black is allowed.

Boys may wear deodorant, after shave, and cologne only. Any tattoos must be covered during school hours and during any school events.

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Jewelry

Large heavy jewelry and costume jewelry should not be worn. Chains may not be worn. Jewelry with Christian symbols may be worn. In addition, there should be no visible tattoos during school hours or at school sponsored activities.

Girls

Girls may wear watches, one bracelet, finger rings, necklaces, an ankle bracelet, and earrings (no more than two per ear; no other visible body piercing is allowed; Kindergarten - 6th grade should limit earring size to nickel-size posts. Dangle and hoop earrings can be dangerous in PE and on the playground.)

Boys

Boys may wear watches, one bracelet, finger rings, and necklaces only. Jewelry that requires piercing is not to be worn. No visible body piercing is allowed.

Footwear

Shoes

Students may wear any school-approved shoes from School Shoes Unlimited. Shoes in the same style and color as School Shoes Unlimited may be purchased from other shoe retailers. Please note that the style includes the thickness and height of the sole and heel of the School Shoes Unlimited approved shoes. Shoelaces must match the predominant color of the shoe. All shoes that tie must be tied at all times. Canvas shoes are not allowed for daily or for chapel wear.

Athletic shoes must be solid black or solid white. Athletic shoes may not be worn when the chapel uniform is required. On chapel days solid white or black athletic shoes need to be available to change into for PE in 3rd – 5th grades.

Dress shoes must be the school-approved shoes from School Shoes Unlimited. Shoes in the same style and color as School Shoes Unlimited may be purchased from other shoe retailers. Girls may also wear black flat shoes (ballet style) that are leather or leather-like, no canvas.

Dress shoes are required to be worn when the chapel uniform is required. Dress shoes may be worn any day. Students in Kindergarten through grade 2 may wear school approved tennis shoes in white or black Monday through Friday.

Socks

Boys' tennis shoes will be worn with white quarter crew or crew socks.

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Girls' tennis shoes will be worn with either white quarter crew or crew socks, white or black knee socks, or white or black opaque tights.

Hair and Hats

Students will keep their hair neat, clean, well groomed, and in traditional styles and colors. Hats are not to be worn while in school uniform.

Boys

Haircuts are to be traditional - off the collar, off the ears, and not touching the eyebrows. No beards, goatees, or mustaches are permitted; boys must be clean-shaven. Bushy, shaggy or thick hairstyles are not permitted even if they follow the above policy. Boys failing to shave at home will be sent to the office to shave at school.

Cheerleader Dress

Cheerleaders' dress, both uniforms and practice attire, must be modest in terms of length of skirts and shorts, avoiding open sleeves that are too exposing and tops that are not too tight in terms of being form-fitting. Uniforms must be preapproved by the athletic director and the superintendent. Uniforms should be ordered in the fall semester with the growth of young ladies in mind in order that the clothing continue to meet dress policy in the spring. When not actively engaged in practice, cheerleaders' attire should be the CHFBS athletic uniform.

Dress For Formal Or Special Events

(This Section Only Applies To Middle School and High School)

Garments worn to formal events (such as awards banquets, homecoming, JR/SR banquet and the CHFBS sports banquet) should comply with the guidelines listed below. Prior administrative approval is encouraged and occasionally may be required. If a student of CHFBS invites a guest to a CHFBS event, the student will be responsible to make sure his/her guest is aware of the guidelines. Once at the school-sponsored event, any student who is inappropriately dressed may be asked to go home to change if modifications cannot be made to meet the below guidelines.

Guidelines for formal attire for the young ladies are as follows:

- The back of the garment should not extend below the middle of the back. Additionally, there shall be no other openings below this area.
- Garments must not have a deep dip v-neck.
- Garments should not expose cleavage or midriffs.

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- Garments that are strapless or have straps smaller than one inch in width must be worn with a shawl during the entire school event.
- Garments should be constructed of a material that is not clingy or see-through. Mesh and lace material without an underlining is not permitted.
- Dresses, skirts, and slits in skirts may not be more than 2 inches above the top of the kneecap when standing and must be modest when sitting. Slits in the hem should be no higher than the knee.
- Shoes are required. No flip-flops are allowed for formal dress.

Guidelines for formal attire for the young men are as follows:

- Garments should be clean and neatly pressed.
- Dress shirts are required.
- Dress pants (no jeans) should be appropriately sized and not too baggy.
- Coats, ties, belts, and vests are appropriate.
- Closed-toed shoes are required.

Physical Education/Athletic Dress

Physical education/athletic uniforms are required for students beginning in 5th grade. Students who pay the athletic fee will be provided with one (1) athletic uniform. Additional athletic uniforms may be purchased at an additional cost. Required P.E. uniforms (shorts and shirts) are purchased through the Athletic Department at the beginning of the school year. P.E. uniforms must be clearly marked with the student's name.

The following standards are followed:

- 1) Students will change into the P.E./athletic uniform and athletic socks and shoes prior to P.E./athletic classes.
- 2) Students should not wear jewelry to P.E./athletic classes. Coaches and P.E. teachers will ask students to remove jewelry for P.E./athletic class.
- 3) A uniform violation may be issued and points may be deducted from a student's daily grade if he or she does not dress out in the P.E./athletic uniform, athletic socks and shoes.

Spirit Dress Days

On days and school functions that the school uniform is not to be worn, all guidelines related to hats, hair, cosmetics, jewelry will remain in force. On spirit dress days students may wear jeans, any tennis shoe, and a school-approved spirit shirt. Clothing must remain modest and fit without being overly loose or tight. Clothing must not be torn, have holes, be dirty or be sleeveless, backless or expose the stomach in any way. Final authority for judgment rests with the area principal. Official CHFBS sweatshirts may be worn on

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school spirit dress days. Other outer wear must comply with the regular outwear policy.

Winter Wear

All students, grades K-12, will be required to have one of the three school-approved Parker Uniform sweaters (cardigan, vest, or pullover). The Parker Uniform cardigan, pullover, or vest will be the required chapel wear beginning October 1 through March 1. If the school sweater (cardigan, vest, or pullover) is not enough to keep a student warm in a classroom or the lunchroom, the student may wear another coat or jacket over the sweater. The coat or jacket should not have any advertising or pictures on it. A pullover sweatshirt or zippered hoodie does not qualify as another coat or jacket. The CHFBS spirit and athletic sweatshirts and hoodies may be worn only on school spirit dress days.

The outer jacket must adhere to the following heavy or cold weather outerwear guidelines: Heavy or cold weather outerwear may be any color or style coat. Outerwear with brand names or large logos or other advertisements across the front, back or down the sleeve will not be allowed at school. Any sweatshirt or pullover must be official CHFBS wear. Athletes may wear warm-ups when approved by administration. Outerwear must not be torn or dirty.

Letter Jackets

Wearing a letter jacket fosters unity and school spirit among the students at Castle Hills First Baptist School. It also gives an opportunity for students to share in the pride and love for the school. The standards for lettering should give students a goal to attain and something to look forward to in high school. The highest level of honor, achievement and excellence is that of earning the letter CH on the front of the jacket along with the privilege of earning and wearing additional patches as a high school student.

As a mark of integrity of students living in a godly manner in and out of school, students are expected to follow all rules involving the wearing of a letter jacket:

- 1) No extra patches, letters, or insignia of any kind may be worn on or attached to a letter jacket purchased by students in grades kindergarten through eighth.
- 2) Only those patches, letters, or insignia earned and purchased through Castle Hills First Baptist School may be worn or attached to the letter jacket for grades 9 – 12.
- 3) Students in any grade may have their name embroidered on the letter jacket.

To receive a letter jacket a student must do the following:

Fine Arts Letter:

- 1) Complete a full semester of high school Fine Arts at CHFBS.
- 2) Participate in at least two showings or contests.
- 3) Maintain a minimum grade average of 90 in the Fine Arts class.

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- 4) Must maintain conduct grades without any N or U.
- 5) Principal must approve.

Athletic Letter (Applies In Year Of Participation):

- 1) Must be a member of a varsity level team.
- 2) Must contribute to the improvement of the varsity squad based on the coach's recommendation.
- 3) Must maintain conduct grades without any N or U.
- 4) Athletic Director must approve.

Elementary Dress Code Compliance

Parents will receive email notification on each dress code violation. Consequences begin for students in 4th grade and start over at the beginning of each quarter.

1st-3rd Infractions – parent notification by email

4th-5th Infractions – lunch detention in office

6th-7th Infractions – 30 minute after-school detention

8th-9th Infractions – 1 hour after-school detention

Additional Infractions – Saturday School from 9:00 a.m. – Noon (\$25 fee)

Secondary Dress Code Compliance

All students are informed of the school dress code and appearance standards in the student manual. Every effort must be made by the student and the parent to comply with school policy. Teachers are to immediately report any apparent violations to the principal. The following guidelines will be used in dealing with dress code violations: Violators will receive a Dress Code Violation Form describing the violation. The violation will be noted on a list kept in the office. A copy of the Dress Code Violation Form or an e-mail will be sent to the parent for each violation. At times a student may be sent to the office to have the principal determine if the student is in violation of the dress code. The final determination of a violation rests with the principal. With the second and subsequent violations, the principal will determine the consequence. Generally, on the first violation, a student will receive a verbal and a written warning. On the second and third violations, a student will receive an on-campus duty, a detention, removal of a privilege, or other consequences to be determined by the principal. Consequences for subsequent violations will be determined by the principal and may include being sent home until the violation is corrected. Currently dress code violations are considered minor disruptive behavior.

In the event that form fitting clothing is worn or when the principal deems necessary, the principal will notify the parent for immediate correction of the problem. The student will be removed from class and allowed to return when in compliance with dress code. A female teacher will address older girls if the violation involves modesty. The teacher or principal has the liberty to remove a student from the classroom until the offense is

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corrected. Chronic dress code violations are considered rebellion. A student who repeatedly violates the same rule, even in a small matter, may need to be suspended or even expelled.

Absences due to non-compliance are considered unexcused. Repeated offences of the dress code will result in more disciplinary action.

Parent and student cooperation in selecting appropriate clothing for school are appreciated. Compliance to dress code helps to provide students with an educational environment that encourages their intellectual, moral, and spiritual growth.

Physical Threat / Zero Tolerance Policy

The CHFBS policy on a violent threat is a “zero-tolerance” policy. The threat of physical harm will result in immediate expulsion of the student pending review by the Superintendent and Board of Trustees. For the security of the campus, other children and school personnel, this policy will be applied in all circumstances, except on one or more of the following conditions:

- The complete consensus of the faculty, Administration, and Board of Trustees on the non-intent to do harm by the student.
- The absence of discipline issues in the past.
- The absence of any report of anger management, emotional outbursts in the past (over the student’s previous record at CHFBS or previous schools).
- The faithful commitment of parents to a local evangelical church and the validated involvement of the student in the Bible study/youth ministries of the local church.
- The known opinions and testimony of the student involved as being a caring, respectful person of concern for others in all past dealings.
- The complete support for school authority and CHFBS policy in the past by parents of the student.
- The parents must not have a background of exhibiting emotional outbursts or unrestrained anger at the school.

Meeting these requirements is only a basis for appeal and is not to be considered anything other than the criteria for appeal. The school maintains the right to deny continued enrollment in all circumstances where the good, safety, and security of the campus is at question. It would be unusual for an appeal to be considered and granted. In the event of an exception being granted on the basis of the above criteria, the student will remain on probation for an extended period at the Superintendent’s discretion.

Plagiarism/Cheating

Plagiarism and cheating are serious offenses that involve taking information from another source and presenting it as one’s own, thus including the components of both stealing and

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lying. It is therefore very important that students come to understand the seriousness of any act of cheating or plagiarism. Teachers are also expected to take precautions in terms of test security and the structure of the classroom-testing environment in order to protect students from unnecessary temptation.

When a student is suspected of cheating or plagiarizing, the teacher or staff member is responsible for verifying the accuracy of the alleged cheating and notifying the parent. The Biblical model (Deuteronomy 19:15-19) is followed in determining if cheating has taken place:

- 1) The teacher or staff member must have direct knowledge through observation,
- 2) The student confesses, or
- 3) The testimony of at least two reliable witnesses confirms the suspicion.

Teachers and staff members are required to fully investigate any suspicion of cheating prior to determining if a student has cheated. Some examples of cheating are

- Copying homework or any other school work
- Handing in the work of another person
- Plagiarizing (presenting another person's work as your own)
- Giving or receiving unauthorized assistance on tests, quizzes or other class work.

If it is determined that a student has indeed cheated, the following actions are taken

- 1) The student will receive a zero on the assignment.
- 2) The area principal is notified.
- 3) The student will confer with the area principal.
- 4) The parents are called.
- 5) The student is suspended from any sort of leadership position in a club, class, or athletic team, or is removed from the position. Cheating is a violation of honor, and leadership is a matter of honor.

In case of a second offense, the student will automatically be placed on academic and behavior probation for a period not less than a full grading period. A conference with the parent, student, teacher, and area principal is held. A third offense within the school year will result in the student being subject to expulsion. A conference with the parent, student, teacher, area principal, and superintendent is held.

Student Honor Code

Before being accepted for enrollment, students in grades 6-12, along with both parents, are required to sign a Student Honor Code form indicating full support of the policies outlined therein. Exceptions to the Student Honor Code are not permissible. Enrollment at CHFBS is based on keeping the Student Honor Code.

The honor code at Castle Hills First Baptist School is established to reinforce the character

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and spiritual maturing process of each student. This commitment begins with a relationship with Jesus Christ, our Savior and Lord. We believe that the evidence of this relationship will be evident in a student's desire to grow spiritually, intellectually and relationally. As a student chooses to live out the following Student Honor Code commitments, he or she will succeed in both school and life.

- 1) The student understands the need for a personal relationship with Jesus Christ in his or her life and that it is by His death on the cross and His grace that he or she can receive the gift of eternal life. *John 1:12*
- 2) The student recognizes that by the grace of God he or she is able to pursue opportunities to grow spiritually and to live a life surrendered to Jesus Christ as his or her Lord. *Rom. 12:1-2*
- 3) The student pledges to apply himself or herself wholeheartedly to his or her academic studies and to meet all testing and other requirements that are part of the guidance and college prep requirements. *Col. 3:23*
- 4) The student pledges that, with God's help, he or she will care for his or her body in a manner that is pleasing to God. The student will keep in mind that it is the temple of the Holy Spirit and that he or she will not compromise it by the use of any type of illegal drug or tobacco, the use of alcohol or involvement of any type of immorality, sexual or otherwise including the use or distribution of pornography. The student will refrain from involvement in any type of illegal activity or behavior at school or away from school. *II Cor. 6:16*
- 5) The student pledges that he or she will apply God's principles of love, care and concern for his or her fellow students and teachers. The student will not hurt the feelings of others intentionally, bully, or physically harm or intimidate his or her fellow students. *I Cor. 13:4-8*
- 6) The student will respectfully submit himself or herself to the authority, counsel and discipline of the staff, teachers, and administrators at Castle Hills First Baptist School. *Eph. 4:22-24*
- 7) The student agrees to support all CHFBS policy and procedures as set forth in the Parent-Student Handbook including the Student Honor Code, discipline, and dress code. (The Parent-Student Handbook is available in hard copy in the School Office, and an electronic copy is available on the school website.) *Titus 3:1-2*

Scope of Instruction / Graduation Requirements

With the Bible as the foundation and core of our course of study, we strive to integrate God's truth in all of the following areas.

Requirements for Graduation

All of the requirements specified below reflect the requirements for graduation from Castle Hills First Baptist School. Every student is encouraged to take as many courses as he/she can and achieve his/her maximum potential for God's glory.

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College Preparatory Diploma – Recommended Graduation Program:

CHFBS requires twenty-six and a half credits to graduate (This includes 4 Bible credits).

Language Arts	Four credits: English I, II, III, IV
Mathematics	Four credits from the following: Algebra I, II, Geometry, Trigonometry/Pre Calculus, Calculus, College Algebra
Science	Four total credits from the following: One credit from Biology Three credits from Chemistry, Physics, Anatomy & Physiology
Social Studies/ Economics	Four total credits: World History (one credit), World Geography (one credit), US History (one credit), U.S. Government (one-half credit), Economics (one-half credit)
Physical Education	One credit Can substitute athletics or approved private programs
Foreign Language	Two credits: Level I and II in the same language
Health	Health (one-half credit)
Speech	Public speaking (one-half credit)
Technology	One-half credit from Computer Applications, Web Design, Graphic Arts
Fine Arts	One credit from Choir, Band, Drama, Art
Electives	One and one-half credits
Bible	Four Credits or one credit for each year enrolled at CHFBS, if less than 4 years

Graduating with Advanced Honors:

A student may graduate with advanced honors by successfully completing (1) five honors course with a grade of 90 or above and (2) must have an SAT combined score of 1650 or ACT score of 24.

Graduating with Distinguished Advanced Honors:

A student may graduate with distinguished advanced honors by successfully completing (1) seven honors course with a grade of 90 or above, (2) must be a member in good standing of NHS, and (3) must have an SAT combined score of 1650 or ACT score of 24.

Minimum Graduation Plan:

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A Minimum Graduation Plan (22 credits) is available for students identified with special needs, at-risk situations, or other special circumstances. The Superintendent must approve all graduation plans that are not within the guidelines stated in the Recommended Graduation Plan.

Requirements for the minimum graduation plan:

Language Arts – Four total credits of including English I, II, III, IV; **Mathematics** – Three credits: Algebra I, Algebra II, Geometry; **Science** – Two credits to include Biology and Anatomy and Physiology; **Social Studies / Economics** – World History (one credit) or World Geography (one credit), US History (one credit), US Government (one-half credit), and Economics (one-half credit). **Academic Elective** – One credit from World History, World Geography, Chemistry, or Physics; **Physical Education** - One credit: Foundations of Personal Fitness, Can substitute: athletics, and approved private programs; **Foreign Languages** – none; **Health** (one-half credit); **Technology Applications** – One-half credit from: Computer applications; **Fine Arts** – one credit; **Speech** - Public speaking (one-half credit); **Bible** – four credits or one credit each year enrolled at CHFBS High school, if less than 4 years; **Elective Courses** – One and one-half credits from: Journalism, School Newspaper, Yearbook, Drama, Web Design, Pre-College Algebra, Environmental Science.

Changes in Graduation Requirements:

There may be changes and new interpretations in the future that could not be included at the time of this publication. Students should maintain contact with the guidance counselor in order to be sure their plans are accurate and current.

Honors Policy

As a means of enriching the educational experience at CHFBS, certain courses offer an honors class or honors credit by contract for students desiring to be challenged within a specific subject area in grades 9-12. Specific requirements for subject areas will be provided by the teacher during the first two weeks of school.

General Requirements:

- 1) An honors student is expected to exhibit a firm grasp of the English language and sentence structure. Therefore, students with a yearly average lower than 85 in English for the previous school year will not be accepted into an honors class or put on honors contract.
- 2) An honors student is expected to show depth of understanding, excellent organizational skills, and creativity in written and in oral projects. Therefore, students with a yearly average lower than 85 in the specific subject area for the previous school year will not be accepted into an honors class or put on honors contract for that specific subject.
- 3) An honor student is expected to be exemplary in citizenship. Integrity must be maintained in all areas, especially in writing; therefore, it is important to give credit for ideas, thoughts and analyses that are not one's own. Any incident of plagiarism will be grounds for removal from an honors class or honors contract at any time during the school year.

Honors Guidelines:

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- 1) Honors contracts must be signed by both student and parent or guardian and returned to the teacher on or before the due date set by the teacher or no later than the first Friday in September. For spring courses that are only one semester in length, students should return honors contracts to the teacher on or before the due date set by the teacher or no later than two weeks following the beginning of the third nine weeks.
- 2) Acceptance to an honors class or on honors contract is not guaranteed. Teachers have the right to accept and not accept any honors contract.
- 3) Honors students may drop an honors class or withdraw from an honors contract any time before the beginning of the third nine weeks. For spring courses that are only one semester in length, students may withdraw from an honors contract any time before the beginning of the fourth nine weeks. To withdraw from an honors contract, students should inform the teacher in writing, indicating they desire to be withdrawn from honors.
- 4) At any point during the first two nine weeks, the teacher has the right to remove any student not performing up to honors requirements from an honors class or contract. For spring courses that are only one semester in length, teachers may remove any student at any point during the third nine weeks. Teachers will provide the student and/or parent with a written note indicating removal from honors.
- 5) If a student has not withdrawn or been removed from an honors contract before the beginning of the third nine weeks (or for spring courses that are only one semester, before the beginning of the fourth nine weeks), the student will be required to complete all honors requirements regardless of whether he or she meets the requirements to receive credit.
- 6) Honors classes will require extra time spent on independent study and may necessitate access to the Internet and trips to the public library on student time.
- 7) Honors classes may require the purchase of additional books and/or materials.
- 8) Attendance at scheduled evaluation/discussion/lab times may be required at the teacher's discretion.
- 9) Attendance at cultural or other significant events may be required.
- 10) All honors assignments must be completed and turned in on time. *No late work will be accepted.* If an honors student is sick or has an appointment on the due date of project, the student should either email the project to the teacher or have a parent drop it by the school office.
- 11) If on honors contract, all guidelines and assignments for the regular curriculum must be followed and apply to the honors assignments. The student's average will be comprised of all regular and honors assignments.
- 12) Each student is allowed only one (1) Bible honors credit.

Receiving Honors Credit:

Students taking honors by contract or in an honors class will receive honors credit only if:

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- 1) The student and parent or guardian have signed an honors contract, turned it in to the teacher in the appropriate time frame and been approved by the teacher.
- 2) The student has not withdrawn or been removed from honors.
- 3) The student has completed the work assigned for the entire year. Students that drop out of honors or transfer during the year will not receive honors credit.
- 4) The student earns a yearly grade average of 90 or higher.

Calculating Honors Credit:

Honors by contract and honors classes are weighted as .5 points on a 4.5 scale (i.e., in a non-honors class a 95 is an A and an A is a 4.0; in honors that grade point would be 4.5). The numerical grade in the class is reported on the report card and transcript as the actual number grade earned. On the report card and transcript “H” is noted next to the grade posted. The .5 is not shown for that specific class on the report card or on the transcript but is reflected in semester and final averages on both the transcript and report card. The recorded “H” indicates that the .5 points are to be added for honor list purposes and for purposes of class rank and other honors and recognition related to grade point averages.

If, at the end of the year, a student in an honors course receives a yearly grade average lower than a 90, the .5 is not added to the report card and the transcript, and no “H” is recorded.

Concurrent Enrollment And Internships

Concurrent enrollment and internships are subject to approval by the superintendent. The following guidelines will be followed:

- Since students are enrolled at CHFBS to receive a Christian education, students will not generally be permitted to take a college level course that is not taught from a Christian worldview on a very limited basis.
- Parents must work out a schedule which has no conflicts with regular course work required for graduation.
- A student is not permitted to schedule concurrent enrollment or an internship without administration approval.
- Dual credit - Credit may be given for courses that fulfill graduation requirements or are approved by administration.
- Ranking - The student's grades received from concurrent enrollment are not averaged into his personal GPA or percent average without Administration approval.
- It is permissible that students do this type of (course) work in the summer or in the evenings.
- Castle Hills First Baptist School will indicate that a student has taken other courses or been involved in an internship on the student's official transcript. The course will be listed with the amount of credit and grade received as long as it has been approved in advance and is from a recognized, accredited institution.

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Dual Credit

Dual credit college courses are offered in the high school. Enrollment in these classes is subject to the college guidelines and administrative approval. The Dual Credit Program allows a high school student to enroll in a community college to earn college level credit while at the same time gaining high school credits. Courses taken online DO NOT replace CHFBS' core courses required to graduate in some instances. Dual credit classes may be taken in the fall or spring semesters, and students may earn up to 18 college level credits total. A student may take only 2 dual credit courses per semester. More information regarding dual credit courses can be requested from the Guidance Counselor or principal.

Juniors and seniors who have the following test scores on their official high school transcript are eligible for dual credit courses.

SAT

Math: 500 (min. 560 for calculus)

Verbal (CR): 500 (min.)

Total: 1070

ACT

Math: 19 (26 for calculus)

Verbal 19

Composite 23

Students who do NOT have the qualifying SAT or ACT scores on their official high school transcript must take a college readiness exam, the ACCUPLACER. Students should check with their guidance counselor for minimum eligibility scores on the ACCUPLACER for acceptance into the dual credit program.

CHFBS does not provide textbooks for the dual credit courses. The textbooks are determined by the college and must be purchased by the student.

The college assigns college instructors to teach the dual credit courses. Therefore, these instructors are not held to the same guidelines as CHFBS high school teachers, such as calling parents when a student is failing. Students enrolled in dual credit classes are expected to perform at the college level in their class work and attendance. Any student who does not meet the expectations and requirements of the college instructors may be dropped from the class. End of semester grades are the only grades that are recorded in these classes. A student expectations contract must be signed for dual credit courses. If a student drops a class after the designated drop date for that course, the student would receive a failing grade and may jeopardize completion of requirements for high school graduation.

Dual credit classes are weighted as 1.0 on a 5.0 scale (i.e., in a non-dual credit class a 90 is an "A" and an "A" is 4.0. In dual credit, that grade point would be 5.0). Transfer students will have their credits transferred on the Castle Hills First Baptist School transcript according to our system.

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Independent Studies

Independent study courses are courses taken through CHFBS and taught by CHFBS faculty in formats other than standard, regularly-scheduled classroom instruction. They may be used to meet a variety of needs such as addressing scheduling problems or allowing students to pursue special academic interests. Independent studies course are treated as courses delivered by CHFBS and so earn both credit and a grade that affects the student's GPA. They are costly to the school, especially with regard to the time and energy of the teachers involved in delivering such a course; the resources a teacher expends in planning, instructing, and evaluating a course conducted for the sake of one or two students represent time and energy that he cannot invest in fulfilling his/her regular responsibilities or in other work that may help the school better achieve its mission. Therefore, any course taught outside of the normal schedule must receive administrative approval before it can be offered as an independent studies course. If conducted without prior administrative approval, it will be regarded as private instruction and treated in accordance with all guidelines governing private. Because they are costly to the school, independent studies course requested primarily for the convenience of the student will not receive administrative approval.

Administrative approval for taking a course on an independent studies basis cannot be granted unless the CHFBS teacher submits a syllabus identifying the academic discipline and level of the course and describing the course objectives, proposed timeline (including a deadline for course completion), and means of assessing student achievement in the course.

Other Ways to Earn Academic Credit

- College-Level Examination Program (CLEP).
- When a student takes certain high school courses while in the middle school, the grade earned is not used in determining the student's high school GPA.
- A student, with prior administrative approval, may be allowed to take courses on a pass or fail basis if the course is beyond his graduation requirements. These grades are not included in the student's grade point average (GPA).

Ranking

Each student's cumulative unweighted and weighted numerical average is computed each semester. Additionally, a student's unweighted and weighted GPA is computed each semester. **Class rankings are based on the cumulative weighted numerical average.** CHFBS does not assign a class rank to a student who transfers into the school after day one of the first semester of the student's junior year.

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Minimum Course Requirements

Minimum Course Requirements for Taking Courses not Offered by Castle Hills First Baptist School.

Each student must meet the following requirements in order to get credit for a course that is approved by the Superintendent for home study.

Time required

- Forty-five minutes per day for 5 days a week for 175 days = Total 131 hours
- Thirty minutes of homework per day for 5 days a week for 175 days = Total 88 hours
- Grand total of time required including homework and class work = 219 hours
- Summer school: If you were going to take a course in the summer over an eight week period for 5 days per week (40 days), the student would have to spend a little over 5 hours a day. If you were going to take a course in the summer over a ten week period for 5 days per week (50 days), the student would have to spend 4 hours a day.
- A log must be kept by the student and verified on a daily or weekly basis by the student's teacher as to how much time has been spent on the required course work.
- All assignments, quizzes, tests, nine weeks exams, semester exams, and final exams must be kept in a notebook and given to the Superintendent to verify the student's work.
- A textbook or recognized, approved course must be used.
- A grade book must be kept indicating grades recorded for daily work, quizzes, tests, projects, nine weeks exams, semester exams, and final exams.
- Castle Hills First Baptist School reserves the right to withhold credit if all course requirements are not met.

Student Transfer Information

A student transferring into Castle Hills First Baptist High school from another accredited school must meet the graduation requirements of Castle Hills First Baptist School (CHFBS) to be eligible for a CHFBS diploma. A senior, at minimum, must successfully complete the entire last semester to receive a diploma from CHFBS.

A transfer student that has 22 credits but is deficient in one or more required credit areas may still be eligible for a diploma. He must petition the administration for an exception to the graduation requirements no later than December of his/her senior year.

A transfer student who is deficient in Bible requirements may request other course work be substituted as an alternative for the Bible requirement.

A student transferring from a non-accredited institution, including home school, must successfully pass all courses in his/her first full semester at Castle Hills First Baptist School for the credits from his/her non-accredited institution to transfer to the CHFBS

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transcript. A student who fails any class in his/her first semester at Castle Hills First Baptist may be delayed credit for the previously earned credits from the non-accredited institution (school or home-school). The student and parents will have to meet with the administration to determine which course of action the school will take to transfer credits. Grades from non-accredited institutions will not be entered into the transcript. When credits from a non-accredited institution are approved by the administration, the student will receive a “Pass” for the transferred credit in place of the number or letter grade earned at the previous institution.

The decision of the administration is final in all cases related to transfer credits.

Classification Requirements

Sophomore (10th grade) 7 credits completed

Junior (11th grade) 12 credits completed

Senior (12th grade) 19 credits completed

Residency Requirements For Graduation

A senior must fully complete the last four semesters of course work at CHFBS as a full time student to be considered for Valedictorian or Salutatorian honors or any other Castle Hills First Baptist honors based on class rank.

SOAR (Students Overcoming Academic Restrictions)

For students who have been identified with a learning difference, the school has educators to assist them. Students who have current documentation on file at the school for identified learning differences are considered for modifications. Any modifications are based on individual needs determined by school personnel with parental consultation. Due to staff and funding limitations, CHFBS cannot guarantee the implementation of an Individual Education Plan (IEP) recommended by another school or other educational, diagnostic source. The SOAR (Students Overcoming Academic Restrictions) program is provided for a fee to support the student who has been diagnosed with a learning difference, ADD, or ADHD that is not sufficiently corrected through classroom modifications, medication, or diet.

Class Scheduling (Drop/Add)

Each spring, all students in grades 6-11 will, with the help of the guidance counselor, review their class schedule for the next school year. Students may modify (drop/add) courses, subject to class availability. No drops or adds will be permitted after the 10th day of class in the fall semester or the spring semester in the case of a 1 semester class unless

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extraordinary circumstances dictate a special dispensation. The Administration will make the final determination after consultation with the student, parents, teachers, and guidance counselor. No refunds will be processed for materials associated with dropped courses.

EVALUATING STUDENT PROGRESS

Evaluation is the process of determining to what extent the teacher has achieved his/her goals. There are two important presuppositions in the evaluation effort: (1) The teacher must assume that goals have been established, and (2) He/she must realize there are some goals that cannot be measured objectively. This is largely true of goals of spiritual growth, behavior, and attitudes. Evaluation is more than measurement by written forms. If learning is to result in change, then change observed in the life of the student is also an indication of effective communication from teacher to student.

Homework

Homework is a method for both teacher and parents to evaluate the student's understanding of the material being taught. Parents should expect that their child will be required to do homework on any given evening or weekend. Good effort on homework by the student insures that he is prepared to do his best in class the next day.

As a general rule for the average student, families may have the following time expectations for daily homework for most school days. Students who struggle or need remedial help may need to invest additional time to meet expectations. All students may occasionally need extra time to meet requirements for special projects, reports, etc. Students in honors and/or dual credit courses should expect to spend additional time on homework.

K-Grade 1	10 to 20minutes
Grade 2	20 to 35 minutes
Grade 3	30 to 50minutes
Grade 4	40 to 60 minutes
Grades 5 & 6	60 to 75 minutes
Grades 7 & 8	1-1/2 to 2-1/2 hours
Grades 9-12	1-1/2 to 3 hours

Makeup Work

If a student is absent due to an illness, an unexpected emergency, or a superintendent approved activity (i.e., science fairs, contests, sporting events), the student must make up the work missed. The student will be given one day for each day of absence in order to make up the work. All tests missed will be rescheduled at the convenience of the teacher. The teacher may use discretion in giving more time if he feels it is warranted.

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If a student is absent for any other reason, all of the missed work is due on the first day the child returns to class. All tests missed will be rescheduled at the convenience of the teacher. A grade of zero will be entered for any work not turned in upon return to class. It is for this reason that parents must make prior arrangements with the teacher in order to allow the child sufficient time to do the work required for the classes missed.

Penalties for Late Homework

Elementary Grades (K-2)

Day 1 through 5 - 10 points per day up to 50 points off

After 5 days - Zero will be given if the work is never turned in before the end of the quarter.

Parent contact will be made each time a 50 or zero is given.

Elementary Grades (3-4)

For students in grades 3-4 when any work is not turned in on time, the student will receive

Day 1 - 10 points off

Day 2 - 25 points off with parent contact being made by the teacher

Day 3 - 50 points off

Note: If assignment is not turned in within 5 days of parent notification, the student will receive a grade of a 0 (zero). Parent contact will be made each time a 50 or a 0 is given.

Intermediate Grades (5-6)

During the first semester, an Intermediate student in 5th grade will follow the Elementary (3-4) late penalties. During the second semester the 5th grade students will follow the secondary late penalties. Students in 6th grade will follow the secondary late work policy. Students will complete all late assignments as directed by the teacher. Teachers utilize a Missing Assignment Form or a notation in the planner when work is not turned in. It is the student's responsibility to give forms and the planner to parents on a nightly basis. Parents will receive automatic notification via RenWeb email for any grades of 0.

Secondary Grades (7 – 12)

For a secondary student when daily work is not turned in on time, the student will receive a grade of 0. When a student receives a grade of 0, the student may redo the assignment and turn in within one school day of the original due date for a maximum grade of 70. If the student does not redo and turn in the assignment within one school day of the original due date, the assignment may no longer be made up for a grade, and the grade will remain a 0. Parents will receive automatic notification via Renweb email for any grades of 0 or below a 70.

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Penalties for Late Projects

Due dates for assigned projects are given well in advance. Intermediate and secondary students will be expected to have projects turned in on the day they are due. If the student is sick or has an appointment, a parent should bring the project to school and drop it off for the student. When a special project is turned in late, 10 points are deducted from the student's grade on the assignment for each day the assignment is late. Parent notification will take place through RenWeb.

REPORTING ACADEMIC PROGRESS

Achievement Tests

Achievement Tests

The Stanford Achievement (SAT) Test is given annually, usually in the spring, to all students in Grade K through Grade 11. The results are compared nationally to other Christian schools, as well as to secular schools nationwide. This is a valuable instrument in assessing our teaching effectiveness.

Learning Ability Tests

The Otis Lennon School Abilities Test (OLSAT) is given annually to all students in Grades 3, 5, 7, and 9. The results assist the teachers in determining the approximate potential a student may have. The achievement tests provide another source of information that is helpful in determining individual as well as group needs.

The following are specific ways in which the tests are utilized:

- To insure that students are placed in the appropriate grade level.
- To provide information for each student's cumulative file so his rate of progress can be observed.
- To demonstrate accountability to parents by providing them with a copy of their child's test scores.
- To provide teachers with information that assists them in evaluating their personal performance along with the curriculum that is used.
- To provide data necessary to chart historical patterns to assist in the evaluation of individual teachers, curriculum, and student groupings.
- To provide data necessary to discover class and individual student weaknesses, so that necessary adjustments can be made in curriculum or methodology to strengthen the weaknesses.
- To compare the school's norm with the norms from public and private schools.

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Other achievement tests that are given include

- **PSAT** - The PSAT is a two-part exam administered to 10th and 11th graders. Scores on the PSAT during the 11th grade year are used to determine National Merit Scholars.
- **PLAN** – The PLAN, administered to 10th graders, is a practice ACT test and a tool to help students think about what they want their future to be like.
- **EXPLORE** – The EXPLORE is administered to 8th graders to prepare for their high school coursework and their post-high school choices. The content of the EXPLORE test are similar to the PLAN and ACT tests.

Grading Methods

Alpha-Numeric Grading Scale

Grading System (Kindergarten):

O	97.5 – 100
E	88.5 – 97
S+	83.5 – 88
S	77.5 – 83
S-	72.5 – 77
N	69.5 – 72
U	0 – 69

Grading System (1st – 12th grade):

Grades will be posted for both academic and citizenship progress. The following guide-lines will be used for both elementary and secondary grade reporting: 100-90 = excellent, 89-80 = good, 79-70 = satisfactory, 69 and below = failing, I = incomplete.

Citizenship: E = excellent (no or slight room for improvement), S = satisfactory (well done), N = needs improvement (work in this area), U = unsatisfactory (unacceptable performance; an immediate change is required)

Grading and Reporting Periods High School (Grades 9-12):

Each semester is divided into two (2) nine-weeks grading and reporting periods. In computing the semester grades for the course, all grades are determined in the following manner:

1st Semester

1st Nine Weeks - 43%
2nd Nine Weeks - 43%
Exam or Activity - 14%

2nd Semester

3rd Nine Weeks - 43%
4th Nine Weeks - 43%
Exam or Activity - 14%

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Grading and Reporting Periods Elementary Through Middle School (Grades K-8):

Each semester is divided into two (2) nine-weeks grading and reporting periods. No semester grade is computed. A final grade is computed for each course in the following manner:

- 1st Nine Weeks - 25%
- 2nd Nine Weeks - 25%
- 3rd Nine Weeks - 25%
- 4th Nine Weeks - 25%

$$\text{Semester Grade Average} = (1\text{st } 9\text{wks} + 2\text{nd } 9\text{wks}) / 2$$

For high school, each 9 weeks counts 43% and the semester exam counts 14%.

Alternate Method of Grading

Sometimes a student's ability to learn is less than that of the other classmates. These students may need to receive a modified evaluation and instructional program that is different from their classmates in order to learn. In such cases, the following reporting method is to be used:

- * - This mark will be put on the report card to indicate that the student's instruction has been adapted to meet his educational needs and abilities. A progress report will be included to explain the student's progress using the alternate teaching program designed for his successful understanding of the material
- I - Incomplete - no grade can be given due to the number of school days missed, either from illness or being a new student.

Grade Point Average

CHFBS does not use Grade Point Average (GPA) for computing class ranking; however, it is included on transcripts for comparison purposes for other schools and colleges. A student's GPA will be based upon the numerical average and whether the class was a regular class, an honors, or dual credit class.

Final Exam Exemption Policy

If a student has no more than ten absences in a class and an average of 90 or above for both semesters, he/she may be exempt from the final exam in that class. School activities such as ball games, field trips, and missions trips do not count as absences for this policy. All other absences count as absences. We encourage participation in

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church sponsored missions trips (with parental permission) and may grant excused absences when academic probation is not in effect. However, days missed for mission trips will be counted as part of the ten absences for this policy. A student will not be exempt from the final exam in a class if he/she has more than three unexcused tardies in any one semester, has been on disciplinary probation, or has been suspended.

Current Exemption Policy:

All students, including seniors, are required to take final examinations in every course in the fall semester. In the spring, students (grades 9-11) that pass the first semester, maintain a 90 grade average or better during each of the 3rd and 4th grading periods, and who are not removed for discipline reasons are exempt from the final in that subject. In addition, to be exempt, students may not have more than 9 absences or 10 tardies for the year or conduct grades of N or U.

Graduation

High school graduation consists of a commencement program. A student must meet all graduation requirements to participate in commencement and receive a diploma. All tuition and fees must be paid. A graduation fee is assessed during the senior year. Any exception must be approved by the Superintendent in a pre-approved written plan. Parents, students, relatives, and friends are invited to attend the commencement program.

To be selected Valedictorian or Salutatorian of the graduating class, a student must have been enrolled at CHFBS at least four full consecutive semesters before graduation. Grades from all subjects are included except physical education, competitive athletics, fine arts and school service aide. Eligible students must be enrolled in available honors courses.

Work completed the senior year will be counted through the 5th week of the final quarter for graduation honors, and grades will be computed by class averages. Graduation honors require an average of 90% or above for the cumulative high school career.

Progress Reports

Progress Reports will be sent to parents at the mid-point of each quarter.

Report cards will be sent home each nine-week reporting period for all grade levels. Hard copies will be mailed home for the students in grades 7-12. Parent – Teacher conferences are scheduled at the end of the 1st and 3rd quarters for the purpose of reviewing the student's report card. Parent-Teacher conferences are mandatory for

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students in grades K-6th. Report cards will also be posted online at the end of each marking period with grades always available online for review.

“Sign and Returns” utilizing pocket folders containing student papers and important information for parents will be sent home with students in grades K–6th on Fridays. They are to be reviewed by the parent, initialed, and returned the following Monday.

Parents should direct all questions concerning grades to the teacher.

The Administration reserves the right to retain any student who is not academically prepared to be promoted.

Promotion and Retention

Students in Kinder through 8th grade must have an overall grade average of 70 in all work and have passed 4 of 5 major subject areas with an overall 70 average in each in order to be promoted. If a student fails two or more major subjects, he is automatically retained. The major subjects include Bible, science, social studies, math, and English (in Elementary the English grade is the average of all language arts subjects).

When there is a possibility that a student will be retained, parents are notified in advance of the end of the school year, and his teacher and the administration will work with the family to assist in arranging supplementary assistance. With good parent and teacher communication, there should be no instance of a parent being unaware of the student’s lack of progress. Parents are encouraged to check their student’s grades at any time through RenWeb. Teachers will update the grades at least once per week.

Communication

Parent-Teacher Conferences

Teachers will contact the parents periodically for conferences to enlist the support of parents in particular situations, for either behavioral or academic encouragement. As a general rule, parents are requested not to phone teachers at home after school hours. A face-to-face conference is a much more satisfactory and personal method to use when discussing a student's problems. Parents are requested (1) to phone the school and leave a voice mail, or (2) to send an e-mail to the teacher to discuss any problems. Our teachers give so much of themselves to teaching while at school and long hours of preparation; therefore, we feel they need to spend their evenings at home with their families.

Parents should not try to hold a conference with teachers in drop off/pick-up lines, in the lunchroom, between periods or in the morning before school. Please know that teachers do want to talk with parents during a scheduled time and in the privacy of the

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classroom. Teachers cannot be taken out of class or morning preparation time for conferences.

Discussion of school problems

Parents should refrain from any discussion of school problems with other parents. This often leads to further misunderstandings and hurt feelings and does not solve the problem. The Matthew 18:15-17 principle should be followed at all times.

Notes to parents

Many times during the year, teachers or the school office may send items home for parental review. These are to be signed by parent or guardian and returned the following day. Failure to return signed notes may result in disciplinary steps. Forgery of parental signature at any time may be considered grounds for suspension or expulsion.

On-line Communication

Purpose of RenWeb:

- RenWeb is a guide and meant to be a communication tool to aid teachers, parents, and students. Changes will occur. Teachers may change their plans. In fact, effective teaching will be sensitive to the nature of the learner rather than the demand of covering material.
- RenWeb is not meant to replace the use of planners or communication between the teacher/student/parent.
- RenWeb is a great tool to help students when they miss school due to illness, sporting events, appointments, etc. In addition, RenWeb can be used to pace make-up work or to even work ahead.
- RenWeb is a great help to students with learning differences.
- RenWeb helps students develop organizational skills.

Parents of 1st-12th grade students may access grades, attendance, and communication with teachers through our online program. Weekly lesson plans/assignments are posted by 8:00 a.m. each Monday (unless Monday is a holiday). Grades are posted at least five times each nine week grading period. If parents do not have access to the Internet, they can contact the school office to obtain copies of this information. Additionally, parents may access the online information through computers made available on campus.

PROBATION / SUSPENSION

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Academic Probation / Suspension

A student receiving two or more semester averages below 70 will be placed on academic probation for the following semester. The offer of re-enrollment will be contingent upon significant academic improvement.

Probationary status will be reviewed by a Superintendent at the end of each semester.

Academic probation will be invoked in the following manner:

- A student who received two grades below 70 at the conclusion of the semester will be placed on academic probation for one semester.
- A letter of notification will be sent to parents.
- After being on probation, a student who receives less than two semester grades of 70 may be removed from probation.
- After being placed on probation, if a student's grades initiate a second academic probation period, the principal will review the student's lack of progress and will make the appropriate recommendation as to whether the student will be allowed to remain in the School.
- Following removal or withdrawal from Castle Hills First Baptist School for academic reasons, a student may apply for re-enrollment if the following conditions are fulfilled. The student has
 - Attended another accredited or recognized school for one full year.
 - Completed a full academic load and receives no failing grade.
 - Has not been placed on academic probation or experienced any discipline issues.
 - Received strong, positive references from administration and classroom teachers.

Reinstatement

The Superintendent has the authority to reinstate an expelled or suspended student when he has been satisfied that the problem leading to the expulsion or suspension has been corrected and a sufficient change has been demonstrated by the student.

Eligibility Requirements for Participation in Extra-curricular Activities

Extra-curricular activities provide opportunities for learning Christian leadership and socialization skills. Extra-curricular activities include athletics, fine arts, clubs, and organizations for students in grades 5-12.

To be eligible for any extra-curricular activity, students must

- 1) Maintain a seventy (70) or above average in each and all subjects.

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- 2) Maintain conduct grade of at least an S in each class.
- 3) Be in attendance at school (a minimum of one-half the day) on the day of the activity.

Eligibility for participation in extra-curricular activities will be determined every Monday, with the exception of the first and second weeks of each quarter after a report card is issued. The first time a student's grade is below a 70, the student is placed on academic probation. Under academic probation, the student may continue to practice and participate in all events, games and/or tournaments with administration approval. The following Monday, if the grade in the class remains below a 70, the student becomes ineligible and cannot participate in events and/or games until the grade is equal to or exceeds a 70 on a subsequent Monday grade check. If the grade is equal to or above 70, the student is removed from academic probation. This process is repeated at every Monday grade check.

There will be no eligibility check for the first and second weeks of each quarter after report card is issued. A student with a failing grade at the end of a grading period will be ineligible for the following two weeks. Habitual ineligibility will result in additional penalties determined by the administration.

During spring sports (tennis, golf, etc.), students will only be allowed to participate in one tournament per week. Exceptions may be considered if the student is maintaining an overall average of 80 or above in all of his/her classes.

Students are responsible for all class work, homework, and tests they miss due to competitions or required or approved activities that take place during normal school hours. Missed assignments and tests are due on the first day the student returns to school. When possible, students should make arrangements for any missed assignments or tests with their teachers in advance.

Suggestions for Helping 7-12 Grade Students Handle Their Concerns about School

If a student has a concern or complaint regarding a specific teacher, coach and/or administrator, it is preferred that initial communication is with that teacher, coach and/or administrator. When a student brings a complaint home, take the time to advise him/her as to the necessity of pursuing such a concern as well as how to approach the teacher and/or administrator to attain the resolution of this conflict. This training or advice will give the student a wonderful opportunity to learn the skills of conflict resolution. The key is giving young people the skills needed to work through these daily concerns and the positive experience of seeing them solved in a Biblical/relational way (Matthew 18).

We will reap great rewards as a community by following this pattern of taking the complaint to the person(s) involved at the lowest level. First and most importantly, our young people begin to take responsibility for resolving conflict in a Biblical and mature

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way. This training and experience is one of the most valuable tools we can give them as they prepare to enter the adult world. We need to be very careful that we do not attempt to "solve all their problems" for them at this age but simply advise and counsel them in learning how they can best solve their own conflicts. As they face these situations and see resolution, they will gain a confidence and independence which truly promotes maturity and responsibility. It is a critical stage in their development that calls for restraint, prayer, and counseling from parents and sensitivity in listening and problem solving on the part of teachers. Secondly, faculty members learn how they can improve as teachers, strengthening our faculty and helping us to better meet the needs of students.

In summary, as a Christian community, we are committed to handling concerns, complaints, and conflicts in a Biblical manner. In doing this, we will be affording ourselves the opportunity to allow God to work to resolve the concern and to help us overcome the awkwardness and fear in the resolution of differences. Certainly this can be a valuable educational and spiritual lesson for our young people, which gives them the confidence to be responsible and sensitive problem solvers in their world. When disagreement or conflict resolution has not been achieved at the level of communicating with the teacher, the student and/or the student and parents may meet with the teacher and the immediate administrator overseeing the grade level the student attends. The Superintendent is the final authority for conflict resolution of disagreement for students or parents.

PARENT INFORMATION

School Hours

Grades K-4: 8:05 – 3:10
Grades 5th-12th: 7:55 – 3:20

Afternoon Pick-Up

Who can "Pick-up" a Student? Only persons whose names are on the pick up list as having permission from the parent or legal guardian are allowed to pick up students. Members of the car pool the student rides in may pick up the student. When a student is going home with a friend or being picked up by someone else, the parent should communicate the change of pick up in writing to the classroom teacher or call the office to give verbal notification of the change of pick up. Parents who wish to walk in and pick up students at the end of the day must wait in the first floor foyer. **Parking on a red curb to walk in and pick up a student is prohibited.**

K – 4th grade pickup is 3:10 – 3:20. Parents who wish to drive through the moving pick up line will pick up students next to the carport area. Students will be loaded into cars by duty teachers and student patrols. Parents are not to get out of their vehicles

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while in the moving car line. Parents who wish to park in the north parking lot and walk between the Joy and Day Care buildings should always notify one of the duty teachers that they are removing their child from the pickup area.

Intermediate pickup is 3:20 – 3:30. Students will be dismissed in front of the Victory building under the supervision of an Intermediate teacher.

Secondary pickup is 3:20 – 3:45. Students must be picked up no later than 3:45 p.m.

Early Pick-up: Students picked up any time prior to afternoon dismissal time must be picked up in the office. No student is allowed to wait outside unsupervised for pick-up except at regular dismissal time while under teacher supervision. **Please DO NOT pick up a student directly from the classroom.** The secretary will call the student out of the classroom to meet parent in the office.

Arrivals Before 7:35 A.M.

Students are to be dropped off no earlier than 7:35 a.m. in the morning. Any students in grades K – 6 arriving before 7:35 a.m. are required to attend daycare unless the Intermediate student is in early morning athletic practice. Morning daycare begins at 7:00 a.m. Please contact the daycare office at 377-8479 for the current fee schedule and registration information.

Early Dismissals

Kindergarten and Elementary early dismissal time is **12:10 p.m.**

Intermediate and Secondary early dismissal is **12:20 p.m.**

Parents who are unable to pick up students on early dismissal days should plan ahead and make other pickup arrangements or make arrangements for daycare. Parents should not assume that space is always available for last minute drop-ins. **Kindergarten and Elementary** students in grades K-4 not picked up by 12:10 p.m. who have not made Day Care reservations will be taken to the school office. **Intermediate** students not picked up by 12:30 who have not made daycare reservations will be taken to the school office. Each student who has not been picked up is assessed a late fee of \$5.00 for each half hour (or part thereof).

Late Pick-Up

Students in K-6 who are not picked up from school on time will be taken to Day Care if they are registered. Students not registered in Day Care will be checked into the school office to wait for their parent. Student accounts will be invoiced \$5.00 per child per each half hour and will be billed on a monthly basis. The office is not staffed nor

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equipped to care for children after school. Parents should make every effort to pick up their children on time.

Students in grades 7-12 not picked up by 3:45 p.m. will go to a designated area. There are separate areas for middle school and high school students to gather.

Students may not go off campus and come back unless they are with their parent or guardian. Students are not allowed to go to the gyms, library, or any other area unless they have permission from the office and have an adult chaperone.

Morning Drop-Off

Elementary parents who wish to walk students to the building should park in the north parking lot, Victory lot or in front of Grace Chapel. **Parking a vehicle on red curb to walk a student in is prohibited.**

Parents who wish to drive through and drop off **K – 5th grade** students should follow the traffic flow diagram to the designated drop off area behind the Faith building. **6th – 12th grade** students can be dropped off in front of the Victory building.

Kindergarten – 5th grade students arriving between 7:35 and 7:50 a.m. should go to the lunchroom. **Sixth grade** students should go to the 2nd floor Victory foyer outside the Victory Gym. **Secondary** students arriving between 7:35 and 7:50 a.m. should go to the area designated by the administration. Secondary duty teachers will release the students by 7:45 a.m. to go to the lockers/classrooms.

Loading and Unloading Procedures

No teacher is on duty before 7:35 a.m. or after 3:45 p.m. Teachers attend prayer time in the morning, which leaves classrooms and hallways unattended until 7:50 a.m. Therefore, students are not allowed in the Elementary classrooms/hallways or the Intermediate/Secondary hallways/classrooms until 7:50 a.m. each morning. Teacher preparation time in the mornings is very important. We ask that parents not go to classrooms in the morning unless it is an emergency or they are doing volunteer work. This allows the day to start with fewer interruptions.

Secondary students must be picked up from of the building by 3:45 p.m. or seated in the secondary foyer outside the offices unless pre-approved exceptions are made for students to wait in designated area(s), they are accompanied by a teacher, parent or staff member or in a church activity or they are participating in a school-sponsored, sanctioned activity, or tutoring. All K-6 students not picked up at dismissal will be required to go to Day Care. If applicable, parental accounts will be invoiced on a monthly basis for this service.

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Automobile and Parking Policy

Students who have a valid Texas driver's license may drive their own car to and from school under the following conditions:

- Parents give written consent and assume full legal responsibility. Written proof of driver's license and liability insurance must be provided, and a Permission to Drive form completed.
- A student may ride to and from school with another student when written permission is obtained in advance from parents of all students concerned.

Parking lot rules for students and parents:

- Students are expected to drive in a careful, cautious, and courteous manner at all times while on or near the campus. Campus speed limit is 5 mph. Failure to do so will result in loss of driving privileges to and from school.
- Students will park in designated areas.
- Do not park in the handicapped parking places without a permit.
- Do not leave your vehicle unattended on a red curb at any time.
- No students are allowed in the parking lot during school hours without a pass.
- Students may not eat lunch or loiter in the parking lot.
- A speed limit of 5 mph is enforced.
- Students will wait on the sidewalk to be picked up.

Child Safety Seats and Backseat Passengers

Texas law states that any child under 8 years of age or under 4'9" tall needs to be fastened into a safety seat. In addition, Texas law now requires that all backseat passengers be secured in a seat belt. Parents are strongly encouraged to abide by these Texas safety laws when picking their students up from school each day.

Classroom Visitation

Visitors other than parents: Adult visitors who are interested in CHFBS or who have children who are prospective students are welcome to come and observe classes. They are requested to make prior arrangements through the school office to avoid arriving during recess or lunch.

Parent visitation: Both parents are encouraged to observe each child's classes once annually. Other visitations may be scheduled with the teacher at the teacher's discretion. Occasionally parents may be requested to make special presentations or assist with a class project. Parents are welcome and encouraged to have lunch with their child. Both the students and the teachers appreciate parent's attendance in chapel.

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Closed Campus

Castle Hills First Baptist School operates a closed campus. This means that CHFBS students are not free to come and go as they please. Arriving late and leaving early requires signed notes from parents and must be approved by a school administrator. Students who are not enrolled at CHFBS may visit during lunch or any other event during regular school hours if accompanied by a parent. Only CHFBS alumni can visit during lunch without a parent. All guests must report to the school office, sign in and pick up a visitor's badge. Some exceptions for closed campus may be made for seniors by the administration.

Off Campus Lunch

Students in grades K through 11 will be allowed to leave the campus for lunch during their designated lunchtime with an authorized adult. Senior off campus lunch privileges may be granted by the secondary principal with parent approval. Sign-in and sign-out procedures through the office apply for all students leaving campus.

Designated School Areas

Students are only to be in areas designated for student activities. All church buildings are "off limits" unless specific permission is given. The church and school elevators are not to be used by the students from 7:30 a.m. to 4:00 p.m. unless given written administrative approval. The gymnasiums are not open for free time after school. Only students under adult supervision can be in the gyms at any time.

Guidance Program

Castle Hills First Baptist School employs a guidance counselor to help each high school student plan toward degree requirements, as well as college and career planning. All students must meet with the counselor at least one time annually. The guidance counselor will meet with the students during the spring semester each year. Parent meetings are available with the guidance counselor upon request. The guidance counselor will give assignments with completion dates assigned to all high school students towards college preparation, admission applications, scholarship applications, college entrance testing, career testing instruments, etc. Faculty and parents are expected to support and assist students in meeting these requirements. The published minimum requirements must be met for continued enrollment in CHFBS.

CHFBS does not employ a licensed professional counselor. If a student reveals information that in the principal's opinion and discretion raises concerns for the safety or emotional stability of the student, that information may be revealed to appropriate officials and the parents.

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Honor List and Honor Roll System (Grades 3-12)

Only courses that receive a numeric grade are averaged in computing the GPA for the Honor List and Roll. In no case will a student be eligible for the Honor List and Roll, regardless of overall average if he or she has received a numeric failing grade. Any student receiving an alpha grade of N or U will not be eligible. Any student making an “N” or a “U” in conduct or possessing a total of 3 or more tardies (secondary only) will not qualify for the academic Honor List or Roll.

Honor List

The Honor List is compiled after each grading period. The different lists are:

Administrator’s Honor List:

Grade average of 95 or above, no single grade below 80, no conduct grade of N or U, no more than 3 tardies total (secondary only)

Principal’s Honor List:

Grade average of 89 – 94, no single grade below 80, no conduct grade of N or U, no more than 3 tardies total (secondary only)

Outstanding Conduct Honor List:

Secondary students must earn at least four E’s in conduct without any N or U. Elementary and Intermediate students must have an E in their homeroom conduct.

Honor Roll

The Honor Roll is an annual recognition. The criteria are as follows:

Administrator’s Honor Roll:

Cumulative average of 95 or above, no conduct grade of N or U, no more than 3 tardies in any nine weeks (secondary only)

Principal’s Honor Roll:

Cumulative average of 89 – 94, no conduct grade of N or U, no more than 3 tardies in any nine weeks (secondary only)

Outstanding Conduct Honor Roll:

A student must make the Outstanding Conduct Honor List each grading period of the school year.

Secondary Only

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If a student receives a grade of F (failure) or I (Incomplete) for a nine weeks grading period, the student is not eligible for the honor list that nine weeks.

Chapel Services and Prayer

Elementary and intermediate chapel services are held weekly and are the responsibility of the faculty and elementary music teacher. Secondary (middle school and high school) chapel services are held weekly and are the responsibility of the secondary principal.

Appropriate dress guidelines are established in the dress code. Parents are invited to attend chapel services whenever possible. The goal of chapel is to teach and inspire commitments to receive Jesus Christ as Savior and dedication to becoming fully devoted followers of Jesus.

Along with chapel services, each elementary teacher begins the school day with prayer as well as the recitation of the United States, Bible, and Christian flag pledges. Secondary and specialty teachers open each class in prayer. Bible classes are the appropriate class to receive expanded prayer requests.

Balloon and Flower Deliveries

Flowers, balloons, and other items delivered commercially to a student must be delivered to the office. Students are called down to the office at the end of the day. These items are not allowed in the classroom or lockers.

CHFBS Athletic Booster Club

Our school should annually seek to have a large constituency of parents, friends, and businesses who participate in the Booster Club. The goal of the Booster Club is to fund, support, and enhance the entire athletic program. This includes sports on the middle and high school levels. The Booster Club supports the spiritual mission of the school through our student athletic programs.

Membership

The Booster Club consists of students, families, and supporters of CHFBS who maintain a current membership through the payment of annual dues. Membership entitles individuals to free admission to most CHFBS home sporting events (not including Homecoming and tournament and playoff games).

Responsibilities

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A board consisting of six to ten members approved by the superintendent shall conduct the business of the Booster Club. The Booster Club Board shall select a president, vice-president, secretary, and treasurer. Each board member has one vote in determining the affairs of the Booster Club.

The superintendent shall have the responsibility to replace, expand, or perpetuate the Booster Club Board on an "as needed basis." The Booster Club Board meets regularly for the purpose of planning and organizing. Agendas and funding proposals must be approved by the superintendent.

Booster Club Projects and Volunteer Coordination include:

- The Booster Club sponsors the annual Sports Awards Banquet during the spring.
- The Booster Club conducts various fundraising activities (including corporate sponsorships).
- The Booster Club assists with the hosting of tournaments and special events.
- The Booster Club is responsible for ticket sales, concession sales, and clean up at all home games.
- The Booster Club coordinates volunteers for maintenance of athletic fields.

Field Trips

The administration will decide when, where, and how many field trips will complement the classroom program. In order to participate in a field trip, a student must have on file a signed permission form from his parents and must have earned the right to go. Teachers will keep authorizations with them while away from school campus in case of emergency. To earn the right, a student must demonstrate that he has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of the area principal, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip.

Parents will always be provided with all information concerning a field trip, and adequate chaperoning is provided with the number of chaperones being based on the grade level involved.

CHFBS encourages parents to participate whenever possible. Occasionally, parents will be asked to drive for a field trip. Parent chaperones are required to have completed and submitted an Approved Driver Form and Criminal Record Search Request Form. Parents that are attending field trips are under the authority of the designated school sponsor and are expected to show respect and follow all guidelines governing the field trip.

All parents serving as official school chaperones must have a cleared background check on file in the office. Any parent riding on school buses or shuttles will have a cleared

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background check. Parents will ride school buses or shuttles on a space-available basis and/or at the discretion of the classroom teacher. Official chaperones may not bring younger children on field trips.

In order to maintain the highest Christian standards for our school, there are certain guidelines for parents who chaperone or drive:

- Parents, please wear clothing appropriate for the occasion. Shorts should only be worn for outside activities when students are also allowed to wear shorts and should be walking length. No T-shirts with inappropriate slogans.
- No smoking at any time while students are in your care.
- Be especially cognizant of the choice of music you play; choose music which reflects Christian values.
- Provide proof of liability insurance covering the automobile you drive and current driver's license must be on file in the office in order to drive.

All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

Holidays

Parents and students will be provided with a school calendar at Parent Orientation. It provides a complete schedule of school holidays and early release days for the entire year. The calendar is subject to revision during the year; a monthly schedule of events is published on the website and school newsletter at the beginning of each month to include any revisions.

Lockers

Students in grades 5-12 are assigned a locker in which to keep their school supplies and books. Lockers are the property of the school and may be accessed at any time and for any reason. Locker checks may be done at the discretion of the administration. Students with lockers that are jammed or holding any food except what is to be eaten at lunch are subject to disciplinary action. Students are not to switch lockers with another student. Students who violate this rule will be subject to disciplinary measures. Lockers must be kept clean inside and out. Stickers are not allowed on any part of the lockers. Students must not place anything on the lockers that they cannot easily remove without affecting the surface. Students are not to decorate in any way the outside of the locker except when approved by school administration. Writing or painting on any part of the lockers is not allowed. It is unwise to leave valuable items in a locker. The school is not responsible for any lost, stolen or damaged goods belonging to the student. Students should not enter any other student's locker without permission. Students are responsible to pay for any locker damage resulting from a violation of locker rules. A violation of the above rules can result in a suspension.

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Lost and Found

Unidentified items will be placed in a Lost and Found area near the front office. Any material (books, shoes, purses, clothes, etc.) that is left out overnight is turned into the lost and found. Articles with names are returned to students. If unclaimed, these items will be set out in the main hall at designated times throughout the year. After that, items will be sent to a local charity on the fifth day of the following month. Student's name should be written in permanent marker on all personal belongings.

Lunch Program

A hot lunch program is available four days a week for elementary and secondary students. Students may purchase a hot lunch or bring a lunch from home. Microwaves are available for student use in the lunchroom. Monthly menus are sent home with elementary students and are posted in each secondary classroom and on our website at www.chfbs.org. Fundraiser pizza and drink lunch are sold one day a week by the junior and senior classes. Hot lunch tickets cannot be used for fundraiser pizza and drink lunch. Cash must be used for pizza and drink lunch.

Parent Teacher Fellowship

Castle Hills First Baptist School is blessed to have excellent parent participation from a large number of parents who volunteer their time each year. We are enabled to do many more things for the students because of the help they provide.

CHFBS has an active Parent Teacher Fellowship or PTF. The primary goal of this group is to become informed on school needs and try to supply some of those needs through fundraising projects, coordination of volunteer efforts, faculty support and appreciation, and implementation of goals set by the superintendent. Agendas and funding proposals must be approved by the superintendent.

PTF Guidelines

Annual membership is required and shall be made up of parents and grandparents of CHFBS students.

The purpose is to facilitate relationships between parents, teachers, and staff in a Christian family environment by:

- Providing opportunities for parents to support and encourage teachers,
- Becoming informed of the needs of the school and teachers,

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- Coordinating parent volunteer efforts,
- Coordinating several fundraising projects,
- Implementing goals set by the superintendent, and
- Receiving annual membership dues each August.

The PTF Board shall be composed of a group of officers selected from the PTF body. The Board includes the President, Vice President, Secretary, Treasurer, Fundraising Coordinator, Volunteer Coordinator (service), Room Parent Coordinator (K-6), and Class Parent Coordinator (7-12).

Officers will be nominate by a simple majority vote with two-thirds quorum with superintendent approval. The slate of PTF officers will be presented on a ballot submitted to PTF members for approval in the spring.

All agendas, decisions and disbursal of funds require a simple majority vote of the PTF Board with two-thirds quorum and superintendent approval.

Phone Directories

A phone directory is published annually by the Parent-Teacher Fellowship (PTF) and is available for sale to school families in the fall. It includes the student's name, address, and phone number and parent name of each school family. It is not to be released to anyone outside the school, nor is it to be used by anyone in the school for the purpose of soliciting school families.

Pictures and Yearbook

Individual pictures will be taken in the fall of each year; class and group pictures will be in the spring. Check the school calendar for the dates for each grade. The school yearbook is published each year and distributed in the fall of the following school year. Every student receives a yearbook as part of his/her registration fee.

Planners

The planner (grades 1-8) is a tool through which teachers and parents communicate daily. Children in kindergarten will utilize a daily folder to ensure good communication. Teachers use the planner to inform parents concerning homework, special assignments, lunch information, special dress days, etc. **Parents are to sign the planner/daily folder daily in grades 1-6** to indicate to the teacher that they are aware of the information communicated.

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Parents may also communicate information to the teacher through the planner on a daily basis. When appropriate, please use the planner, e-mail, or voicemail to communicate with the teacher as much as possible.

High school students are strongly encouraged to use a planner but must purchase their own planner.

Snack Machines and Drink Machines

Students may use the vending machines after school only. Students may also use the concession area in the Victory building to purchase items before and after school. Students may not bring snack or concession items into classrooms to eat.

Temporary Guardianship

When parents are out-of-town and students are left in the care of another adult, the school should be notified in writing. Information should include:

- 1) Name of guardian authorized to pick up the student (with phone numbers).
- 2) A medical release form authorizing guardians to provide emergency medical care.

Textbooks

Textbooks are the property of Castle Hills First Baptist School and are issued to students on loan. They should be treated with respect, cared for properly, and returned at the end of the year. In case of an early withdrawal after school has begun, all school-supplied books remain the property of the school. Students are charged the full price of a textbook if it is lost or excessively damaged, and the records are held until such charges are paid. Students are required to cover their books. (Covers can be purchased or paper grocery bags can be used.)

Toys, Electronics and Other Personal Items

Students are not permitted to bring toys or other personal items (i.e., blankets, pillow pets, etc.) to school unless it is on special days determined by the classroom teacher. The school will not be responsible for any broken or lost toys. Please refrain from sending items, including clothing, backpacks, or school supplies, which reflect violent or magical themes (e.g., Pokemon, Power Rangers, Harry Potter, etc.). Such items will be confiscated and returned to the student at the end of the year.

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Use of Telephone

Students are not to receive phone calls. Parents may call the front office in case of extreme emergency. Students will not be allowed to use office phones unless granted permission by administration. The nurse will call parents in case of illness or injury. Students may not call home during class time for books or assignments left at home.

STUDENT ACTIVITIES

Castle Hills First Baptist School offers a variety of student activities designed to give systematic extra-curricular opportunities to all students in achieving optimal development in spiritual, cognitive, emotional, social, and physical growth. These activities are offered in individual and group settings. Student activities reflect the school's stated philosophy, mission, purpose, core values, goals, and objectives. Both school and out-of-school resources are used to implement the program of student activities in compliance with school policies.

The school seeks to give all students skills to prepare for all aspects of Christian adult living. The staff, faculty, and administration work conjunctly in providing student activities designed to meet the spiritual, cognitive, emotional, social, and physical needs of each student.

Athletics

The athletics program at Castle Hills First Baptist School is for intermediate and secondary students (grades 5 – 12) and is centered upon the development of the Christian student athlete's character while under the stress and duress of interscholastic competition. Not all sports are available for each grade level.

Awards Programs and Banquets

At the conclusion of the academic year, special programs are held for the purpose of honoring students who have excelled in numerous endeavors during the year. Elementary and secondary students have separate programs.

Class Parties and Events

Religious aspects of holidays will be observed and taught at CHFBS. Students are normally not permitted to give parties at school for teachers or "just for fun." The Superintendent must approve exceptions.

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Elementary

Class parties held at school during the school day are limited in number and carefully controlled in terms of expense. The **Elementary** (grades K – 4) school may have four parties during the year as they relate to seasonal holidays and events. These are:

- 1) Thanksgiving
- 2) Christmas
- 3) Valentine’s Day
- 4) End-of-Year (The End-of-Year party may be held off campus.)

Intermediate

The **Intermediate** school (grades 5-6) may have three parties during the year. They are:

- 1) Fall
- 2) Christmas
- 3) End-of-Year (The End-of-Year party may be held off campus.)

These parties are planned by the room mothers with the teacher’s help and will adhere to the guidelines established by the Administration. The students may do the decorating, and refreshments are kept simple.

The Administration must approve any other parties before plans are made.

Birthdays

Any student who has a birthday during the school year may celebrate by bringing cupcakes or other suitable refreshments or simple favors to the class for the teacher to distribute during lunch. Students are requested not to bring invitations to a party, unless there is an invitation for each student in the class. Otherwise, invitations must be mailed.

Christmas

The Christmas party is to be held the last day of classes before the Christmas holidays. The party (K-4) should not be more than 60 minutes in length. Room mothers may furnish refreshments, provide favors, and plan games with the help of the teacher. Activities that encourage the remembrance of the real meaning of Christmas must be included in all celebrations. Christmas should be a fun time for the students. No organized or school sanctioned student exchanges of gifts are permitted. Secondary Christmas parties will be planned through the office.

End of Year Parties

End of year parties are during the last two weeks of school. Field trips are acceptable.

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Halloween

There are to be NO parties at Halloween. There are to be no decorations used which include witches, skeletons, or black cats. This is not a day for celebration with refreshments or special activities. Safety could be stressed to students in any activity outside school.

Thanksgiving

Classes are to set aside a time of special thanksgiving to the Lord for all He has done for us. Students may dress appropriately for any special event that may be planned by the teachers.

Valentine's Day

The party is to be held on Valentine's Day or the Friday before, if it happens to fall on a weekend. All students should be given a list of their classmates, and the making of valentines should be encouraged for all the students. Room mothers may furnish refreshments, provide favors, and plan games with the help of the teacher. The elementary (K-4) party should not be more than 60 minutes in length.

Contests

Students will have the opportunity to try out to compete in various district competitions including but not limited to: spelling bees, math contests, speech meets, music festivals, art festivals, and science fairs. Association of Christian Schools International (ACSI) and Texas Association of Private and Parochial Schools (TAPPS) are two of the major organizations through which the students compete.

High School Socials

Students in grades K – 8 are not permitted to attend any high school social functions sponsored by the school.

Honor Societies

National Junior Honor Society (grades 7 – 9)

National Honor Society (grades 10 – 12)

National Spanish Honor Society (grades 10 – 12)

To be elected to an honor society is one of the highest honors that can come to a secondary student. The regular attainment of the Honor List does not automatically

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guarantee a student election to an honor society. Honor society students are academically high achievers, but additionally, they have distinguished themselves in the areas of leadership and service to the school and community. They have also consistently displayed high Christian character. Students are nominated for membership by members of the faculty and are elected by a committee of faculty members, chosen by the faculty sponsor of the society. A major function of honor society members is to promote the academic development of students at Castle Hills First Baptist School.

Minimum Requirements (must be met within the prior semester of the application)

- Cumulative GPA: 90% and above
- Conduct: E and S

Maintaining Membership (must be met each semester of membership)

- Cumulative GPA must remain at 90% or above
- Conduct of E and S must be maintained

Students whose cumulative GPA falls below 90% in any semester and/or who receives a conduct grade of N or U will be put on probation for the following semester. Failure to raise cumulative GPA to 90% or above and/or conduct grade in the following semester may be grounds for dismissal from the society.

Special Events

General Information

Any function to which an invitation has been extended through the school to every member of the class or organization shall be considered an official CHFBS-sponsored activity. Except where specified otherwise, all students 7th through 12th grade may be involved in any of the special event activities offered by CHFBS. Care is taken to specify whether special events for students of CHFBS are school-sponsored or parent-sponsored activities. All activities should be planned and documented through the sponsoring faculty members. Sponsors and chaperones will be required for these activities, and the purpose of the activity should be in keeping with the philosophy of the school.

Social dancing will not be sponsored by the school nor allowed at any function that is school-related. An official function is defined as one that is scheduled on the school calendar or publicized on campus.

Castle Hills First Baptist School does not accept the responsibility for conduct or activities of a social affair which may include CHFBS students and which was not planned through or under the direction of the school. Students are not permitted to distribute printed information at school about such an activity.

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This specifically applies to an activity that conflicts with the doctrinal basis and Christian purpose of the school.

Basic Rules

Student activities will be consistent with the CHFBS policy and procedures manual and basic Christian standards.

- 1) Students are not to use, write, distribute or possess profane, indecent, or obscene language, literature or pictures.
- 2) Students are not to use, possess, or distribute alcoholic beverages, tobacco products, drugs, weapons or participate in any other questionable practices at any CHFBS special event.

Guests

In order to ensure the integrity of the Christian environment referenced above, attendees will normally be limited to CHFBS students, parents, faculty and staff. Any social events allowing student guests are specifically identified as such. Any person attending a CHFBS special event as the guest of one of our students will first require administration approval. To receive approval the CHFBS student host will provide a completed guest approval request form available in the office.

Safety Patrol

Fourth and fifth graders may apply to participate in the safety patrol program at CHFBS. Students are selected based on student responsibility level, academic, and behavioral records. Safety patrol members provide an invaluable service as they aid in traffic control during morning drop-off and afternoon pick-up times.

Student Council

CHFBS has a Student Council for high school students. Each Student Council member plays an important role in the coordination of student activities at the school. The members of this organization represent the views of the students, and they can share those views with the faculty. Through this organization the plans of the school can be better coordinated with a mutual understanding and with mutual needs being met.

The purposes of the Student Council are as follows:

- 1) To represent CHFBS on behalf of the Lord Jesus Christ to the community through service ministry projects.

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- 2) To promote school spirit and enthusiasm by providing festivities and projects for the student body.
- 3) To help develop and demonstrate good citizenship and proper respect for government and democratic procedures.
- 4) To develop the leadership abilities God has given to CHFBS young people under the guidance of proper channels of authority.

Sunday Activities

It is our standard not to infringe upon a family's or staff member's liberty to worship the Lord on the entire day of Sunday by planning any kind of non-ministry school activity. The school involves staff, students, and parents in activities throughout the week. Sunday is a special day reserved specifically for corporate worship for God's people. The school will recognize this by not intruding or planning any non-ministry activity on this day. There may be school-sponsored opportunities for Christian service occasionally that are optional for students to minister on Sundays. In no way will the student(s) be penalized for not participating in a school-sponsored ministry on a Sunday.

LIBRARY POLICIES AND PROCEDURES

Castle Hills First Baptist School has a large and complete library. Parents are welcome to drop by, browse through the extensive collection, and check out books.

The Purpose for the Library

The selection of materials for the Castle Hills First Baptist School library is to reflect the Christian philosophy of education. Books, audiovisuals, and other items will be selected to enrich, support, and supplement the curriculum and, therefore, aid the student, parent, and teacher in training children for the glory of God.

The Objectives of the Library

The library of Castle Hills First Baptist School will strive to

- Assist in learning about man and his unique place in God's world.
- Direct students to God by providing materials to aid their understanding of God's creation and character.
- Provide for the development of the wide range of gifts and abilities given to the body of Christ.
- Provide profitable and enjoyable alternatives to other forms of relaxation and recreation.

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- Introduce new people, places and concepts.
- Provide necessary resources for further research.

Use of Library Resources

The library is available to students on a regular schedule. Students are allowed to check out books weekly. Parents will assume financial responsibility for replacement in the event books are lost or damaged. All books are to be returned on or before the due date posted on the inside cover. A fine may be charged for each day books are late. Unpaid delinquent charges will result in a student's final report card and/or student records being held until all library records are cleared. Parents may donate a book to the library in honor of their student on birthdays or any other special occasions.

Material Selection

Material selection shall be a cooperative process in which the administration, faculty, parents, students, and library staff participate. The primary responsibility will be that of the librarian, who is familiar with the curriculum, the needs of the students, the resources available, and the inventory and needs of the library as a whole. The material selected must meet the following criteria:

- This material has a needed educational or recreational significance.
- The material chosen will adequately lend itself to the fulfillment of the objectives and philosophy of Castle Hills First Baptist School.
- The material is up-to-date and appropriate.
- The material should be understandable, enjoyable, and appropriate to the age and reading level for which it is intended, both in intellectual and emotional terms. It should not glorify or praise an anti-Christian philosophy. It should not glorify depravity, vice, or the occult. It may have nudity but not to glorify nakedness (the sensual presentation of nudity).
- The material will have a high degree of potential user appeal. If it is imaginative material, it should encourage appreciation, creativity, imagination, wholesome attitudes, understanding, and insights.
- The style should be tasteful, interesting, and appropriate for the type of material it is. The language should not be unnecessarily profane.
- The size, binding, paper, print, illustrations, and general attractiveness should be of high quality and suitability. It should be durable and well designed.
- Gifts to the library will be reviewed and evaluated according to the same guidelines and procedures as presented above.

Library Review Procedures

In an effort to serve the students, faculty and staff, the library must have a broad range of topics, reading levels, and categories. The library will strive to promote

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informational and recreational reading. If a parent finds a selection in the library he or she considers questionable, the procedure for further review is the following:

Step 1 - Parent, teacher or student makes written request to the librarian for specific material to be reconsidered.

Step 2 - The material in question will be temporarily withdrawn and reviewed by at least two of the following: librarian, teacher, and members of the administration.

Step 3 - A decision is then made by the reviewers to retain, remove the material, or seek further counsel from a larger group of reviewers.

Step 4 - A written response will be sent to the person or group initiating the material under reconsideration.

ACCEPTABLE USE POLICY FOR SCHOOL TECHNOLOGY RESOURCES

The use of computer technology and Internet access is a part of our school curriculum. To gain access to the network/Internet, all students must obtain parental permission as verified by the signatures on the Technology Acceptable Use Policy form. The term network includes computer hardware, software and Internet.

Internet Access

Students can explore via the Internet many libraries, databases, museums, and other sources. Parents should understand that some material accessible through the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Although the goals of the school are to use the Internet for constructive educational purposes and the school maintains a filtering system to restrict information accessed through the Internet, students may find ways to access objectionable materials. However, we believe that the benefits of Internet use for information resources outweigh the disadvantages. Ultimately, parents and guardians of minors are responsible for establishing and conveying the standards that their children should follow when using media and information sources. Therefore, we support each family's right to decide whether or not to apply for access.

Rules of Appropriate Use

Any actions that might harm the technology equipment or software, impair its effective use, or show disregard for the procedures set forth below will not be tolerated. Unacceptable uses of the network will result in the suspension or revoking of these privileges as well as possible school and/or legal discipline. These are the guidelines to avoid the loss of privileges:

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- 1) ***Do not share your password with another person.*** This includes allowing another student to use a computer logged in under your assigned username and password.
- 2) ***Do not use technology equipment to harm other people or their work.***
- 3) ***Do not vandalize or damage any technology equipment.*** Monetary responsibility lies with the student/parent if repair or replacement of software/hardware is necessary if the damage was caused by careless use or vandalism.
- 4) ***Do not trespass in another person's folder, work on files or vandalize the data of another user.*** This includes using a computer that is logged in under another user regardless of the circumstances.
- 5) ***Students may not under any circumstances use a computer logged in under a teacher or staff person.*** This action will result in immediate loss of computer privileges and other disciplinary action.
- 6) ***Students may not use classroom/office computers for any homework assignments.*** The computer labs are available for computer-related homework assignments subject to the approval of the teachers.
- 7) ***Do not use the network for illegal activity,*** including violating copyright laws, downloading/spreading of viruses or gaining unauthorized access to resources or entities.
- 8) ***Do not view, send, or display offensive messages or pictures.***
- 9) ***Do not download/install programs*** including shareware or freeware without permission from the administration. This includes downloading any games from the Internet.
- 10) ***Do not use the network for financial transactions,*** including financial gain or commercial purposes.
- 11) ***Do not use the network to release personal or school information*** such as names, addresses or phone numbers without written permission from the administration.
- 12) ***Students are restricted from accessing email accounts or social networking sites on the campus computers unless it is a school supplied email account.*** This action will result in loss of computer privileges and other disciplinary actions.
- 13) ***Do not use removable media on campus computers*** from home computers or ask teachers to accept assignments on jump drives
- 14) ***Do not violate the spirit of CHFBS's mission statement.***
- 15) ***Notify your instructor immediately, if by accident, you encounter materials that violate the standards of appropriate use.***
- 16) ***Notify your instructor if a security problem is suspected.***
- 17) ***Students will be held accountable for their actions*** and will lose technology privileges if the rules of appropriate use are violated.

Student Responsibilities

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Students are expected to comply with the school standards of behavior and the rules set forth in the Technology Acceptable Use Policy while using the school computer network. Students should understand that network use may be subject to administrative monitoring/review at any time. The user is personally responsible for his or her actions in accessing and utilizing the school's technology resources. The use of school technology is a privilege, not a right, and may be revoked if abused.

Warranties

The Internet user and his or her parents must understand that he or she uses the Internet at his or her own risk. Considering the provisions mentioned above, CHFBS cannot assume responsibility for

- 1) The reliability of the content of a source received by the user.
 - 2) Costs that the student incurs if he or she requests a product or service for a fee.
 - 3) Any consequences of disruption in service that may result in lack of resources.
- Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.

I understand that if the parent should decline to submit the Technology Acceptable Use Policy form or agree with any portion of the Technology Acceptable Use Policy form, their student may not be allowed access to the school computers and other technology.

VOLUNTEERS

Castle Hills First Baptist School recognizes the valuable contribution made to the total school program through the volunteer assistance of parents, church members, and other citizens in the community. In working with volunteers, the staff shall clearly explain the volunteer's responsibility for supervising students in school and/or related activities. On field trips, both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

The administration shall be responsible for developing and implementing procedures for the utilization of volunteers. **All volunteers must have a cleared criminal record check before they can serve on field trips or in the classrooms.** Volunteers are to serve in the capacity of helpers and not be assigned to roles which require specific professional training. Volunteers are expected to refrain from discussing the performance or actions of a student except with the student's teacher or administration. Volunteers are to refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical, or operational nature. Volunteers are to be Christ-like examples.

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Parent Service Policy

CHFBS parents are to fulfill the following requirements:

- attend Parent Orientation (August), the annual Parent Meeting (January), and three other school meetings (i.e., PTF, Booster Club, Parent Prayer, Vision Banquet - attending the Vision Banquet is equivalent to two meetings)
- make one classroom observation annually per child
- volunteer five hours annually

GENERAL INFORMATION

Alma Mater Song

As the years unfold we will recall the moments we have shared and
the truths we've learned within these walls have taught us to declare,
as the eagles rise above the storm, we'll soar to greater heights;
not by works alone but by our faith we have in Jesus Christ!
Castle Hills, we salute you now with talons high, lifted to the sky!
And we vow to be faithful to the call of God that's within our lives!
So we thank the Lord above, here in this place we've known His love;
Castle Hills forever true, we're EAGLES GOLD and WHITE and BLUE!
(Dale Harris)

Divorce Situations

It is the policy of CHFBS to remain neutral in divorce and custody situations and follow what the court mandates as visitation guidelines and orders concerning children. A spirit of cooperation among divorced parents is expected and is conducive to the spiritual and academic well-being of the student. Any parent that disrupts this process will jeopardize the continued enrollment of his or her student at CHFBS.

Fight Song

We are the Eagles, blue and gold and white!
No one can touch us, we will win tonight!
Fight! Fight! Fight!
We've got the power, we can pass the test!
Eagles from Castle Hills, the team that is the BEST!

Pledges

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Bible

I pledge allegiance to the Bible, God’s Holy Word, and will make it a lamp unto my feet, and a light to my path, and will hide its words in my heart that I might not sin against God.

Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty to all who believe.

United States Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Texas Flag

Honor the Texas Flag; I pledge allegiance to thee, Texas, one and indivisible.

Request for School Documents

Any request for a school document (academic, disciplinary, or records) must be presented in writing to the school office. The parent will be notified when the document is available for pick up.

Transcripts, report cards or other school records and documents are not issued when any tuition, fees, fines or other financial obligations are owed to the school.

School Colors

Royal Blue, Gold, and White

School Mascot

Eagle

School Verse

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“But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.” Isaiah 40:31

Use of Facilities

Any activity requiring use of any church or school facility must be approved through the church and school office. School personnel have no authority to give any group permission to use the facility after school hours.