

Central Holmes Christian School



2020-2021 Student Handbook

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Central Holmes Christian School

Admission Statement

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

Mission Statement

As a college preparatory school, Central Holmes Christian School's mission is to educate the whole student—academically, morally, physically, and spiritually—in a safe environment. CHCS will use Christian morals to promote student learning and to strengthen student morality so that each student is challenged to grow and mature in knowledge, wisdom, and service. Our mission emphasizes the role of young people as productive American citizens and offers extra-curricular activities to provide positive experiences for developing a sense of purpose and well-being.

Philosophy

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

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

Central Holmes Christian School encourages participation in extra-curricular activities and programs to build loyalty, character, and sportsmanship within each student.

Handbook Information

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

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

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

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

Central Holmes Christian School 2019-2020

Board of Directors

Neil Marshall, President	Jeff Fondren
Paul Durf, Vice-President	Steven Rutledge
Katherine Riley, Secretary	Mandy Burrell
Maria Edwards	Jim Haffey
Charlie Hudson	

Administration & Staff

Tim Burton.....	Headmaster/Athletics Director
Christi Morgan.....	Guidance Counselor
Melanie Davis.....	Technology Coordinator
Shirley Jobe.....	Bookkeeper
Debbie McLemore.....	Student Services
Renee Wynne.....	Elementary Student Services
Emily Cheatham.....	Resource Lab
Faye Engle.....	Cafeteria
Carol White.....	Cafeteria
William Engle.....	Maintenance

Elementary Faculty

Melissa Brannon.....	Library/Art
Joy Donald.....	5 Year Kindergarten
Lynn Edwards.....	3 Year Kindergarten
Mary Jordan.....	Elementary Piano Lab
Kelly Killebrew.....	1 st Grade
Amy Kilpatrick.....	2 nd Grade
Cathy Murtagh.....	English/Reading Grades 4-6
Melaine Melton.....	Math/Science Grades 4-6
Sheryll Murtagh.....	Bible/History/Spelling Grades 4-6
Regina Weeks.....	Third Grade

High School Faculty

Sherron Bevill.....	Bible, World History, History 7-8
Connie Carnes.....	Dual Credit, English 7-8, Speech
Paula Collins.....	Science 7-8, Physical Science, CC Prep, Bible
Melanie Davis.....	Math 7, Pre-Algebra, Keyboard, Computer
Ty Dean.....	Health, Elementary PE
Andi Frank.....	Spanish, Art, Business Math
Jean Hughes.....	English 9-12, Drama

Doralyn Killebrew.....Science 9-12
Cody Thomas.....Advanced Math
Mitch Womack.....History 9, 11-12
Denise Wright.....Algebra I, Algebra II, Geometry

Office Hours

The school office will be open from 7:30 a.m. until 4:00 p.m. Monday – Friday.

School Hours

School begins promptly at 8:00 a.m. The first tardy bell rings at 8:00 a.m. School is dismissed at 3:00 p.m. for elementary and 3:05 for junior high and high school. No student is permitted to check out after 2:15 without a doctor’s excuse or family emergency

**Calendar of Events
2020-2021**

(All dates are tentative and subject to change)

2020

August 3-4.....	Teacher In-Service
August 3.....	Elementary Open House
August 5.....	First day of School
August 13.....	Meet the Trojans
September 7.....	Labor Day (No School)
September 10.....	School Day Pictures
October 9.....	Report Cards
October 12.....	Fall Break (No School)
October 19.....	Fall Festival
November 23-27.....	Thanksgiving Holiday (No School)
November 30.....	School Resumes
December 4.....	Teacher Meeting- (No School)
December 14-17.....	Exams (1/2 Days)
December 17.....	Makeup Exams
December 18-January 3.....	Christmas Holiday (No School)

2021

January 4.....	School Resumes
January 8.....	Report Cards
January 18.....	King/Lee Holiday (No School)
February 15.....	Presidents' Day (No School)
March 12.....	Cheer Try-Outs
March 5.....	MAIS District Teachers Meeting (no school)
March 12.....	Half Day
March 12.....	Report Cards
March 15-19.....	Spring Break
March 22.....	School Resumes
April 2-5.....	Easter Holiday (No School)
April 19.....	Honor Society Induction Ceremony
April 21.....	Senior Exemptions Announced
April 21.....	Annual Patrons Meeting
April 28-30.....	Senior Exams
May 9.....	Baccalaureate 6:00 p.m.
May 4.....	Athletic Banquet
May 6.....	Elementary Award 9:00 a.m.
May 6.....	Awards Day (7-12) 1:30 p.m.
May 10.....	Graduation 7:00 p.m.
May 12.....	K-5 Graduation 10:00 a.m.
May 12.....	Final Grades
May 17-20.....	Exams (1/2 Days)
May 20.....	Make-up Exams
May 21.....	Teacher Work Day
May 21.....	Report Cards

Emergency School Dismissal

In case of emergency or hazardous conditions (usually weather related), Central Holmes Christian School may cancel school or release students in advance of the normal dismissal time. Should either situation occur, notification will be given as early as possible. Information concerning early dismissal or cancellation of school will be posted on the school website – www.chcstrojans.com as well as submitted via RenWeb.

Telephone

Students should not ask to leave class to make calls. In case of an emergency or sickness, a student may ask the office personnel to contact his/her parents.

Cellular Phones/Smart Watches/Cell phone lockers

No cell phones/devices are allowed on campus between 7:30 a.m. and 3:05 p.m. unless stored in vehicles or cell phone lockers. Cell phones/devices may not be kept in back packs, athletic bags, purses, hall lockers, etc. Students may purchase a locker for \$20 per year. When a student purchases a cell phone locker a padlock must be provided by the student and a key to that padlock must be provided to the office. Keys are kept in an envelope with the student's name and locker number on the envelope. Students may not share lockers unless such students are siblings.

Punishment:

1st offense: Write off- 1 page

2nd offense and subsequent offenses: ISS and \$50 fine

*** Device will be released to PARENT ONLY when each fine has been paid and student has completed each ISS day.

Flowers/Gifts Delivery

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

Vehicles on Campus

A student must have a valid driver's license to operate a vehicle on campus. A student must purchase a parking pass for \$5 and complete vehicle registration form. Upon arrival at school, a student should park his/her vehicle in the proper area, leave the vehicle, and not return to the vehicle unless permission has been granted to do so. A student who has obtained permission to return to his/her vehicle must secure a pass from the office. Any student who drives recklessly or fails to operate his/her vehicle in a safe manner may lose the privilege of driving on campus. The administration reserves the right to search the student's vehicle at any time. Failure to abide by this policy shall result in the student being assigned to work detail or other punishment as determined by the administration.

Parking on Campus

All students must park in the STUDENT PARKING AREA ONLY. DO NOT, at any time, double park or parallel park, blocking someone in. Students may not park in front of the gym, next to the high school building, next to the weight room. No vehicle should be parked in the way of the garbage collection area. CHCS will not be responsible for items stolen from vehicles or for any damage to vehicles while on campus.

Use of School Facilities

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

Fundraising

Each class is limited to two (2) fundraisers per school year. Fundraising for athletics and/or other activities is left to the discretion of the headmaster and must be approved prior to the beginning of the fundraiser.

Building Policy

A faculty member will be on duty at 7:20 a.m. in the high school building and in the elementary school building. Students may begin entering the buildings at 7:30 a.m. All other faculty members will be on duty beginning at 7:40 a.m. A faculty member will also be on duty from the time of school dismissal until 3:15. Students will be expected to leave the building during break and lunch.

Gym

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

Food and Drink Regulations

All food and drink must be consumed in the cafeteria. Students are not permitted to take food outside the cafeteria or to bring food, drink, or candy, inside the classroom buildings. NO chewing gum is allowed.

Cafeteria Behavior

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

Lockers

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

Textbooks

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

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

The average cost of a textbook is \$150.00.

Tuition Payment

Tuition payments to CHCS may be made in full directly to the school. Tuition may be paid by one of the following three options:

1. Tuition may be paid in full to Central Holmes Christian School at registration. One (1) check due on August 5th of the current school year; or two (2) checks due on August 5th and January 5th of the current school year.
2. Post-dated checks for either ten (10) months or twelve (12) months submitted to the office.
3. A monthly credit card payment for tuition can be made. There is an additional charge (3%) for this method of payment.

Any returned check for whatever expense will be subject a returned check fee of \$30. Late fees for tuition payments will be \$50. Any new student(s) entering CHCS will be required to pay the

registration fee plus the first month's tuition in full and enroll in the other payment option for the following months.

All first semester fees and charges must be paid in full for the student to be admitted for the first day of second semester. Report cards and/or transcripts will be held at the end of the school year until all fees and charges have been paid. Beginning August 1 of each school year, any account 60 days delinquent will result in dismissal from school until all fees are made current. Permission from the headmaster will be required for make-up work for any absences due to delinquent accounts.

New/Transfer Students Admission Policy

Any new/transfer student wishing to enroll in Central Holmes Christian School must provide prior grade reports and discipline record from current school. Two letters of recommendation, one of which must be from a current or former patron of the school, are required for new/transfer students. New students must also provide a birth certificate, social security number, and a current shot record. All grades submitted will be reviewed. Any new/transfer student must take an entrance examination. Recommendations for grade level/subject area placement will be determined from the scores of this exam. The STAR testing assessment will be utilized. Students must score to the appropriate grade level for entry. A fee of \$25 will be required per student testing. All new applicants and their families must participate in an interview with the Headmaster. Each new student will be placed on a 90 day probation to include behavior and academics. At the end of the 90 days a final determination of enrollment will be made.

Withdrawal Procedures

Students who withdraw from Central Holmes Christian School must return all textbooks, supplies, and materials belonging to CHCS, and must pay all fees, tuition, and other charges owed to CHCS. A transcript of the student's grades will not be forwarded until the student has cleared his/her account completely. A withdrawal form must be obtained from the office and should be completed and returned to the school for Board release approval. Only the name(s) of the students being withdrawn will be removed from the contract.

Visitors

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

Library

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

Library Regulations:

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

School Property

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

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

- 3 days suspension with -1 point off final semester average for each day missed.
- 3 licks with a paddle or a 4th day of suspension.

Student(s) will be responsible for any test(s) or work due the day after suspension. If person/persons who are not students of CHCS trash/vandalize any school, faculty, board member, or staff property, he or she will be subject to prosecution with the local authorities. Depending on the severity of the offense, CHCS students may be subject to prosecution. Also, CHCS students shall make restitution for the value of the damaged or destroyed property.

Dress Code

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

K3 – 12th Grade Boys

Tops:

- Short or long sleeve royal blue knit shirt with CH monogram
- Only charcoal gray, board-approved sweatshirt with CH monogram may be worn Monday – Thursday.
- Fridays – any CHCS school sponsored t-shirts or sweatshirt may be worn. The blue-collared shirt must be worn underneath a sweatshirt.

Bottoms:

- Khaki pants
- Khaki shorts - hemmed to the knee
- Belt
- No cargo style pants or shorts

NOTE FOR MALE STUDENTS: All boys in grades 4-12 must have their shirts tucked at all times with a belt. All males are to be clean shaven (no beards or mustaches) with hair worn out of the eyes in front, and above the shirt collar and no lower than ear lobes on the sides, not in a ponytail, or in any other unusual manner design (including Mohawk and inscribed designs), in the opinion of the administration, that draws attention. Dreadlocks are not permitted. Side burns may not be any longer than the bottom of the ear lobe. Earrings will not be permitted. No body piercing will be acceptable. No caps, hats, sunglasses are to be worn in the building. Boys must wear socks. No sandals may be worn.

K3 – 12th Grade Girls:

Tops:

- Short or long sleeve royal blue knit shirt with CH monogram
- Only charcoal gray, board-approved sweatshirt with CH monogram may be worn Monday – Thursday.

- Fridays – any CHCS school sponsored t-shirts or sweatshirt may be worn. The blue-collared shirt must be worn underneath a sweatshirt.

Bottoms:

- Plaid jumper or skirt hemmed to the knee
- Khaki skirt
- Khaki pants
- Khaki skorts hemmed to the knee
- Modesty shorts for under skirts
- Any belt may be worn with slacks or shorts

NOTE FOR FEMALE STUDENTS: Females should have no unnatural hair products (i.e. yarn/feathers/etc.) Hair color should appear natural in nature with no false coloring (i.e. blue, pink, etc.) Hair accessories are limited to a traditional hair bow or small headband. No head covering or distracting hair adornment will be permitted.

Accessories: Earrings for girls will not be worn attached to any part of the face other than the ear lobe. No body piercing is allowed. Earrings that are designed in the opinion of the administration to direct or draw attention to one self will not be permitted. No visible tattoos are permitted. Tattoos should be covered at all times (to include all school/sports functions) in an appropriate manner.

All Students

Outerwear:

- Board-approved charcoal gray fleece with CHCS monogram will be permitted.
- All other outerwear items will not be permitted to be worn *inside* the buildings.

Socks:

- Tights (optional); must be red, royal blue, white, navy, black or gray;
- Socks (optional); must be red, royal blue, white, navy, black or gray

Shoes:

- Elementary students must wear shoes with the heel covered and heel height no higher than 2” for safety reasons.
- Grades 7 – 12 may wear any shoes they want with heels no higher than 2 inches.
- No flip-flops, shower shoes, or crocs for any grade
- All shoes must have a strap on the back that should be fastened at all times.

Athletes: For game day outfits or uniforms to be worn at school, each coach may present an outfit to be approved by the board. Outfits must be equal to or nicer than the uniforms. (For example, white shirt and tie for the boys are permissible but warm-ups or wind suits are not.)

Tattoos: No visible tattoos are permitted. They should be covered at all times (to include all school/sports functions) in an appropriate manner during the school day and any athletic event or school function.

No sunglasses are to be worn in the building.

The administration of CHCS reserves the right to pass judgment on future modes of dress not outlined at this time. A boy is expected to dress and present himself a boy and a girl is to dress and present herself as a girl.

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

1st Offense- Write Off- 1 page

2nd Offense- Write Off- 2 pages

3rd Offense- 1 day of ISS and \$50 charge plus -1 point off final semester averages.

Absence

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

If a student misses more than 50% of class time, it will count as an absence.

School attendance at CHCS is mandatory. Any student found to be absent from school without permission, or failing to follow the policy on school absences and dismissals, may be suspended for one (1) day of ISS with a \$50 fine and -1 point deducted from semester averages. Repeated violations will be dealt with on a more severe basis and parents will have to meet with school authorities to have this student readmitted to CHCS.

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

Tardies

1. School begins at 8:00 a.m. After 8:00, students are considered tardy.
2. Doors will be locked at 8:00 for the safety of our staff and students.
3. After 8:20, students will be considered absent and will not be allowed to enter the classroom.
4. Tardies are considered a major distraction to our staff and students and will not be tolerated.
5. The accumulation of tardies will start over at the beginning of each nine weeks.
6. After a student has accumulated 3 tardies, the student will receive:
 - a. 3 tardies = 30 minutes of work detail beginning at 7:30 a.m.
 - b. 4 tardies = 1 hour of work detail beginning at 7:00 a.m.
 - c. 5 tardies = 1 day of in-school suspension
 - d. 6 tardies = Headmaster/parent meeting required

Early Dismissal for Elementary & High School Students

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

An email or note must be submitted to the office by 8:00 a.m. on the day of planned early dismissal. If there is not a call and/or note sent to the school's office by 8:00 a.m., the parent must come to the office and personally sign out his/her child. Just a telephone call will not be acceptable. Unexpected dismissal due to illness or emergencies will be granted only upon telephone or personal contact. In extreme circumstances, permission may be granted by the principal or the headmaster.

Elementary early dismissal should take place prior to 2 p.m. After this time students should remain until the end of the day.

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

Students are to sign out in the office before being officially dismissed from school. Under no circumstances will a student leave the campus for any reason without first obtaining school approval and checking out in the office. There will be no dismissal after 2:15 unless an emergency or doctor's excuse is provided.

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

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

1. No student will be permitted to participate in interschool contests for more than four (4) years after entrance into the ninth grade. He/she shall not be permitted to participate in interschool contests if he/she has reached the age of 19 prior to August 1st.
2. An assessment of eligibility to participate in extra-curricular activities, elections, and events will be made on August 1 of each year.
3. Certain extra-curricular activities, elections, and events may require higher standards for participation. In such cases, the higher standards will prevail and be in addition to the minimum requirements.
4. A student who is absent from school all day on the day of an interscholastic contest will be ineligible to participate. If a student is absent part of the day, he/she will be eligible to participate if his/her doctor gives approval to the headmaster. If a student is absent four (4) periods or less, an excused absence must be given to be eligible to participate. A student missing over four (4) periods, but yet attends school, will be eligible if the doctor gives approval to the Headmaster. The Headmaster retains the right to review special cases and to grant exceptions in cases of extenuating circumstances.

Conduct at Sporting Events/CHCS Events

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

In striving to place CHCS in the best possible light and in order to provide incentive for all CHCS fans to be the best example for the school that they can be, the Board of Directors has

unanimously passed the following guidelines to discourage inappropriate behavior at all school events for everyone, including any and all parents or other adults.

During any CHCS event, if a parent, family member, or spectator of any CHCS student behaves in such a way that is deemed detrimental to the image of CHCS by an administrative representative of CHCS, that person may be required to leave the event immediately upon request to do so by any CHCS administrative representative.

- Should the person requested to leave the event not immediately comply or refuse to comply, that individual will be removed.
- If a parent, family member, or family is asked to leave a CHCS event by either the CHCS or another school's administration, the person asked to leave will be subjected to an AUTOMATIC \$200.00 assessment and will be banned from all CHCS events for the next two weeks of the school calendar year.

If during any CHCS event a CHCS spectator's behavior rises to such a level that an official of the event warns the CHCS administration that the spectator's behavior is considered by the official as unsportsmanlike, the person pointed out by the official must immediately cease the unsportsmanlike behavior or be subject to leave per Section 1 above. If it is necessary to require a person to leave a CHCS sporting event prior to that person being ejected by the official, the person required to leave will be subjected to an AUTOMATIC \$500.00 assessment and will be banned from all remaining events for a period of one (1) month.

If a spectator's behavior is such that an official at any CHCS sporting event ejects the parent, family member, or other spectator from the event pursuant to MAIS rules and guidelines, the CHCS spectator will be fined \$500.00 and will be banned from all CHCS events for a period of three (3) months. Any assessment under this section is in addition to and no in lieu of any assessment made by the MAIS. Any amount assessed to the school shall, in turn, be assessed to the responsible spectator. This is in addition to the \$500.00 given above.

If CHCS is required pursuant to MAIS rules to eject a spectator at an official's request, that spectator has the right to approach the Headmaster and request CHCS to file an appeal based upon the ground(s) believed to be applicable by the spectator ejected. The spectator will be responsible for any fees associated with the appeals process. Any appeal request will follow the guidelines set forth in section V-B-2 of the MAIS Academy Activities Commission Handbook.

Student Council/Class Officers

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

The Class Officer elections will be held in the fall. In order to be elected, a student must have a 75 or above average, with no F's for the previous year. The Student Council President cannot be elected as Honor Society President or vice versa.

Cheerleaders

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

Eligibility

1. A cheerleader must have a grade average of 70 or above. This average will consist of the first three nine week averages of all subjects.
2. Cheerleaders are held to the same “Eligibility Requirements” as the other athletes.
3. Student must be in good financial standing with the school and have no outstanding debts for tuition or other expenses.
4. Student must be pre-registered for the next school year.
5. If a cheerleader misses a practice, unless she has a doctor’s excuse, she will not be allowed to cheer at the pep rally or the game but will be required to attend the pep rally and game.
6. All Cheerleaders must sign and abide by the CHCS Cheerleader Constitution.

Squad Selection

Cheerleader tryouts will be held after registration for the upcoming school year is complete. Tryouts will be judged by 2-3 National Cheerleader Association judges. The judges will be asked to score all the participants. For each squad, junior high and high school, 12-15 cheerleaders will be chosen based on judges’ scores. There will be various meetings and deadlines which cheerleaders must adhere to.

Honor Society

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

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

Membership: Membership will be determined by the sponsor and the Headmaster. Students in grades 7-11 will be eligible for membership. Seventh graders will be determined for second semester, using the first semester grades of their 7th grade year. Elementary grades may not be used to determine membership. To obtain membership, one must have a semester average of 93 overall in academic subjects, with no grade below an 85, and the student must be on the High Honor Track, taking no general classes. To maintain membership, one must keep all of the above requirements. However, after obtaining membership, if a semester average falls between a 90-92, the student will be placed on probation and must earn at least a 93 average the following semester, in order to maintain membership. If the student does not meet the requirements, he or she will be off the Honor Society but may be re-evaluated the next semester.

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

Honor Society Pledge

I pledge myself always to seek the light of truth,
to hold as fundamental and worthy an untarnished character,
to hold in scholarly habits, to engage in worthy service,
and to lead forward in all things that shall advance the welfare
of Central Holmes Christian School.

Students who have attained membership in the CHCS Honor Society will be honored during the spring semester of each school year. This may be in the form of a reception during the school day or an evening ceremony and is to be determined on a yearly basis by the society sponsor and the headmaster. During this ceremony, members will be recognized and each member will recite the pledge, officers for the current year will be recognized, and officers for the next year will be introduced.

Officers

Officers for the society will be chosen by the sponsor and the school's headmaster. Guidelines will be considered when selecting members to fill these positions. New officers will be announced during the spring ceremony of each school year. These officers will serve for the upcoming school year.

Guidelines: Several factors should be considered when choosing members to fill the offices of President, Vice-President, Secretary, and Treasurer. Officers should be selected from eleventh grade society members if at all possible. If any of the eleventh grade society members will hold the office of Student Council President or Yearbook Editor for the upcoming school year, these members will not be considered for the office of Honor Society President for that same year. Other factors will also be considered such as but not limited to length of uninterrupted society membership, due to probation or suspension. Members being considered should exhibit all of the qualities which define the society. Those qualities are a quest for eternal knowledge, scholarship, leadership, service, and character.

Guidelines for Who's Who Elections

General Categories

1. Winners must have an overall average of seventy or above at the end of the first semester of the school year.
2. Winners must be in financial good standing with CHCS at the end of the first semester of the school year.
3. Winners must not have incurred a major disciplinary infraction.
4. No student may receive more than two awards in the general categories. This does not include grade specific categories. Example: a student may received the awards for campus favorite and most sincere, and still may eligible to receive the class favorite award or another grade specific award.
5. If an athlete begins the season as part of a team (any sport) and does not finish the season as team member, that student will not be a candidate for most athletic or most versatile. This would not apply if the athlete suffered an injury or illness.
6. The award for best school spirit may not be won by a football player or cheerleader.
7. Restrictions due to pregnancy are stipulated in that section of this handbook.

Mr. and Miss CHCS and Mr. and Miss Junior High CHCS

1. Winners must have an overall B average at the time of election.
2. Winners must be in financial good standing with CHCS at the end of the first semester of the school year.
3. Winners must not have incurred a major disciplinary infraction.
4. Winners must have been a student of CHCS for two complete school years prior to being elected.
5. Restrictions due to pregnancy are stipulated in that section of this handbook.

Guidelines for CHCS Homecoming Maid

1. Winners must have an overall B average at the time of the election.
2. Winners must be in good financial standing with CHCS at the time of the election.
3. Winners must not have incurred a major disciplinary infraction.
4. Restrictions due to pregnancy are stipulated in that section of this handbook.
5. Only females are allowed to be homecoming maids.

Nominations: Take all nominations—one from the seventh; one eighth; two ninth and tenth grades; three from the juniors; and four from the seniors—to make up the first ballot.

Second Ballot Etc.:

- 7th and 8th—if no majority is reached on the first ballot, take the top two for the second ballot, then take the top one for the winner.
- 9th and 10th—if no majority is reached on the first ballot, take the top four for the second ballot. Then, take the top two to be maids.
- 11th—if no majority is reached on the first ballot, take the top four for the second ballot. Then, take the top three to be maids.
- 12th – if no majority is reached on the first ballot, take the top five for the second ballot. Then take the top four to be maids.

Escorts: Maids are to be escorted by their father or some other relative.

Queen Election: The Queen must have attended CHCS at least two years prior to the election; the student body (7-12) will vote for the Queen; the person with the most votes will be the Queen; and the Queen will not be announced until homecoming night. The Queen must be a senior.

Crowning: The previous year's Queen will do the crowning, and she will be escorted by the CHCS's president of the p0bard.

Guidelines for Homecoming Attendants

The attendants will be chosen from the K5 class by members of the Student Council. The number of students chosen to serve as attendants will be determined by the number of students in the K5 class. The Queen's attendants will be the boy and the girl with the most votes.

Guidelines for CHCS Chaperoned Events

At any chaperoned event sponsored by CHCS, only CHCS students of the allowed age for the event shall be permitted to attend. However, each student shall be allowed to bring one guest of the opposite sex. The guest may not be 21 years of age or older. The student guest must be approved by the Headmaster at least three days prior to the event.

Testing Program

A variety of standardized tests are offered to both elementary and high school students at CHCS. Achievement and I.Q. tests are given in various grades. Students in grades K5 – 2nd will complete Stanford Achievement tests. Students in grades 3-10 will complete the ACT Aspire or Stanford Achievement tests, as determined by school administration. Juniors will take the Armed Services Vocational Abilities Battery. The Pre-ACT will be administered to 8-10 graders. The National Weekday ACT is offered to students grades 10-12 throughout the year. A fee is required to participate in this testing. Complete information concerning each standardized test can be obtained by contacting the Counselor.

Make-Up Work

All work, including tests, missed by a student due to absence for reasons other than suspension, must be made up. The make-up work grace period begins on the day the student returns to class. The grace period will be 3 days from the date of return to school. Make-up tests will be completed outside of regular class time (Activity Period/Study Hall/ Before or After School.) A grade of “0” will be given for work, which is not made up within the allotted time. *It is the student’s responsibility to communicate with his instructors regarding any make-up work.*

High School Assigned Test Dates

7th-12th chapter tests will be scheduled by teachers to exceed no more than two (2) major tests per day. The schedule will be as follows:

M – Electives T – English/History W – Math/Science R – English/History F – Math/Science

Elementary Assigned Test Dates

Teachers in grades 1 – 6 will issue a schedule of assigned test dates on a weekly basis with no more than 2 major tests on any given day.

Elementary Homework Expectations

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

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

Promotion for Grades 1st – 8th

Elementary School Promotions:

Any student who fails any one of the three subjects of reading, math, and language will be retained.

Junior High Promotions:

To 8th Grade – Any student that fails 2 or more subjects shall be retained.

To 9th Grade – Any student that fails 2 or more subjects shall be retained.

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

Graduation Requirements

Central Holmes Christian School will not admit any senior student for enrollment after the conclusion of the first semester.

Central Holmes Christian School requires that students must obtain 22 credits to graduate, with 20 of those being academic credits to be considered for Honor Graduate Status. Students desiring to earn a high school diploma (non-honor status) must earn 19 credits with 17 of those being academic coursework. Specific units required are listed below:

Diploma Track	Honor Track	High Honor Track
English • 4 Units	English • 4 Units	English • 4 Units must include dual credit courses
Mathematics • 3 Units – Algebra I required	Mathematics • 4 units ▪ Algebra I required ▪ Geometry ▪ Algebra II ▪ Advanced Math	Mathematics • 4 units ▪ Algebra I required ▪ Geometry ▪ Algebra II ▪ Advanced Math
Science • 3 Units – Biology I required	Science • 4 Units ▪ Biology I required ▪ A&P ▪ Chemistry ▪ Physics	Science • 4 Units – ▪ Biology I required ▪ A &P ▪ Chemistry ▪ Physics
Social Studies • 3 Units ▪ U.S. History ▪ World History ▪ Gov/Econ	Social Studies • 4 Units ▪ U.S. History ▪ World History ▪ Gov/Econ ▪ W.Geography/MS History	Social Studies • 4 Units ▪ U.S. History ▪ World History ▪ Gov/Econ ▪ W. Geography/MS History
Art • 1 Unit – visual or performing arts	Art • 1 Unit – visual or performing arts	Art • 1 Unit – visual or performing arts (may be dual credit course)
Electives • 2 Units	Advanced Electives • 2 Units - must include foreign language	Advanced Electives • 2 Units - must include foreign language
Technology • 1 Unit	Technology • 1 Unit	Technology • 1 Unit
Bible • 1 Unit	Bible • 1 Unit	Bible • 1 Unit
Non Academic/Other • 1 Unit	Non Academic/Other • 1 Unit	Non Academic/Other • 1 Unit
Total = 19	Total = 22	Total= 22

Honor Graduate Requirements

There are two opportunities for a student to achieve “honor” status during graduation. Honor graduates will follow the Mississippi College Preparatory Curriculum.

**High Honor Graduates must complete the 4x4 curriculum outlined including the highest level of English, Math and Science coursework offered at Central Holmes Christian School and accumulate a 90 overall average, or higher, for grades 9-12.

*Honor Graduates must complete the 4x4 curriculum outlined and accumulate an overall average of 90, or higher, for grades 9-12.

Valedictorian & Salutatorian Requirements

The Valedictorian and Salutatorian will be the top two students of the graduating class who meet the following requirements: **STUDENTS MUST BE ON THE HIGH HONOR TRACK** to be Val or Sal.

- The student shall have earned credits to include at least:
 - 4 units of English
 - 4 units of Math (Algebra I, Algebra II, Geometry, Advanced Math)
 - 4 units of Science (Biology I, A & P, Chemistry, Physics)
 - 4 units of Social Sciences (World Geography/ MS History, World History, American History, American Government, & Economics)
 - 2 units or more of Dual Credit courses
 - 2 units of Advance Electives (Foreign Language, English, Math (higher than Algebra I,) Science higher than Biology I, or various other Advance Electives.
- The students must attend Central Holmes Christian School from the Sophomore through the Senior year.
- All units earned for the Sophomore through the Senior year must be earned at Central Holmes Christian School.

College Prep Curriculum

- English – 4 Units
- Mathematics – 4 Units Algebra I (+) 3 units of higher math
- Science – 4 Units Biology I (+) 3 units of higher science
- Social Studies – 4 Units to include U.S. History, World History, U.S. Government (1/2), Economics (1/2), World Geography (1/2), Mississippi Studies

- Advanced Electives – 2 Units Foreign Language I and/or II, Advanced World Geography, English, Math higher than Algebra I, Science higher than Biology I, Advanced Elective courses, AP courses, Dual Credit courses
- Arts – 1 Unit Any visual and/or performing arts course that meets the requirements for high school graduation will be accepted.
- Technology – 1 Unit
- Pre-High School Units – Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course

Credit Recovery and Distance Education Credits

Students may elect to take no more than two units via Distance Education. These courses must be approved by the Guidance Counselor or Headmaster prior to beginning of the school year/semester. Such courses will be supervised by the Guidance Counselor or assigned instructor. The cost for Distance Education coursework is the responsibility of the student electing to participate in such classes. Students are only allowed to take 4 Credit Recovery units from grades 7-12.

Distance Education will *not* be approved in order for a student to not take a course offered during the regular school year. If a student fails a course or courses during the regular school year and elects to attend summer school to complete remedial course work, a grade of “70” will be the highest grade allowed for all remedial or summer school work taken by the student.

College Entrance Requirements

The entrance requirements to different colleges vary greatly. If one plans to attend college, he/she should research the college of his/her choice for information on the requirements for admission. Each high school student should plan his/her academic program to suit his/her needs. Seniors are reminded all state colleges require scores from the American College Testing Program (ACT). College centers administer this test six (6) times during the year.

College Admission Standards

You can be admitted to a Mississippi university by meeting any of the following criteria:

1. Complete the College Preparatory Curriculum (CPC) with a minimum 3.2 high school grade point average (GPA) on the CPC; or
2. Complete the College Preparatory Curriculum (CPC) with a minimum 2.50 high school GPA on the CPC or a class rank in the top 50%, and a score of 16 or higher on the ACT* (Composite); or
3. Complete the College Preparatory Curriculum (CPC) with a minimum 2.00 high school GPA on the CPC and a score of 18 or higher on the ACT* (Composite); or

4. Satisfy the NCAA standards for student athletes who are “full-qualifier” or “academic redshirts” under Division I guidelines.

Guidelines for Kindergarten Admission

To enter into the K5 program, students must be five before September 1st of the year they wish to enter. To enter into K4, students must be four before September 1st of the year they wish to enter. To enter into K3, students must be three before September 1st of the year they wish to enter. Also, for K3 students must be *potty* trained. Potty trained means that a child can go to the restroom by him or herself. We do understand that accidents happen; however, frequent accidents indicate that a child is not potty trained. Parents, please make sure that your child is potty trained before enrolling him/her in the K3 program. Failure to comply with this requirement may result in your child being sent home.

Exams

All students in grades 4th – 12th will take semester exams. Exams will be given at the end of the 2nd nine weeks and at the end of the 4th nine weeks. All disciplinary action fines, and fees must be paid and completed prior to taking your exams. Students will acquire a minimum of four major tests per class each nine week period. Averages for the nine weeks will comprise of all grades earned during that time.

Exemptions

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

1. Final average for the year
 - a. 90-100
 - b. 80-89 in class with no more than 2 absences in that class*
 - c. 70-79 in class with no absences in that class*
2. Students will only be allowed this exemption privilege provided that all tuition and fees have been paid, and all uniform and textbooks have been turned in.
3. Any disciplinary action must be completed prior to exemption.
4. Have had no suspensions during the school year.(ISS or OSS)

*4H members will be allowed 5 excused absences ONLY during 4H exhibition season. This amount does not include those 5 days.

Grade Scale

A – 100-90 B – 89-80 C – 79-70 F – 69 and below

Grade Averaging Methods

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

Nine Weeks Average: Daily/Homework will count 35% and Tests will count 65% of the overall grade.

Semester Average: First 9 weeks (x) 2 (40%), second 9 weeks (x) 2 (40%), plus final exam grade (20%) then divide by 5.

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

Grade Reports

Student progress and report cards can be monitored twenty-four hours a day, the entire year, through RENWEB. Any questions concerning grades or averages need to be directed to the office where a parent/teacher conference may be set up.

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

Parent/Headmaster/Teacher Conferences

Parents are cordially invited to visit the school and confer with the Headmaster at any time concerning the work of their child. Conferences with teachers *must* be arranged through the Main Office. No conference shall take place without an administrator's presence. Teachers will be available during their conference period. Please do not call the teacher at his/her residence. **Parents are not allowed to get a teacher out of his or her classroom to discuss a student.**

Student Conduct

Students who attend Central Holmes Christian School are expected to exhibit conduct that reflects self-control, respect for faculty, staff, fellow students, and self, politeness, proper dress, good grooming and personal care, timely and regular attendance to school, and other positive attributes that enhance the daily school environment. Unruly behavior, lack of respect for faculty and fellow students, obscene language, and other negative styles of conduct will not be permitted.

Off Campus Student Conduct

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

Unmarried Student Pregnancy and/or Single Parent

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

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

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

Public Display of Affection (PDA)

1. Students will refrain from public displays of affection (PDA) on campus during school or any school function.
2. Any PDA must be reported to the headmaster. No sexual contact between any students will be tolerated.
3. Parents/guardians will receive written notification of the violation and this will result in in-school suspension and a conference with parents/guardians and administration officials before students may return to class.

It is at the discretion of the administration as to what the final punishment will be for violation of the PDA policy.

Central Holmes Christian School General Harassment Policy

Harassment is a behavior, which is unwelcome and repeated. Some forms of harassment are unlawful. Because harassment is contrary to our school philosophy and educational mission, it must not be allowed. Harassment can happen when:

1. A student harasses another student
2. An adult harasses a student
3. A student harasses an adult

4. An adult harasses another adult

Harassment is ongoing verbal, written and/or physical attacks against a person. It includes intimidation in all forms, including bullying. This can be done by an individual or by a group. Harassment can be physical, racial, verbal, or sexual. It also may be done in varying ways, including, without limitation, physical contact, verbal exchange, written notes, text and/or instant messaging, social media, and other digital media. Below is a non-exclusive list of different forms of harassment that are not permitted:

Physical Harassment:

- Hitting, punching, jostling, pushing, spitting, or sexual abuse
- Frightening others by threatening these actions against them
- Hiding, damaging, or destroying the property of others

Non-physical Harassment:

- Name-calling or putting others down
- Using offensive names, making suggestive comments or any form of sexual harassment
- Using abusive language to others
- Making degrading comments about another's race, culture, gender, religious or social background
- Ridiculing a person or making derogatory comments about his or her body, face, or clothing
- Writing derogatory graffiti about others
- Writing crude notes or crude drawings about others
- Spreading rumors about students or their families
- Belittling another student's abilities and achievements
- Posting, texting, or sending derogatory statements via digital media, i.e. email, internet blogs, cell phones, etc.
- Impersonating another without permission on any digital media

Any CHCS student who engages in any harassing behaviors toward another CHCS student will be subject to disciplinary action, which may include suspension or expulsion.

Sexual Harassment Policy

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

Sexual harassment includes any of the following:

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

Complaints or violations of this policy may be made to the Headmaster, Guidance Counselor, Principal, or other person designated by the Headmaster, without fear of reprisal. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offending student or employee will be subject to disciplinary action, including involuntary termination of employment or expulsion from school. This policy in no way limits or precludes any student or employee from pursuing any relief afforded by state and federal law. If proof cannot be found, there will be no retaliation against the accuser. All complaints will be kept highly confidential.

Bullying Policy

CHCS is committed to taking reasonable and appropriate steps to prevent a student from being subjected to bullying by other student(s).

1. Any student who feels they are being subjected to bullying tactics from another student shall report the incident(s) to the person in authority – teacher, coach, administrator, or other staff member. These reports shall be forwarded to the appropriate administrator. The administrator shall investigate the report and take immediate corrective action steps with the offending party(s) as deemed necessary. Students who are found guilty of bullying shall be given the following discipline:
 - a. 1st Offense – Write off- notify parents
 - b. 2nd Offense – 1 day ISS
 - c. 3rd Offense –2 Days ISS and possible expulsion
2. Parents are encouraged to bring bullying offenses to the attention of school officials, if the child is reluctant to do so.

3. Bullying Defined: “Bullying or harassing behavior” is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus, and that:
 - a. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - i. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits.
4. School employees or students shall not be subjected to bullying or harassing behavior.
5. No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.
6. A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.
7. A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

Social Media

Any student or parent who electronically posts derogatory or inflammatory language, video, or material about school administration, teachers, students, parents, or other employees shall be subject to administrative censure, including a conference with administration and possible disciplinary action at the discretion of the school board. ANYTHING THAT SHEDS A NEGATIVE LIGHT ON CHCS WILL NOT BE TOLERATED.

Disciplinary System

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

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

2. External Suspension: Any test or work missed during this time WILL result in -2 points on final averages per day. .
3. Internal Suspension: Student will be required to sit in a designated area all day with a proctor and complete his/her work. All work and tests missed during this day will result in a -1 point deduction from final averages per day.
4. Cheating: Anyone caught cheating on tests or other work will receive an automatic “0” (zero) on the work. Also, the student will receive 1 day ISS.

Disciplinary Actions

1. Verbal Warning from the Headmaster
2. Writing Assignment to be determined by the Headmaster
3. In-School Suspension
4. Out-of-School Suspension
5. Expulsion from CHCS

Disciplinary Guidelines

The following disciplinary guidelines will be followed:

1. **MAJOR OFFENSES**: Violations of established school rules, safety regulations, and evidence of unbecoming conduct during regular school hours or while participating in on or off campus school-sponsored activities will result in disciplinary action.
2. The following list of offenses will constitute grounds for disciplinary action –suspension or expulsion. This list constitutes grounds for disciplinary action deemed necessary by the administration, which could include in school suspension, suspension or expulsion. This list does not include all offenses.
 - a. Illegal drugs, including alcohol: unauthorized possession, transfer, use, or sale of drugs or drug paraphernalia.
 - b. Possession of firearms – any firearm (including a starter gun) which will, or is designed to be converted to, excel a projectile by the action of an explosive; any firearm muffler or firearm silencer; any similar destructive device; knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or object that may be used as a weapon.
 - c. Fighting or provoking a fight
 - d. Possession of or use of tobacco products
 - e. Skipping class
 - f. Skipping school
 - g. Leaving school without permission
 - h. Burglary of school property

- i. Vandalism – defacing, damaging, or destroying school property
 - j. Use of profane or obscene language
 - k. Stealing
 - l. Extortion – demanding or threatening another for money or property
 - m. Possession of or igniting fireworks
 - n. Trespassing
 - o. Offensive touching of another person, or inappropriate touching or videoing of other students in sexually graphic manners
 - p. Battery upon students
 - q. Willful defiance, assault, or battery; the intentional, unlawful threat by word or act to do violence; the unlawful or intentional touching, striking, or cursing; the intentional causing of bodily harm, vandalism, or trashing of property; harassing phone calls by student or parent directed toward a school employee, school board member, or official for an athletic event will not be tolerated.
 - r. Defiance of school employee’s authority – refusal to comply with a lawful and reasonable direction or order of a school employee.
 - s. Gambling
 - t. Providing false information to school employee
 - u. Participating in or inciting student disorder
 - v. Use of obscene manifestations toward another person
 - w. Disruption of or conspiring to disrupt the normal operation of the school
 - x. Excessive tardies
 - y. Cheating
3. Any other violation that the administration may deem reasonable to fall within this classification.
 4. Any student who hazes (bullies) another student will be dismissed from school immediately!
 5. Any student who knowingly films or records a CHCS employee without permission will immediately face suspension with the possibility of expulsion.
 6. Any student who knowingly posts derogatory comments or pictures of a CHCS employee will immediately face suspension with the possibility of expulsion.

Expelled students will not be allowed to attend any CHCS sanctioned events for 1 calendar year from the date of expulsion.

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

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

Weapons and Other Dangerous Instruments

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

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

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

Drugs, Alcohol, and Nicotine/Tobacco Products

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

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

Drug and Alcohol Testing Policy

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

Purpose of the Program

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

1. To educate the student concerning the dangers of drug/alcohol abuse
2. To help prevent any drug use or abuse by the students of Central Holmes Christian School
3. To identify any student who may be using drugs and to identify that drug

4. To see that any chronic dependency is treated and addressed properly
5. To provide reasonable safeguards in order that every student who attends CHCS is medically competent to do so
6. To remove the stigma of drug abuse from those students who are not users
7. To reassure parents, students, and the community that the health and academic progress of its students is the primary goal of CHCS
8. To re-emphasize to the student his/her responsibility as a positive role model

Testing Procedure

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

First Incident of a Positive Test Result

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

1. The parents and the student will be contacted in a confidential manner by the testing medical review officer (MRO).
2. The Headmaster will be advised of the results of all confirmed positive and negative tests.

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

Second Incident of a Positive Test Result

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

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

Possession of Drugs

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

Central Holmes Christian School Grievance Procedure

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

1. Contact the Headmaster and discuss the situation. At such time, the parent may set up an appointment to meet with the faculty/staff member.
2. If the parent is still not satisfied, the parent may contact the Headmaster to be put on the agenda for the next Board meeting. Any parent wishing to attend a Board Meeting must be put on the agenda 7 days before the Board Meeting. At this time, the parent may present his/her discontent to the entire Board of Directors.

Central Holmes Christian School Off-Campus Conduct Policy

The general policy with respect to off-campus conduct is to presume that the behavior of children is in the hands of their parents. To presume otherwise is to invite parental abdication of authority and accountability. If, however, CHCS's students, individually or in a group, engage in off-campus activity or behavior that brings notoriety to themselves and/or discredit or disruption to Central Holmes Christian School, the school may exercise jurisdiction, applying individual penalties up to and including expulsion. This policy is intended to apply to all off-campus conduct, not only during school sponsored or sanctioned events occurring off the school premises. While consequences of minor infractions are fairly standard, much greater flexibility is given in determining appropriate discipline for major or severe infractions. The educational value of any disciplinary action is balanced with the best interest of the student and that of the school.

This policy is intended to supplement and not replace current CHCS policies regarding conduct at MAIS sanctioned events and other off-campus school events.

Central Holmes Christian School Technology Acceptable Use Policy

Technology brings many opportunities and challenges to the CHCS community. The following policies and guidelines, collectively known as the Acceptable Use Policy (AUP), are intended to provide the students, parents, faculty and staff of CHCS with notice of what conduct shall be deemed acceptable with regard to the use of Technology, as the term is defined below. CHCS expects that all users of its technology will promote the most effective, productive, and instructionally sound uses of digital, networked, and abundant information environments.

Who Is Covered By This Policy

This policy covers the use of CHCS technology and technology, as defined below, by all CHCS students, patrons, faculty and staff (collectively "Users") in any way which directly or indirectly affects CHCS.

How this Policy Applies

This policy applies to the use of Technology or CHCS Technology by any User, regardless of his/her location, in any way that affects or relates to (1) CHCS, its students, faculty, administration or staff, (2) any event or extracurricular activity involving CHCS, or (3) any CHCS-sponsored group.

Technology and CHCS Technology

“Technology,” as used in this policy, means any electronic communication tool, system or process, including, without limitation, telephones, cellular telephones, smart phones, computers, software, the Internet, web sites, or Internet related software and communication tools. For example, technology includes SMS and MSM text messages, e-mail, instant messenger sessions, newsgroups, on-line forums, and file sharing and/or bit torrent clients.

“CHCS Technology,” is included within the definition of technology but is intended to refer to any Technology owned, controlled or provided by CHCS.

Responsibilities of the User

Users of CHCS technology shall take full responsibility for what they publish, post, share transmit or possess. Users of CHCS technology must connect equipment and install software in a manner that meets the technical and security standards set by CHCS. No software or application of any type shall be downloaded and/or installed onto CHCS technology unless pre-approved and specifically authorized by CHCS personnel.

A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of CHCS technology. While CHCS has systems in place to combat viruses, spyware, spam, and other computer “bugs,” CHCS will not be responsible for damage to a User’s technology which results from viruses, spyware, spam, or any other use of CHCS technology. Users are responsible for adequately protecting and maintaining their own technology.

Fire/Tornado Drills

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

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

1. When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher. The student is to take nothing with him/her except what he/she has in his/her hands when the alarm sounds.
2. The classroom teacher will be the last to leave the room. He/She will take his/her grade book to check the roll.

3. No pupil or teacher is to re-enter the building after the alarm signal is given until the bell rings for the classes to re-assemble, at which time classes will re-enter the building by the same exits and routes used to leave the building.

ELEMENTARY:

1. Grades K4, 1, 5, & 6 – go out WEST door and go to elementary parking lot.
2. Grades 3 & 4 – go out NORTH door and go to elementary parking lot.
3. Grades K5 & 2 – go out SOUTH door and go to elementary parking lot.

HIGH SCHOOL:

1. Rooms 1, 2, 3, & 4 – go out EAST door and go to the football field.
2. Rooms 5, 6, & Library – go out NORTH door and go to the front of the gym.
3. Rooms 7, 8, 9, & Study Hall – go out the WEST door and go to the football concession stand area.

TORNADO

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

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

Privacy

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

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

Asbestos

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

Principles of Good Practice for Member Schools

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

1. The Head, with the Board of Trustees, shapes and upholds the school's mission, goals, and standards and articulates them to the school's constituencies and to the wider community.
2. The Head is responsible for attracting well-qualified faculty and staff members and for retaining them through equitable compensation plans, sound staff development and evaluation programs, and concern for their status within the school and in the larger community.
3. The Head works with the staff to determine the needs of students and to put in place programs and policies that meet those needs.
4. The Head, ultimately responsible for all administrative decisions and actions, regularly involves members of the administration and faculty in decision-making and evaluation.
5. The Head is accessible, within reason, and responsible to all constituencies—faculty, parents, students, and graduates—and in particular ensures that parents are kept informed about the school's policies, programs, and the progress of their children.
6. The Head identifies ways to serve graduates and to retain their loyalty as advocates of the school and as contributors to its financial strength and well-being.
7. The Head oversees the well-being of the entire school, rather than of any individual constituency, and works to help all constituencies to see the school as part of a network of local, state, regional, and national organizations concerned with educational issues and excellence.
8. The Head, as steward of the school's resources, is responsible for prudent budgeting and financial management, maintenance of the physical plant, review and long-range planning, and fund-raising.
9. The Head is alert to changing patterns in the local community, especially those that may affect enrollment or diversity within the school, and ensures that admission and hiring policies adhere to the school's written policies on nondiscrimination and due process.
10. The Head asks the Trustees for an annual evaluation. As part of Board development, the Head ensures that Trustees evaluate the school periodically on its operation in relation to stated goals and mission and that they review their own functioning as a Board.

11. The Head finds ways to become part of a network of peers who can provide personal support and professional assistance.
12. The Head cooperates with Heads of other private/independent schools to ensure that good relations among schools are protected, especially in the four sensitive areas of admission, marketing, faculty recruitment, and fund-raising.

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

1. A Trustee actively supports and promotes the school's mission.
2. A Trustee is knowledgeable about the school's mission and goals as well as current operations and issues.
3. A Trustee attends meetings well prepared and participates fully in all matters.
4. The Board sets policy; the administration implements policy. An individual Trustee does not become involved in specific management, personnel, or curricular issues.
5. A Trustee accepts and supports Board decisions and respects Board confidentiality.
6. A Trustee guards against conflict of interest, whether business-related or personal. The Trustee takes care to separate the interests of the school from the specific needs of a particular child or constituency.
7. A Trustee has the responsibility to support the school and its Head and to demonstrate that support within the community.
8. Authority is vested in the Board as a whole. A Trustee who learns of an issue, has the obligation to bring it to the Head of the School or to the Board Chair, and must not deal with the situation individually.
9. A Trustee contributes to the development program of the school, including financial support and active involvement in annual and capital giving.
10. Each Trustee, as well as the treasurer and the finance committee, has fiduciary responsibility to the school for sound financial management.

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

1. The Board prepares a clear statement of the school's mission and objectives.
2. The Board reviews and maintains bylaws and established policies and plans consistent with the mission.
3. The Board is accountable for the financial well-being of the school, including capital assets, operating budgets, fund-raising, and endowments.
4. The Board selects, supports, and nurtures the Head.

5. The Board, or a committee of the Board, conducts a written annual evaluation of the performance of the Head and works with the Head to establish goals for the following year.
6. The Board evaluates itself annually and establishes goals for the following year.
7. The Board keeps full and accurate records of meetings, committees, and policies.
8. The Board works to ensure all its members are actively involved in the work of the Board and its committees.
9. The composition of the Board reflects balance of expertise and perspectives needed to achieve the mission of the school.
10. The Board develops itself through new Trustee orientation, ongoing education, and leadership in succession planning.
11. The Board assures compliance with applicable laws and regulations and minimizes exposure to legal action.

Board Meetings

Any parent wishing to be part of the agenda for a monthly Board Meeting must be placed on the agenda 7 days before the scheduled meeting date. At this time, the parent may present his/her discontent to the entire Board of Trustees.

Waiver and Release of Liability

By signing this Handbook of Central Holmes Christian School, you are acknowledging that you have read and understand the following waiver and release and agree to be bound by the terms thereof:

The parent(s) or guardian(s) of his/her own behalf and on behalf of his/her child(ren) do/does hereby waive and release, indemnify, hold harmless and forever discharge Central Holmes Christian School (“the School”), its agents, employees, officers, directors, affiliate, volunteers, successors and assigns, from any and all claims, demands, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature, in law or equity, that I/we or my/our child(ren) have or may have arising from or in any way related to my/our child(ren)’s participation in activities (including recess), events and sports both on the campus of the School or away from the School’s campus. I/we understand that some of the activities my/our child(ren) may participate in, any sport for example, even though closely supervised, can be dangerous and may cause serious injuries. I/we certify and warrant that my/our child(ren) are in the proper physical and mental health necessary and have the requisite skills to participate in all such activities, events and sports unless we timely notify the School otherwise in writing.

By this Waiver and Release of Liability, I/we on behalf of my/our child(ren), assume any and all risk and take full responsibility for any claims or injury associated with the School’s activities, events and sports as noted above, wherever same may be conducted.

Student Service Hours

All students are encouraged to participate in community service activities throughout the school year. Each student in grades 9-12 will be required to earn 10 service hours throughout the school year. Half of these service hours must be completed through school sponsored service projects. The remaining hours may be completed through church, community and other organizations or can be school related service events. Service hours being completed away from school *must be pre-approved* by the headmaster and/or counselor. Forms must be submitted in order to properly document all hours completed.

Patron Participation Policy

Each family will be required to work *10 hours* throughout the school year. A total of 3 of these hours must be accumulated during the fall festival, spring auction and work day opportunities throughout the year. Other opportunities that will enable Patrons to gain the remaining hours include, *but are not limited to*, sporting event concession stands, volunteer projects within classrooms, book fair, etc. Families may designate a representative in their place by notifying the office of the individual that is their representative for each event they elect to participate in. Families will be assessed \$50 per hour not completed. This is not to penalize any family but to increase family participation.

BELL SCHEDULE

Jr. High Daily Bell Schedule

8:00 – 8:49	1 st Period
8:52 – 9:07	Break
9:10 – 9:59	2 nd Period
10:02 – 10:22	Activity Period/Chapel
10:25 – 11:14	3 rd Period
11:17 – 12:06	4 th Period
12:09 – 12:29	Lunch
12:32 – 1:21	5 th period
1:24 – 2:13	6 th Period
2:15 – 3:05	7 th Period

High School Daily Bell Schedule

8:00 – 8:49	1 st Period
8:52 – 9:41	2 nd Period
9:44 – 9:59	Break
10:02 – 10:22	Activity Period/Chapel
10:25 – 11:14	3 rd Period
11:17 – 12:06	4 th Period
12:09 – 12:58	5 th period
1:01 – 1:21	Lunch
1:24 – 2:13	6 th Period
2:15 – 3:05	7 th Period

*Elementary Dismissal 3:00 p.m.