

CSAGH

Christian School Association of Greater Harrisburg

HARRISBURG
CHRISTIAN SCHOOL

www.csagh.org/hcs



WEST SHORE
CHRISTIAN ACADEMY

www.csagh.org/wsca

PARENT/STUDENT HANDBOOK

The CSAGH Promise:

“We will deliver an excellent Christ-centered education which prepares students to be leaders who impact the world for Christ.”

Revised July 2021

PARENT-STUDENT HANDBOOK

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INTRODUCTION

HISTORY OF WEST SHORE CHRISTIAN ACADEMY

Sensing God's leading to start a Christian elementary school on the West Shore, the members of Bible Baptist Church approved the establishing of Bible Baptist School (BBS). In the fall of 1973, with 84 pupils and 5 full-time faculty members, BBS officially began educating students in grades 1-8. In 1974, kindergarten was added. The high school was started in 1978 and graduated its first class in 1981. A new Activities Center with a gym, cafeteria, two classrooms, and a science lab was constructed in 1982. In 1993, an educational wing was added to the Activities Center, housing 6 large classrooms and an office complex. In 1995, a third floor addition to Carey Hall, gave us an additional 5 elementary classrooms. A pre-kindergarten program was added in 2003.

During the 1993/94 academic year, full accreditation was received from the Middle States Association of Colleges and Schools and the Association of Christian Schools International.

In 2013, the Board and church voted to change the name from Bible Baptist School to West Shore Christian Academy (WSCA). The name reflects the different churches represented throughout the school community and a renewed vision for Christian education.

On January 1, 2017, The Christian School Association of Greater Harrisburg (CSAGH) acquired WSCA for the purpose of uniting WSCA and Harrisburg Christian School (HCS) to establish the first Private Christian School System in the Capital Region.

HISTORY OF HARRISBURG CHRISTIAN SCHOOL

HCS was founded by a group of concerned parents and area Christians who believed the primary responsibility for the educational instruction of their children according to Scripture was theirs, not the state of Pennsylvania. This group incorporated as a non-profit educational institution known as the CSAGH, and was granted tax-exempt status.

The school opened on September 13, 1955 with its first classrooms in the Melrose Gardens Grace Brethren Church. During this first year, there were 23 children enrolled in grades one through four. The second year in this same location saw 30 students in grades one through five. The third year, having outgrown these quarters, the school moved to 4118 Jonestown Road with 38 students in six grades.

Only one year was spent at this location due to state construction of a highway cloverleaf upon the school site. In September of 1958, the school rented an elementary school in Steelton for one year. Opening with 50 students and eight grades, another location was secured in Harrisburg. Two years were spent at this location. The next four years found the school again renting a vacated public school in Highspire. When this facility was taken over by the local government for other purposes, it became mandatory that the school build its own facility.

Ten acres of property on the Blue Mountain Parkway were graciously donated and September of 1965 found the school entering its own modern building with six classrooms and an office. By 1967, the student body had grown to 100 students and a kindergarten was added. In 1971, four more classrooms were added. In 1977, an administrative wing was added. As enrollment continued to climb and the need for a Christian high school became more evident, a two-story high school wing was planned. The first floor of the secondary school was placed in service during the Fall of 1986 and the second floor was completed and put into use two years later. This facility houses 11 classrooms, a library, 2 science labs, a computer lab, and a career/guidance office. In 1999, HCS opened the Arts & Athletic Center which houses a gymnasium, performance stage, health classroom, and locker rooms. In the fall of 2001, HCS opened the Fine Arts Center. The FAC includes a commercial kitchen, cafeteria/performance room, and music and art classrooms. The Matilda M. Luther Primary Educational Annex was built in 2006 that houses two elementary classrooms, the Intermediate Unit classroom, and the Challenge classroom. From then until January 1, 2017, HCS operated in four buildings on a 22-acre campus with 29 classrooms, two science labs, three computer labs (one mobile), a library, a gymnasium, two music/drama

performance areas, three athletic fields, and administrative offices. On January 1, 2017, The Christian School Association of Greater Harrisburg (CSAGH) acquired West Shore Christian Academy for the purpose of uniting HCS and West Shore Christian Academy to establish the first Private Christian School System in the Capital Region.

STATEMENT OF FAITH

According to the CSAGH's Constitution, the basis of this association is the Bible, the infallible Word of God, as interpreted in our statement of faith:

- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe that the Bible is the inspired, only infallible authoritative Word of God.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- We believe that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life.

MISSION, VISION, AND CORE VALUES

CSAGH's mission is partnering with families to provide Christ-centered education that sharpens minds, deepens faith, and develops gifts.

CSAGH's vision is preparing students to impact the world for Christ.

CSAGH's core values are:

Scripture - We believe that the Bible is the authoritative Word of God and guide for how we think, speak, and act as well as the lens through which we view and engage culture.

Learning - We cultivate challenging, vibrant learning communities characterized by intellectual humility, curiosity, creativity, and cooperation rooted in the Christian worldview.

Community - We respect and value individuals as people created in God's image, celebrate their gifts, and care for one another.

Excellence - We seek to glorify God in every endeavor by using our gifts and abilities to honor Him.

Discipleship - We disciple students toward genuine and mature faith in Jesus Christ through personal relationships and intentional collaboration with parents and churches.

Leadership - We recognize our calling as servant-leaders to love our neighbors as ourselves and to influence the culture for Christ.

PHILOSOPHY OF CHRISTIAN EDUCATION

The development of the philosophy of Christian education for the CSAGH is based on the following two principles:

1. Instruction and education of children in the school, as well as in the home, must be in accordance with the Word of God.
2. Education is primarily the responsibility of the parents.

The educational philosophy of the CSAGH is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. Our aim socially is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship--all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his choosing, whether in college, university or in vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable and through them runs the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone--the scarlet thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate or militate against our basic philosophy. The spiritual must permeate all areas--else we become textbook-oriented rather than student-oriented. This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of the CSAGH.

The philosophy of Christian education for the CSAGH shall be the guiding tool to apply biblical principles to teaching practices. All philosophies of subjects, policies of the school, curriculum materials and teaching methods shall conform to the philosophy of Christian education. Any use of materials or practices inconsistent with the philosophy of Christian education shall cease. The CSAGH Board and Faculty/Staff must understand and apply the philosophy of Christian education in their decision-making in board meetings and in their daily work for the CSAGH. Employees shall be committed to fulfilling the principles outlined in the philosophy of Christian education in every reasonable way they can.

OWNERSHIP AND ORGANIZATION

WSCA and HCS are owned and operated by the Christian School Association of Greater Harrisburg (CSAGH), PA (referred to as the Association). The Association is a private, religious, educational organization composed of Christian parents, educators and friends who meet the requirements for membership as set forth in the Association's Constitution. These members are from diverse Bible-believing Christian backgrounds. They are united by faith in Jesus Christ as revealed in the Holy Scriptures and summarized in the Association's Statement of Faith. The Association does not discriminate in regard to race, color, gender, ancestry, or national origin. The duties of the Association are to elect members to the Board of Directors (referred to as the Board), approve the annual financial plan, and approve any long-term debt. All other authority is given to the Board and Administration. The Board governs the school through the establishment of school policy. The Board is selected from qualified members of the Association, approved by the Board, and elected by the Association. The duties of the Board include maintaining the school's mission, hiring the President, establishing CSAGH's strategic plan, and setting CSAGH's policy. The Board also establishes committees on which Board Members, school personnel, school parents, and friends of the school are encouraged to serve. Some of the functions of the various committees are to recommend Policy to the Administration and Board, review the financial plan, review and develop the Strategic Plan, review curriculum and student activities, promote CSAGH, and assist in securing capital.

WSCA COLORS & MASCOT

School Colors: Maroon and White

School Mascot: Bobcat

HCS COLORS, MASCOT, SONG

School Colors: Blue and White

School Mascot: Knight

School Song: *To God Be the Glory*

ADMISSIONS

Enrollment at a CSAGH school is a privilege and not a right. CSAGH seeks to enroll students who profess a faith in Jesus Christ as Lord and Savior, who come from a Christian home, who regularly attend a Christ-centered church, and who support, both in ability and in desire, the mission of CSAGH. The President maintains the responsibility for admitting students academically and behaviorally mission-focused and open and submissive to the Gospel, Christian instruction and maturation, and school governance based upon the Scriptures and/or agreed upon by the CSAGH. If at any time a student's conduct, academic progress, or cooperation with the school administration or faculty is not acceptable, CSAGH has the right, in its sole discretion, to dismiss the student from enrollment.

ADMISSIONS PROCEDURES (NEW STUDENTS)

The following procedures will be used to determine whether a student is admitted to a CSAGH school:

Parent/Guardian Agreement

Parent(s)/guardian(s) must sign and agree to support the Parental/Guardian Agreement which includes:

- The Statement of Faith
- School Parent(s)/Guardian(s) Responsibilities
- The Student Dress Code
- Financial Policies & Tuition/Fees Schedule
- Exclusive Rights and use Waiver

Student Record and Information

For each student applying, the following must be provided:

- Nonrefundable Application Fee
- New Student Application Form
- Pastor's Recommendation
- Copy of Student's Birth Certificate/Proof of Age
- Copy of Student's Immunization Record
- Health History Form
- Copy of Student's Most Recent Report Card¹
- Previous Teacher's Recommendation, upon request¹
- Copy of Student's Academic Transcript (Grades 6-12)
- Copy of Student's Most Recent Standardized Test Scores¹
- Personal Testimonies from Parents/Guardians
- Signed and initialed Parent/Guardian Agreement Form
- Multi-Disciplinary Evaluation/Individualized Education Plan (If Applicable)

¹ Not required of Kindergarten applicants

Admissions Testing

All prospective students in grades K through 12 will be given an entrance test to determine grade placement and to determine if the prospective student meets the educational standards of the school. The school has full discretion for the grade placement of each applicant.

Incoming kindergarten students are assessed for pre-academic skills in the areas of reading, math and language. Skills are also assessed in the areas of fine motor skills and visual discrimination. A recommendation from Pre-school/Day care teacher is also considered when available.

TEOFL or other approved English proficient exam is required for all international students.

Admissions Interview

The Admissions Committee will interview all new parents seeking to enroll their child(ren) in a CSAGH school and all students seeking to be enrolled in grades 6-12.

Communication of Admissions Decisions

Communication of acceptance or denial of applicants will be by written notification through Family Portal. Based upon circumstances not previously considered, a written appeal may be made to the administration.

Definition of a New Student

A new student is one who is applying to a CSAGH school for the first time or is reapplying to a CSAGH school after an absence of one or more academic years.

Transfer Student

Any student who transfers to CSAGH from another school system will have his/her credits accepted and grades displayed on the CSAGH transcript. These transferred grades will not be calculated into the cumulative GPA.

STUDENT REGISTRATION

Upon acceptance to a CSAGH school, the family shall be sent information pertaining to enrolling their child(ren). A student shall be recognized as a student when the appropriate Non-Refundable Enrollment Fee and Enrollment Forms are submitted to CSAGH.

NEW STUDENT PROBATION

All new students are accepted on a one semester Probationary Status. At the end of the first semester, each student's academic progress, attendance record, and behavioral pattern will be reviewed to determine if the child may be removed from Probationary Status, have the Probationary Period extend to the second semester, or if it is necessary to discontinue the student's enrollment. Communication for removal or continuance of Probationary Status and for dismissal of a student shall be by written notification from the Administration.

NEW PARENT ORIENTATION

New Parent Orientation is held in August for all new parents. At this meeting all pertinent information is reviewed and disseminated.

OTHER ADMISSIONS POLICIES

New Enrollment

New students may apply for admission to a CSAGH school in January. Families with a child(ren) currently enrolled in CSAGH will be offered the opportunity to re-enroll after the Association meeting in January (Continuous Enrollment). Once New Enrollment has begun, registration of students will be handled based upon whether the student (and family) meet the qualifications for enrollment and on a first-come, first serve basis.

A student with extenuating circumstances as determined by Administration may take individual courses at a CSAGH school in MS/HS while not enrolled as a full time student at a CSAGH school. The student must meet the academic entrance requirements of CSAGH before acceptance and pay all applicable entrance fees. The Business Office will determine the rate per course for part time students. These students will receive a final grade report and a transcript after each academic school year from CSAGH.

Parent Agreement and Information Updates

The Parental Agreement signed upon each child(ren)'s initial enrollment or most recent re-registration (whichever is later) will remain in effect until the child(ren)'s withdrawal or graduation from a CSAGH school. Any updates to the Parental Agreement will be communicated in writing, as they occur. Additionally, busing preferences will remain the same unless CSAGH is notified in writing of any changes.

Minimum Age of Acceptance of Kindergarten/First Grade Students

Prospective kindergarten students must be five years old by October 1 of the current school year; prospective first grade students must be six years old by October 1 of the current school year.

Physical Examinations

For students first entering school and those entering grades 6 and 11, a physical examination by a physician is required. For students first entering school and those entering grades 3 and 7, a dental examination is required.

Financial Aid

Financial aid is available to families and is distributed based on the recommendation of a third-party needs assessment and fund availability.

Financial Obligations

Families transferring their children from private or Christian schools must have settled all financial obligations at the previous school before enrollment.

Reservation of Right to Deny Student Admittance to CSAGH

The CSAGH reserves the right, in its sole discretion, to refuse admission of an applicant.

Christian denominations interpret Scripture differently. Therefore, the CSAGH reserves the right to determine, in its sole discretion, which statements, actions or advocacy by prospective students or parents are in direct material conflict with biblical principles in a way that compromise their relationship with the school.

REENROLLMENT PROCEDURES (CURRENT STUDENTS)

Following the Annual Association Meeting, current school families will be offered the opportunity to reenroll at CSAGH for the upcoming school year. Reenrollment of current students is subject to the student's ability to successfully maintain academic, attendance, and behavioral standards. CSAGH reserves the right to deny reenrollment to students who have had difficulty maintaining the aforementioned standards.

Continuous Enrollment Program

- Current students are automatically reenrolled for the upcoming school year with the non-refundable Continuous Enrollment Fee billed to the family's FACTS account on February 15. This fee must be paid in full by April 30.
 - The non-refundable Continuous Enrollment Fee is per child.
 - The Parental Agreement signed upon each child's initial enrollment or most recent reenrollment (whichever is later) remains in effect until the child is withdrawn or graduates from CSAGH.
 - Any updates to the Parental Agreement will be communicated to families in writing, as they occur.
- (continued on next page)
- Busing preferences and fundraising status (if applicable) remain the same unless a family notifies CSAGH in writing of any changes.
 - If a student(s) is withdrawn after parents have paid the CSAGH Continuous Enrollment Fee, the Early Withdrawal Fee will apply (see Parental Agreement.)
 - If a family is on Continuous Enrollment and then opts out, the fees paid are non-refundable. If the family later decides to re-enroll, they will be charged the total Enrollment Fee

Opting Out of Continuous Enrollment

- Families may opt out of the CSAGH Continuous Enrollment Program.
- The Director of Admissions and/or the Chief Financial Officer must be notified in writing (e-mail or letter) no later than February 28.
- If a family subsequently decides to re-enroll their child(ren), there is a specified Enrollment Fee that
- must be paid for each child.

Student Course Failures and Re-Registration

Normally, failure of two or more major subjects shall constitute failure of the grade for the year. In High School, failure of a subject does not necessarily mean the student has to repeat the grade, but credit for that subject will not be given until the student has successfully met the requirements. Requirements may be satisfied in summer school or by repeating the subject during the following school year. The CSAGH cannot guarantee that it can schedule failed courses out of normal scheduled sequence. To maintain correct scheduling the student should make every effort to take failed courses during summer school.

RESPONSIBILITIES OF PARENT(S)/GUARDIAN(S)

For purpose of Admission/Reenrolling to a CSAGH school the parent(s)/guardian(s) of the student enrolling/reenrolling shall adhere to the following responsibilities:

- To seek God's help through prayer on behalf of the ministry on a regular, consistent basis.
- To lend practical help in areas of service for CSAGH schools.
- To seek unity of the believers, especially when offense is taken by following the guidelines found in Matthew 18:15-20.
- To attend regular Association meetings. To follow the financial policies of the Association, including the responsibility to promptly pay tuition, to support CSAGH financially through tax deductible gifts, and to support fundraising as described in the Fundraising Policy.
- To adhere to the regulations found in the CSAGH Parent/Student Handbook.
- To understand that parents are responsible for any vision, dental, or medical attention and/or insurance needed by their children while they are in attendance at a CSAGH school. The CSAGH is not responsible to pay for medical treatment for student injuries sustained in school activities.
- To give the administration and faculty full discretion, within the stated policies of the school, in regard to student discipline while your child(ren) are under their authority.
- To understand that families involved at a CSAGH school, on any level, are expected to maintain a pure testimony in all that they do including attitudes and behavior at school and elsewhere.
- To live by the teachings of the Christian Bible with regards to sexual purity. School parents agree to not “cohabit” with a member of the opposite sex outside of marriage, to abstain from “homosexual” behavior and lifestyle, and to abstain from adultery. School parents agree to teach and direct their children according to these standards.
- To not bring law suit against the CSAGH or another member of the Association, but to seek problem resolution and reconciliation through Christian mediation or arbitration through a recognized Christian ministry set up for that purpose, such as The Peacemakers.

RESERVATION OF RIGHT TO DISMISS A STUDENT/FAMILY FROM CSAGH

The CSAGH reserves the right to dismiss any student for, but not limited to the following reasons: the student’s poor academic performance, the student’s poor attendance record, the student’s poor behavior record, the student’s desire not to attend a CSAGH school, the family’s inability or failure to fulfill its obligations as stated in the CSAGH Parental/Guardian Agreement.

NOTICE OF NON-DISCRIMINATION

The CSAGH enrolls students of any race, color, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, and ethnic origin in administration of its educational policies, admissions policies, financial aid policies, and athletic and other school-administered programs.

The CSAGH does reserve the right to expel a student for any reason that lies outside the “spirit” of the institution.

STUDENT ATTENDANCE

SCHOOL HOURS

CSAGH schools run on a 6-day cycle. Classes begin at 8:05am and end at 3:05pm. Cycle days can be viewed by students in RenWeb. If a school day is unexpectedly missed (i.e. snow day), the cycle days will be adjusted so that no numerical day has been missed.

MS/HS Regular Day Schedule		
HR.	8:05	- 8:13 (8)
Pd. 1	8:16	- 9:01 (45)
Pd. 2	9:04	- 9:49 (45)
Pd. 3	9:52	- 10:37 (45)
Pd. 4/HS	10:40	- 11:25 (45)
Lunch/MS	10:40	- 11:05 (25)
Pd. 4/MS	11:08	- 11:53 (45)
Lunch/HS	11:28	- 11:53 (25)
Pd. 5	11:56	- 12:41 (45)
Pd. 6	12:44	- 1:29 (45)
Pd. 7	1:32	- 2:17 (45)
Pd. 8	2:20	- 3:05 (45)

OFFICE HOURS

WSCA's office is open from 7:30 AM until 3:30 PM on school days.

HCS's office is open from 7:30 AM until 3:30 PM on school days.

The CSAGH school office is open from 9:00 AM until 3:00 PM during the summer months.

INCLEMENT WEATHER/EMERGENCY CANCELLATION

All delays and school closings will be communicated via the Parent Alert text message service and will be announced on WGAL (Channel 8), WHP (Channel 21), WHTM (Channel 27). On delay days, parents transporting students should have them at school by 10:00 AM for two-hour delays. School closings and delays are also posted on the homepage of the CSAGH website.

ATTENDANCE LAWS AND POLICIES

The attendance policy of the CSAGH is based on laws set forth from the Pennsylvania Department of Education.

According to the State of Pennsylvania, attendance at school is compulsory. Therefore, the CSAGH must account for the daily attendance or absence of each student from school. The State of Pennsylvania requires schools to classify student absences into one of two categories: (1) legal (or excused) and (2) illegal (or unexcused).

With the PA Legislature's passage of Act 138 (2016), the CSAGH's attendance procedures have been modified to reflect changes in PA's truancy laws:

- When a student is absent from school, the absence is considered illegal until the school receives a written excuse from the parent/guardian. After three school days without a written excuse (or acceptable excuse per the CSAGH policy), the absence is considered illegal.
- If a student accumulates a third unlawful absence, the parent will receive an invitation to participate in a School Attendance Improvement Conference (SAIC). The goal of this conference is a partnership between parents, student and school personnel to improve school attendance.
- If a student accumulates six unlawful absences, the student is considered habitually truant. At this time the child may be referred to a school-based attendance improvement program, Cumberland/Dauphin County Children & Youth and/or be issued a truancy citation with the District Magistrate.

Legal/Excused Absences

According to the State of Pennsylvania, an absence may be categorized as legal or excused under four broad descriptions: (1) for mental, physical, or other urgent reasons with the term “urgent reasons” being strictly construed and not permitting irregular attendance; (2) for illness, death in the family, and for impassable roads; (3) for educational experiences; and (4) for religious instruction. Therefore, the following absences from school are categorized as legal or excused:

- Illness of student
- Death in the family
- Medical appointment
- College visits*+
- Authorized ministry*+
- Religious holiday*+
- Educational leave*+
- Transportation emergency^o
- Quarantine^o
- Illness in family/parent^o
- Mental incapacity^o
- Court appointment*
- State emergency^o

* Absence requires pre-approval by the administration.

^o Absence requires approval by the administration.

+ Additional policy below describes limitations and procedures for these absences.

Illegal/Unexcused Absences

All other absences not listed above will be classified as illegal/ unexcused absences. Illegal/Unexcused absences will consist of but not be limited to the following:

- Truancy (student is improperly absent without parent knowledge and/or consent)
- Indifference (student is improperly absent with parent knowledge and /or consent)
- Illness in the family or illness of parent
- Leaving school during school hours and going directly home without Administration’s permission
- Uncertified illness (student absence more than 3 days without doctor’s note)
- Employment during school hours
- Unapproved absences
- Lack of transportation, non-emergency
- Absences to work on school assignments
- Educational, ministry, college visit absences in excess of the allotted number granted.
- Other illegal/unexcused reasons (i.e. oversleeping, unspecified reason, etc.)

Explanation of Special Cases of Legal/Excused Absences

The following are guidelines in categorizing absences as legal/excused. These absences must be requested in writing five school days prior to the absence and are subject to approval by the administration. The administration reserves the right to categorize legal/excused absences as illegal/unexcused if a request is not made in advance in writing.

- **College Visits:** This legal/excused absence is a specific “educational trip” that allows high school students to visit colleges for the purpose of evaluating the college for future attendance. Students are limited to no more than 3 days per year. These days are in addition to those granted under the classification of “education leave”. Additional days may be taken under the classification of “educational leave” granted the student has days remaining.
- **Authorized Ministry/Religious Holiday:** This legal/excused absence provides the student with the opportunity for ministry experience outside of school (i.e. youth retreat, March for Life, Missions Trip, etc.) or for a religious holiday experience not observed by the school (Example: Yom Kippur or Rosh Hashanah for Messianic Jewish students). Students are limited to 3 days per year. These days are in addition to those granted under the classification of “education leave”. Additional days may be taken under the classification of “education leave” granted the student has days remaining.
- **Educational Leave:** This legal/excused absence provides the student and family with the opportunity for educational enrichment outside of and not provided for by the school. Students are limited to 5 days of educational leave. Absence in excess of these days will be categorized as illegal/unexcused. Special consideration will be given by the administration for the granting of additional education leave days in cases deemed to be extraordinary educational opportunities. Consideration will be based upon a student’s current academic standing as well as their attendance record, both current and historically. All requests for special consideration shall be made in writing to the administration.

Consequences for Illegal / Unexcused Absences

Illegal/Unexcused absences will be dealt with both according to state guidelines as well as in conjunction with school attendance policies. All illegal/unexcused absences will be recorded as such when a note is not received within three days of the absence and will not be changed to lawful or excused even if a note (parent, physician, or otherwise) is received after the three day period.

All work that was due on the day of the unexcused absence must still be completed by the student. ES students will receive full credit for work. MS/HS students will receive 25% credit for work. The administration reserves the right under these circumstances to deny the privilege of making up work as well as giving the student a zero on all work for that day.

Determination of Absences

The administration will in all cases make the final determination of the correct categorization (legal/excused or illegal/unexcused) of all absences.

Procedures When Absent for One or More Days

When a student returns to school following an absence, they must present a note from their parent explaining the reason for their absence(s). Elementary students are to give their note to their classroom teacher who will turn it in to the office. Middle School and High School students are to give their notes to the office. The office staff will determine whether the absence was legal/excused or illegal/unexcused. The teacher(s) will be notified of all illegal/unexcused absences. Students who are absent for 3 consecutive days or more shall be required to bring a note from a physician upon their return to school.

Participation in Extracurricular Activities

In order to participate in any after school activity, the student must be present for more than 40% of the academic day. This equates to the student arriving to school no later than 10:00am on a regular school day. The administration has the right to approve or deny an excused absence when participation in an after school event is in question.

MAKE-UP WORK

Assignments that were given prior to the student's absence are due on the day the student returns to school and are to be handed in on time. Teachers may elect to give the student additional time to make up work. Students who are unexpectedly absent may (first thing in the morning) request of the office that those day's assignments be gathered for them and present to the office a method of acquiring the materials (i.e. parent will pick up the books, sibling will bring home the books, friend will bring home the books, etc.).

Students who have planned absences for an extended period of time may request assignments to be completed during their absences. Whereas it is difficult to plan specific assignments too far in advance, teachers may elect to give students general information about where the class will get to in the curriculum. Students should be prepared to complete additional assignments upon their return to school. Students have one day for each day of absence to complete their assignments. Exams, tests, and quizzes will not be administered in advance of the student's absence.

MINIMUM ATTENDANCE POLICY

Attendance and class participation are critical requirements for the student's final grade and achievement of the course/class objectives. Therefore, the CSAGH has a minimum attendance requirement for students. The following shall apply in failure to meet the minimum attendance requirement:

Elementary (K-5) and Middle School (6-8)

Students who miss their 25th day of school shall have their final grade(s) reduced 10% points (or one full letter grade). Students who miss their 30th day of school shall be required to repeat the grade level.

High School (9-12)

Students who miss their 25th day of school in a particular class shall have their final grade reduced 10% points (or one full letter grade) in the class in which they were absent. Students who miss their 30th day of school in a particular class shall fail that class for the year with their actual grade or a 64% whichever is lower.

Special consideration will be given by the administration in a case-by-case basis. All requests for special consideration shall be made in writing to the administration. In all cases, however, students who do not meet the minimum attendance requirement will have to make up all missing work in order for the requirement to be waived by the administration. This may involve the need for special tutoring, testing, or summer school.

TARDINESS TO SCHOOL AND CLASS

Tardiness to school applies only to homeroom and first period. Any arrival to school following the midpoint of first period will be deemed an absence from class. Tardiness to class will be dealt with through the classroom teacher's normal classroom procedures.

Students who are not seated in homeroom by the beginning of homeroom are deemed late for school and must report to the office. Whether a tardiness is legal/excused or illegal/unexcused shall be determined in the same manner as are absences. Three illegal/unexcused tardies to school will be equal to one illegal/unexcused absence. If a tardy is determined to be illegal/unexcused, academic consequences for illegal/unexcused absences shall be applied to those classes in which the student missed while being tardy. Late bus arrival to school shall be considered excused as declared by the administration.

MS/HS

For every three tardies in one semester, the student will receive one 1 hour detention. Excessive tardies may result in further disciplinary action. The tardy count resets each semester.

EARLY DISMISSAL FROM SCHOOL AND CLASS

On or before the day the student desires early dismissal from school, the student must bring to the office a note from their parent authorizing the early dismissal and giving the reason for the early release from school. Whether an early dismissal is legal/excused or illegal/unexcused shall be determined in the same manner as are absences. If an early dismissal is determined to be illegal/unexcused, academic consequences for illegal/unexcused absences shall be applied to those classes in which the student missed as a result of being dismissed early from school.

LEAVING SCHOOL PROPERTY

No student will be permitted to leave the school property during the school day without the permission of the administration and the consent or notification of the parent(s)/guardian(s). Leaving school property without permission may result in appropriate disciplinary consequences that include but are not limited to detention and/or suspension. Students must be signed out at the office before leaving.

ACADEMIC LIFE

SUBJECTS AND COURSES

General

The Commonwealth of Pennsylvania recognizes WSCA and HCS as non-public, non-licensed day schools for the education of children. It is further recognized that the CSAGH schools use courses of study which meet all the requirements for providing a superior Christian education.

- Elementary School - Our school curriculum for grades K-5 includes Bible, Language Arts (Reading, Composition, Spelling, Phonics, Grammar, and Handwriting), Science, Math, History, Music, Art, Physical Education, and Computer instruction.
- Middle School - The curriculum for our 6th, 7th and 8th grades consists of Bible, English (Grammar, Spelling, Vocabulary and Composition), Reading, Science, Math, Social Studies, Computer Instruction, Music, Art, and Physical Education.
- High School - CSAGH offers an Academic College Preparatory program for grades 9-12. Dual Enrollment and online courses are also offered each semester.

Dual Credit involves a college/university offering credit through their Registrar's Office for an approved course taught at a CSAGH school by a CSAGH faculty member.

Dual Enrollment involves a partnership with a college/university where students may enroll in classes at a college or university while attending a CSAGH school. Dual enrollment courses must be approved by the administration.

Students who meet the entrance requirements of post-secondary institutions may participate in the Dual Enrollment Option. The CSAGH will accept the credit and the grade as part of the student's overall GPA, provided the student receives a grade of D (65%) or above as noted on an official transcript. All letter grades will be transferred into the student's GPA calculation. Whether or not the student submits the final grade report to the CSAGH, the grade and class will be a part of the student's permanent college record.

Online Learning

Online courses follow the same academic year calendar and marking periods as the school.

Students must complete coursework by deadline and must pass the course with a "D" (65%) or higher grade. Failure to meet either completion requirement will result in the student/family assuming the full cost of the course plus a \$50 administrative fee. If a student drops a course after the drop/add deadline, the student/family must pay the full cost of the course plus a \$50 administrative fee.

Students and parents/guardians must accept the CSAGH Acceptable Use of Technology Agreement in order to access coursework.

Grading - Students receive "I" (incomplete) grades for the first quarter in semester long courses. Credit recovery students receive a Pass or Fail.

Tuition covers the cost for online courses when:

- An online course is necessary because of scheduling limitations of the CSAGH school's master schedule
- There is demonstrated need for learning support or enrichment that cannot be met by the school due to limitations in course offerings

Tuition does not cover the cost for online courses when:

- A student desires a course not offered as part of the curriculum and does not receive approval by the administration to take the course
- A student desires to take a course over winter break or the summer
- A student takes an online course they previously failed in a regular classroom or online

NOTE: The student/family must pay the full cost of the course plus a \$50 administrative fee.

WSCA Challenge Program

The Challenge Program is an enrichment program designed for our academically advanced and highly motivated students in Grades 2-5. Its purpose is to provide enrichment learning opportunities for these students beyond what is presented in their regular classroom studies.

Students are invited to participate based on a review of their past and current academic history to include: academic grades, standardized assessment scores, Dynamic Indicators of Basic Early Literacy Skills (DIBELS) assessments, the Developmental Reading Assessment (DRA), and teacher recommendations. Additionally, students participating in the Challenge Program must have maintained at least a 95 average the previous school year. Students must receive recommendations from their teachers of the previous year (if in attendance) and present year regarding their spiritual, academic, behavioral, emotional, and social maturity. Students who participate in the Challenge Program must maintain a current minimum average of 90 in their regular classroom work.

A review of all students will be made at the end of each semester to determine if the student is achieving his/her goals. Students who present discipline problems or who fail to perform in the classroom may be asked to leave the program at any time. Parents of students in the Challenge Program will be billed each semester to cover the costs of the program. Assignments may be given which would be in addition to regular classroom assignments.

VoTech School

Students may enroll in the local Vocational Technical School while attending CSAGH. Fifty percent tuition will be charged. If the student attends VoTech for more than one school year, the administration will adjust graduation requirements appropriately.

STUDENT RECORDS

It is the policy of the school that the administration shall keep records pertaining to a student's academic progress, conduct, attendance and any other pertinent information. Only the Board, CSAGH Administration and designated personnel in the fulfillment of their respective functions will have access to the records. A student's records will not be released unless written permission is received from the parent.

SCHEDULING FOR CLASSES

High School - Students that will be entering 9th-12th grades will be guided by the School Counselor as to their course of study for the following year. Course selection is dependent upon course availability, scheduling, and the student's academic performance.

No student with a course grade below 83% will be recommended for an Honors or AP course. Students with a course grade above 83% may be considered by their current teacher for an Honors or AP course recommendation. When making a recommendation, teachers will consider the student's course grade, assessments, ability, and work ethic.

Middle School – Scheduling is begun by the administration for the following year during the spring of the current year. Students entering 6th – 8th grades will be counseled by the administration as to their course of study for the following year. Parents of these students will then be given the necessary scheduling materials.

Course Withdrawal

Students can choose to withdraw from a scheduled course after the course has begun with consultation of the school counselor. Withdrawals after the first quarter of a semester course or the second quarter of a year long course are not permitted, unless approved by the principal due to extenuating circumstances.

GRADING SYSTEM

The CSAGH grading system is designed to reflect a student's level of acquired understanding and mastery of subject material. Report cards are issued every 9 weeks. The school encourages communication between teachers and parents concerning a student's academic progress. If a student is experiencing deficiencies in a subject, the teacher will notify the parents. In addition, parents are encouraged to contact their child's teachers to remain abreast of their child's academic progress.

Grading Scale

The majority of courses will be graded on a numeric system of 1 to 100. The following chart converts the percentage grades to letter grades.

A+ = 97-100	<u>Others</u>
A = 93-96	P = Passing
A- = 90-92	F = Failing
B+ = 87-89	I = Incomplete
B = 83-86	WP = Withdraw Passing
B- = 80-82	WF = Withdraw Failing
C+ = 77-79	
C = 73-76	
C- = 70-72	
D+ = 67-69	
D = 65-66	
F = Below 65	

Calculation of Final Grades

Middle School (grades 6 – 8): In Middle School, final grades are based upon a student's grade in each of the four marking periods, the semester exam, and the final exam. Each marking period is valued at 20% of the final grade. Both the semester exam and the final exam are valued at 10% of the final grade. There are no semester or final exams in courses offered to Middle School students for a semester or marking period only. For Middle School semester courses, the final grade is calculated based upon the average of the two marking periods during that semester. For Middle School marking period courses, the final grade is calculated based upon the average during the marking period.

High School (grades 9 – 12): In High School, final grades are based upon a student's grade in each of the four marking periods, the semester exam, and the final exam. Each marking period is valued at 20% of the final grade. Both the semester exam and the final exam are valued at 10% of the final grade. For high school semester courses, the final grade is based upon a student's grade in each of the marking periods and the final exam. For these semester courses, each marking period is valued at 40% of the final grade while the final exam is valued at 20% of the final grade. The following table illustrates the calculation of the final grade:

Pass/Fail Courses

Only a few courses are offered to students on a pass/fail basis. These courses are noted in the Course Catalog. Pass/Fail courses are not included in the calculation of a student's G.P.A. or in the determination of eligibility for the Honor Rolls.

Incomplete Grades

An incomplete grade on a progress report or marking period report indicates that there is work missing in that particular subject and that work must be made up before a grade or credit can be given. It is the student's responsibility to make up the work. The student should contact the teacher to receive all the necessary assignments. Incomplete grades not made up by the subsequent grading report shall be reported as the grade stands or as a 64, whichever is lower.

Calculation of Student's Grade Point Average (G.P.A.)

Grades in all courses, unless otherwise stated, are included in computing a student's grade point average. A student's grade point average is based on a numeric score of 1 to 100. In calculating grade point average, certain courses are weighted to reflect their difficulty. Honors courses carry a weight of 1.06 while AP courses and the dual college credit courses carry a weight of 1.12. There are times in which a student's GPA must be converted to qualitative scale (4.0). Below is the conversion table:

	Full Credit	Half Credit
A+ = 97-100	4.0	2.00
A = 93-96	4.0	2.00
A- = 90-92	3.7	1.85
B+ = 87-89	3.3	1.65
B = 83-86	3.0	1.50
B- = 80-82	2.7	1.35
C+ = 77-79	2.3	1.15
C = 73-76	2.0	1.00
C- = 70-72	1.7	0.85
D+ = 67-69	1.3	0.65
D = 65-66	1.0	0.50
F = Below 65	0	0

Dual credit and dual enrollment courses offered will be calculated in a student's GPA. According to the State Education Department of Pennsylvania, 1 High School Credit is equal to 120 hours of instruction. College credits will be assigned by the college or university; students will receive a college transcript for the dual credit/dual enrollment course.

What is a GPA?

A Grade Point Average (GPA) is an important cumulative indicator of a student's academic progress. The GPA is a single cumulative weighted average of a student's overall performance in grades 9-12. This number is reported to colleges and universities and is a critical factor in determining a student's eligibility for acceptance into institutions of higher learning.

How is a GPA Calculated?

A GPA is calculated by taking the student's final course grade and converting it to the 4.0 scale. For example, if a student attains a final grade of 98% in a standard one-credit course, the student would have a 4.0 GPA in that course and have earned four (4) "grade points" for that course. If an identical grade of 98% is earned in a half (0.50) credit course, the student would still have earned a 4.0 for the course, but would have accumulated two (2) grade points for that course (GPA x credits earned = grade points).

At the end of each year, the grades earned in all graded courses (excluding Pass/Fail courses) will be converted to the 4.0 GPA scale. GPAs will be multiplied by the credits earned in each course and grade points will be calculated. The final GPA for that academic year will be determined by adding the grade points earned and dividing by the number of credits attempted in graded non-Pass/Fail courses.

What is a Cumulative GPA?

A cumulative GPA is determined by combining the grade points and credits earned for each year and determining a student's overall GPA over the course of his/her high school career. This is the number that is typically reported to colleges, universities, and scholarship organizations.

What is the Impact of Honors/AP/Dual Credit/Dual Enrollment Courses on my GPA?

Students are able to earn GPAs higher than 4.0 by earning high level grades in such courses. Students may earn as high as a 4.7 GPA in honors courses (Physics, Pre-Calculus, Spanish IV) and up to 5.0 in Advanced Placement (AP) and dual credit/dual enrollment courses. For example, if a student earns a 98% in an honors course, the GPA would be 4.7, and since this course is one (1) credit, 4.7 grade points would be earned. Similarly, students who earn a 98% in AP/DC/DE courses would attain a 5.0 GPA and five (5) grade points.

What is the Difference between a "Weighted" and "Unweighted" GPA?

A weighted GPA is determined by calculating grade points that include the GPA increase earned by taking Honors and AP/dual credit/dual enrollment courses. This is how a student earns a GPA greater than 4.0 for his/her academic career. An unweighted GPA is determined by one of two calculations.

4.0 scale – All grades, regardless of the status of the course (honors, AP, standard) are converted to the standard GPA scale which has a maximum of 4.0.

100% scale – All grades earned in courses are not converted to the 4.0 scale and are simply averaged together by multiplying the grade earned by the credit earned for the course. This allows one (1) credit courses to have twice the impact of half (0.5) credit courses as is found in GPAs calculated on the 4.0 scale.

This should not dissuade students from taking challenging courses. On the contrary, most colleges and universities are interested in a student's weighted GPA and utilize this for determining scholarships and academic privileges (Honors college). CSAGH determines its Valedictorian and Salutatorian by utilizing the weighted GPA.

DEFINITION OF GRADE DESIGNATION

A student will be advanced (promoted) to the next grade upon providing the following:

Grades K-5

A student will be promoted to the next grade upon successful completion of all scholastic work and the recommendation of the classroom teacher. However, if a student fails one or more major subjects, summer school and/or special tutoring, depending on the student's special situation, may be taken in order to prevent failing for the year.

Grades 6-8

A student must successfully complete all coursework. Failure of two or more major subjects, or one major subject and two minor subjects, will result in the student's retention in that grade for the following school year. Summer school and/or special tutoring, depending on the student's special situation, may be taken in order to prevent failing for the year.

Grades 9-12

In high school students earn and receive credits toward graduation. The following is a minimum number of accumulated credits a student should earn in order to maintain satisfactory progress toward graduation in four years:

9th Grade - 6.25 credits

10th Grade - 12.50 credits

11th Grade - 18.75 credits

12th Grade - 25 credits

GRADUATION REQUIREMENTS

Graduation from a CSAGH school will be based upon the successful completion of a minimum of 25 credits in grades 9-12, distributed as follows:

- Four credits in Bible
- Four credits in English
- Three credits in Science
- Three credits in History
- Three credits in Math
- Two credits in Foreign Language
- One credit in Physical Education/Health
- One credit in Fine Arts
- Four electives (HCS must include Western Thought and Freshman Seminar)

The CSAGH Board of Directors may approve additional requirements as deemed necessary by the Administration.

Valedictorian and Salutatorian Qualifications

Candidates for Valedictorian and Salutatorian honors must:

- Be enrolled as a full time student at a CSAGH school for their entire Junior and Senior years
- Take at least two college-level courses (AP, DC and DE)

All courses taken during junior and senior years will count toward the final GPA. Class Valedictorian and Salutatorian will be announced when all grades are finalized for the Senior Class.

STANDARDIZED TESTS

All 8th and 9th graders will take the PSAT 8/9. Tenth and eleventh grade students may choose to take the PSAT/NMSQT. Students planning to attend college are encouraged to take the SAT or ACT tests in their junior and senior years.

Students in grades K-7 will participate in standardized testing as determined by the administration.

MIDTERM AND FINAL EXAMS

Students will not be required to take more than two major tests in any given day.

Middle School and High School semester exams may cover all material from that semester. Semester exams are given for all full credit courses. These exams are graded as one fifth of the student's semester grade in that course (one tenth of the final grade). In High School, some exams are cumulative. All semester exams are administered during the scheduled exam periods.

An exam schedule will be distributed to students prior to the exams. Attendance for each exam is required on the specific day the exam is given. Only excused absences for illness or extenuating circumstances will be granted. A student who is absent from school the day prior to the exam is expected to take the exam on the day the exam is scheduled to be administered.

Academic dishonesty on an exam will result in the student receiving a 0% on the exam and being reported to the administration for appropriate disciplinary action according to level III interventions.

Exemptions from Final Examinations:

Seniors, and students in the highest level course in a department, who achieve a 93.0 (unweighted and no rounding up) or higher cumulative average in any subject are exempted from the final exam in that subject.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student to advance his studies. Therefore, each student is to complete his homework assignments.

Homework is given for several purposes:

- For Reinforcement - Educational research indicates that reinforcement is necessary for the mastery of certain types of material.
- For Remedial Activity - As instruction progresses, certain students fall behind the majority of the class. Homework is given to help those students master the necessary skills.
- For Enrichment - Homework is given to stimulate the thinking process and give the interested student a challenge.
- For Special Projects - Book reports, compositions, and special research projects are some of the activities that are frequently the subject of homework.

Students in grades 6-12 who fail to turn in assignments on time will lose points equivalent to one letter grade (10%) per day late for any work not completed or for being unprepared. Late assignments will not be accepted after five days. If at teacher goes over the answers to the assigned work in class, no credit will be given. Students in grades K-5 must complete the missing work for the next school day.

STUDY HALLS

Middle School and High School students can only carry a maximum of one study hall per day unless otherwise approved by Administration. Students will come to study hall prepared to study. No disruptive behavior such as talking, playing games, listening to audio-visual devices or generally disruptive behavior will be tolerated. An atmosphere conducive to study will be maintained. All students must be engaged in some form of study, reading or classroom preparation. Violation of this policy will result in disciplinary action.

SUMMER PACKETS

Students entering Grades 1-12 are sometimes required to complete grade level appropriate summer assignments. The activities assist students in maintaining their current level of academic progress, reduce the amount of time during the first marking period set aside to review the previous year's coursework, and enable teachers to provide additional learning opportunities for students as they are able to engage additional material later in the school year.

The summer Math, Reading and AP activities are curricular requirements for the upcoming school year. All packets are to be completed and turned in by the first day of school. Failure to complete the assignment will result in a reduction of the first quarter grade.

LIBRARY PROCEDURES

Students may check out books and periodicals for a loan period of one academic cycle. Longer loan periods may be approved based on class projects. Students will be limited to a certain number of items at a time, dependent on grade level.

Fines are charged for items that are overdue. Fines continue to accumulate until the item is returned. An item will be considered lost after 30 days and the student will be charged the replacement cost of the book and a processing fee of \$2.00. Report cards will be held back if fines are not paid during the current marking period.

ACADEMIC HONORS AND AWARDS

Academic Honor Roll is figured quarterly.

Grades 4-5 Honor Roll

Distinguished Honors - The requirement for the Elementary Distinguished Honor Roll is the achievement of a grade of 90% or above in each subject.

Honors - The requirement for the Elementary Distinguished Honor Roll is the achievement of a grade of 80% or above in each subject.

Grades 6-12 Honor Roll

Distinguished Honors - The requirement for the Distinguished Honor Roll is an average of 93 or above. No student will be considered for Distinguished Honors with an individual subject grade below an 80.

Honors - The requirement for the Honors Honor Roll is an average of 83 or above. No student will be considered for Honors with an individual subject grade below a 73.

National Honor Society

Students in grades 11 and 12 are eligible for induction into National Honor Society. The Faculty Advisory Committee bases its selection on excellence in scholarship, service, leadership, and character. Current members of the society must maintain school and NHS standards. Failure to do so may result in dismissal from the National Honor Society.

Annual Honors and Distinguished Honors

Honor Roll status must be achieved in the first three of the four marking periods. Students making the Distinguished Honor Roll in first three marking periods will receive gold certificates. Students making any combination of Honors and Distinguished Honors will receive silver certificates.

Presidential Award for Educational Excellence

This award is presented by the office of the President of the United States to students in 8th and 12th grades. Students must have a 90% average or above from the previous school year and score in the upper 15th percentile on a national standardized test in math or reading from a previous year.

Honors Cord

Seniors who have accomplished the academic program, have an "A" overall average (unweighted) will be awarded an Honors Diploma at graduation.

Other academic and character awards will be given based on specific criteria for each of such awards.

J-TERM

J-Term provides a distinctive educational experience for students of the CSAGH. J-Term supplements the annual two semesters of traditional education with in-depth, experiential learning in a particular area of interest. J-Term adds to an excellent education that is truly comprehensive and is designed to assist students' discernment of God's overall plan and purpose for their lives. Students in grades 9-12 choose from experiences and trips that provide:

- Stimulating educational experiences beyond the classroom
- Service opportunities
- Opportunities for students to identify and develop their God-given abilities, passions, and gifts for the sake of God's glory
- Innovative approaches to teaching and learning including outdoor activities, professionals as guest faculty, and intentional partnership with local churches

J-Term is a 5-day experiential learning program held in January between the first and second semesters. J-Term aligns itself with the CSAGH's core values by offering courses that will cover a wide range of interests; from mission projects and cultural/curricular extensions to leadership development and career exploration. Courses are offered both on campus and off campus.

The CSAGH is committed to providing a range of costs and experiences for students. Most J-Term courses are offered at no additional cost, while others will require necessary fees for things such as supplies, travel, etc.

Students are required to do one of the following things during J-Term:

- Take a 3 hour morning course and a 3 hour afternoon course
- Take a 6 hour all day course which could include being on or off campus
- Choose an internship opportunity (this is available to juniors and seniors)

SCHOOL EQUIPMENT, TEXTBOOKS, AND SUPPLIES

Students are to respect all school equipment, textbooks, and supplies. All hardback books and some soft-covered books are to be covered in order to extend the lifetime of their usefulness. Any student who damages any equipment, textbook, or supply will be required to pay the replacement cost of the item or some other charge as determined by the administration.

STUDENT LIFE

The CSAGH believes in a holistic approach to education and ministry of its students. Therefore, CSAGH schools seek to develop activities that are consistent with the Mission of the CSAGH, traditional to grade school experiences, and enjoyable for students.

STUDENT DRESS CODE AND APPEARANCE

The dress code will reflect the school's identity as a Christian educational community by providing a standard which will help students balance expressions of individuality with obligations to others. The CSAGH views a dress code as an opportunity to teach students about discipline and responsibility within a community and to base it on biblical principles.

The CSAGH Administration reserves the right to make the final decision about the appropriateness of a student's uniform or their appearance. This right extends to dress during the school day and during CSAGH sponsored events.

Only those items specifically listed in the student dress code are to be worn by students at school. Students who are out of dress code will be removed from class until the violation is corrected. All dress code offenses will be dealt with according to level I interventions.

Dress Code Objectives

The main objectives of CSAGH's dress code are:

- Student's appearance will be God-honoring, positively reflecting the character of our heavenly Father and consistent with the quality of education offered at the CSAGH.
- Student's dress will be modest and proper, not calling attention to one's self, but esteeming others above one's self.
- Student's attire will reflect an attitude of humility, not causing another to stumble.
- Student's attire must be properly sized – not form fitting or calling attention to the physical body.
- Student's attire will be neat and in good repair.

“Modesty” defined (I Timothy 2:9) – neither bold nor self-assertive, observing the proprieties of dress and behavior, decent, unpretentious.

“Propriety” defined (Matthew 25:21 and I Cor. 10:31-33) – quality or state of being proper, conformity to the custom and manners of a polite society.

CSAGH Finishing Code

- Undershirts must be a solid color (white, grey).
- Leggings worn under skirts must be a solid color (navy, grey, black, white).
- Length of skirts, jumpers, and shorts must be no shorter than three inches above the knee when standing.
- All footwear must be in good repair and attached securely to the front and back of the feet. Leather style sandals are permitted as long as they meet the above criteria. Flip flop style foot wear are not permitted..
- Elementary School: recommended to wear closed-toed shoes for safety on the playground.
- All hairstyles must be in good taste and of a natural color.
- Boys' hair length may not exceed the top of the back collar, top of the ears, and may not touch the eyebrows. Sideburns may not extend below the earlobe, and no other facial hair is permitted.
- Visible tattoos are not permitted. If a student has a tattoo, it must remain covered at all times, including any sports practices or school events.
- Hats, visors, or sunglasses may not be worn inside the building.
- Girls' head coverings may be worn for religious reasons.
- Girls may wear makeup and jewelry in moderation. Ear rings worn (girls only) in the earlobe are permitted, but shall be modest and in keeping with the above stated objectives of the dress code. No other visible body piercings are permitted.
- Boys may wear a modest watch, bracelet(s), and/or ring. No other jewelry is permitted with the exception of those items worn for religious or medical purposes. No visible piercings are permitted.

WEST SHORE CHRISTIAN SCHOOL DRESS CODE

WSCA Boys' Dress Code

- Long pants or walking/cargo shorts must be twill material and be worn at or near the waist (acceptable colors: khaki, navy, black, grey). Solid, dark black jeans are the only exception and can be worn provided they are denim and are not torn, frayed, faded, bleached or stained.
- Short or long sleeve button-down shirts (must have buttons and a collar).
- Short or long sleeve polo shirts (must have buttons and a collar).
- All shirts must be of a solid color with no visible logo.
- Solid colored V-neck, crewneck, sweater vest, or WSCA sweatshirt are permitted if worn over a dress code compliant shirt.
- Turtlenecks may only be worn under a sweater or sweater vest.

WSCA Girls' Dress Code

- Skirts must be a solid color (khaki, navy, black, grey) and be of twill material.
- Long pants or walking shorts must be of twill material and be worn at or near the waist (acceptable colors: khaki, navy, black, grey). Solid, dark black jeans are the only exception and can be worn provided they are denim and are not torn, frayed, faded, bleached or stained.
- Elementary School only: jumpers must be a solid color (khaki, navy, black, grey) and polo dresses may be any solid color.
- Short or long sleeve button-down shirts (must have buttons and a collar).
- Short or long sleeve polo shirts (must have buttons and a collar).
- All shirts must be of a solid color with no visible logos.
- Solid colored V-neck, crewneck, cardigan sweaters, or WSCA sweatshirt, are permitted if worn over a dress code compliant shirt.
- Turtlenecks may only be worn under a sweater or sweater vest.

WSCA Physical Education Uniform

Students are required to wear special clothing during scheduled PE classes. Some items must be purchased directly through the school's chosen vendor. Please refer to <https://www.westshorechristianacademyshop.com/> for details.

HARRISBURG CHRISTIAN SCHOOL DRESS CODE

Students may wear HCS approved sweatshirts over their school uniform. Sweatshirts (royal, grey, black) must be purchased through www.goknightsshop.com or an HCS sponsored sale.

HCS Girls' Uniform – must be purchased from Flynn O'Hara

- Four kick pleated skirt (blue/grey plaid, khaki, grey) MS/HS only
- Drop waist jumper (blue/grey plaid) ES only, recommended to wear shorts underneath
- 2 pleat skirt (khaki)
- Flat front slacks (navy, khaki)
- Walking shorts (navy, khaki)
- Button-down collar shirt (white)
- Turtleneck-worn under sweater/vest only (white, navy)
- Polo shirt (white, navy, royal, ash)
- V-neck pullover sweater or sweater vest (navy)
- Polar fleece jacket (navy)

HCS Boys' Uniform – must be purchased from Flynn O'Hara

- Flat-front pants (khaki, navy, grey)
- Walking shorts (khaki, navy)
- Button-down collar shirt (white)
- Turtleneck-worn under sweater/vest only (white, navy)
- Polo shirt (white, navy, royal, ash)
- V-neck pullover sweater or sweater vest (navy)
- Polar fleece jacket (navy)

HCS Physical Education Uniform

Students are required to wear special clothing during scheduled PE classes. Some items must be purchased directly through the school's chosen vendor. Please refer to www.goknightsshop.com for details.

ES ONLY: The students will wear this outfit to school on the days that they have Physical Education classes and stay in this uniform all day. Sneakers should be kept at school to wear specifically for P.E. classes that have non marking soles. If your child cannot yet tie his/her own shoes, please purchase Velcro sneakers for P.E. class.

CSAGH DRESS DOWN DAYS / NUT DAYS ATTIRE

Dress Down Days/NUT Days will be determined at the discretion of the Administration. The MS/HS and ES Administrators have the discretion to determine different days for their respective programs. All clothing worn on these days will abide by the objectives of the dress code as delineated above.

- Jeans may be worn – must be a solid color and may not be torn, frayed, bleached or stained.
- Athletic and other types of shorts are not permitted. Only dress code shorts are permitted.
- Loose fitting sweatpants are permitted.
- Spandex type or tightly fitting pants are not permitted.
- Leggings may be worn under dresses/skirts that are of appropriate length.
- Girls are permitted to wear dresses/skirts that are no shorter than three inches above the knee.
- Shirts must cover shoulders and midriff.
- "See through" material is not permitted.
- Students may not wear clothing with logos that would contain or promote ungodly themes.
- Students are not to wear any "head gear" in school (i.e. hat, bandana, etc.).

CSAGH FORMAL EVENTS ATTIRE

This policy applies to anyone attending a CSAGH formal event, whether or not he/she is a CSAGH student.

Boys - Dress coat, slacks, dress shirt and a tie are required.

Girls - A modest dress or gown is required and shall abide by the following guidelines:

- No plunging necklines; there may be no cleavage showing
- No sheer material
- No bare midriff or sides
- No tight-fitting dresses
- No plunging back lines or skin showing below the bra line
- Dress lengths can be no higher than three inches above the knee
- Slits may not go above three inches above the knee

*If there is a question about appropriateness, check with the Administration *at least two weeks prior* to the event. Students, or their guests, who do not meet the above listed guidelines will not be permitted to attend.

EXTRACURRICULAR ACTIVITIES

WSCA and HCS strive to offer many opportunities for students to explore outside of the classroom. These activities vary from year to year based on many factors, including student interest.

Participation in extracurricular activities is a privilege which the student earns as long as he/she continues to uphold academic and behavioral standards. All participants are expected to display Christ-like behavior when representing the CSAGH during on and off campus events. Administration will work with coaches and advisors, according to disciplinary procedure, if a behavior or attitude is of concern during an extracurricular event.

Students are expected to complete school assignments on time; extracurricular participation is not an excuse for late work submission or poor performance in class. Weekly Friday Eligibility Reports will be completed for all students participating in extracurricular activities. This includes athletics, drama, student life and class officers. If a student is failing 2 or more courses on their weekly Eligibility Report they will be ineligible to participate in extracurricular activities for the following week (Sun.-Sat.). During the week of ineligibility, the student will not be able to attend practices, meetings, performances or games. Exceptions may be made by the administration if the student's lack of participation will cause the activity to be unduly hurt.

If a student is ineligible three times during the season, they will be removed from the extracurricular activity.

Please note that Athletics must also conform to all PIAA requirements.

STUDENT SOCIAL EVENTS

Student social events are designed to enhance student life and further the mission of the CSAGH. All social events are to be approved by the Administration. All social events are to be planned under the guidance of advisors and must be chaperoned by adults approved by the administration.

MALE/FEMALE SOCIAL INTERACTION

Students are to treat each other with respect both in action and in speech. Male students are to treat female students with honor. Public displays of affection are not permitted between students.

STUDENT LOCKERS

Student lockers are the property of the school and are loaned to the student temporarily for the student's convenience. All student lockers are subject to search at the discretion of the administration in the interest of safety and the enforcement of the school's rules.

Locker Assignment

Each student in grades 6-12 is assigned a locker in which to keep his/her books and possessions throughout the school year. One combination lock is available for each locker at the request of the student. The school recommends that student utilize a school lock on their locker. It is the student's responsibility to memorize the combination for the lock and to use the lock. Lockers must be locked at the end of each school day. The student will pay a fee for any damage to his/her locker or for a lost lock. If the student wishes to purchase an additional lock, a duplicate key or combination must be given to the student's homeroom teacher.

Locker Guidelines

Students may personalize their locker by using the following guidelines:

- No items (e.g. pictures, signs, etc.) may be posted on the outside of lockers.
- Absolutely no tape, stickers, or other adhesive methods are to be used outside or inside the lockers.
- Mirrors, shelves, and fixtures must be easy to remove without any damage to the locker.
- Do not paint or mark up any part of the locker.
- Students must not leave leftover food, open drinks, or dirty clothing in their lockers.
- When displaying pictures, students should use discretion and adhere to the mission, philosophy and beliefs of the CSAGH.
- The administration has the final say in determining the appropriateness of locker content and reserves the right to have the student remove any item deemed inappropriate.

MISCELLANEOUS ITEMS AT SCHOOL

Toys/Trading Cards

Students should refrain from bringing personal items, such as toys and trading cards, to school. These items are not permitted and will be confiscated by the teacher.

Food/Drink in Classrooms

Students are not permitted to have food in the classroom, unless given prior permission by the teacher. Drinks are permitted in spill-proof containers. (ES – water only)

USE OF SCHOOL TECHNOLOGY

The privilege of using the technical resources provided by CSAGH is accompanied by the responsibility of using it properly and for appropriate purposes. Please know that use of these tools indicates your awareness and acceptance of the following rules. Inappropriate use will result in suspension of your privileges and, if deemed necessary, further disciplinary procedures.

These regulations will not hamper legitimate academic study. They are meant to help illustrate a Christian view of technology and protect our users, our equipment, and our staff from unnecessary problems. Below is an abbreviated outline of the CSAGH Acceptable Use Agreement. A complete copy is available at the Main Office.

Acceptable Use Policy

Users may use CSAGH's technological resources only for legitimate academic purposes. A supervising member of the faculty must give specific authorization for internet use and be present during the time of Internet use.

Users will not seek to use the school's network or the internet for illegal, commercial, or inappropriate activities.

Users will adhere to copyright laws and other legal protections when using information obtained over the network or the internet.

Users will respect the computer equipment (both hardware and software) and will not seek to subvert network security or alter any installed hardware or software. Students may not, ever, install software on school equipment.

Users must log onto the network only with their assigned user name and password and must log off the network when finished. If a user's web browsing results in a blocked page, the user must notify the supervising teacher of the incident. Students witnessing violations of the CSAGH Acceptable Use Policy must notify the supervising teacher.

Students may not access personal email through school equipment.

USE OF TELEPHONES, CELL PHONES AND OTHER ELECTRONIC DEVICES

The School Phone

The school recognizes the occasional need for students to communicate to their parents during the school day. Therefore, an office phone is available for a student to contact their parent. A student desiring to call home should come to the office to request use of the school phone to call home.

Cell Phones and Other Electronic Devices

The CSAGH understands the parents' right to give their children use of a cell phone or other electronic device. The CSAGH reserves the right to regulate student use of cell phones while on campus or at school events. Any student who brings their phone into the school building should leave their device turned off and in their bookbags/pockets until the student has obtained permission to use it from a teacher. No devices are to be used in the hallways – this includes first thing in the morning moving from the gym to the lockers to homerooms. Elementary students should similarly leave devices turned off and in their book bags at all times.

Elementary School Violations

The phone/electronic device will be confiscated and the parent must personally retrieve the device.

MS/HS Violations

First violation: The phone/electronic device will be confiscated and a parent will be notified of the violation. The student may retrieve the phone/electronic device at the end of the school day.

Second violation: The phone/electronic device will be confiscated and the parent must personally retrieve the phone/electronic device. The student will be assigned to a 1 hour after school detention.

Repeated violations: The phone/electronic device will be confiscated and the parent must personally retrieve the phone/electronic device. Administration has the discretion to impose additional disciplinary consequences.

STUDENT DRIVERS

Any student with a valid driver's license may drive on school property with parental permission and school authorization. Students that drive to school must operate their motor vehicles in a safe and orderly manner. Students must park in the designated parking lot for students, if applicable. No student may be taken to or from school by another student without permission from both sets of parents. There shall be no loitering in the cars or in the parking lot. Students may not go to their vehicle during the day without permission of an administrator or faculty member. Students may lose their driving privilege for, but not limited to the following reasons: speeding on school property, driving in areas not designated, operating a motor vehicle in an unsafe manner, loitering in the parking lot, or failing to arrive to school on time. If the student operation of a motor vehicle endangers another student or property, the student may be referred to the Discipline Committee. All vehicles on school property are subject to search at the discretion of the administration in the interest of safety and the school's rules.

LUNCH

The CSAGH operates a hot lunch program in which hot lunches are available for purchase in the Bobcats and Knights Cafés. Parents who choose to pack their child's lunch are encouraged to pack healthy lunches while avoiding excess amounts of sugar. Students may choose to purchase a hot lunch daily. Pizza is an alternate each day if the student does not wish to purchase a regular lunch. Lunch prices are established by the school that reflect the cost of food and operation of the Café. Parents and students may consult the CSAGH Website or Family Portal for additional details and prices.

STUDENT CONDUCT AND DISCIPLINE

God's Word is clear on the requirement that individuals live disciplined lives. In order to ensure a successful learning environment, all students must understand the acceptable standards of behavior and be held accountable by their teachers. Discipline will be administered when any student's actions or attitudes interfere with the right of the teacher to teach or the students to learn.

Teachers will use their discretion when addressing a student's conduct within the classroom. If the behavior continues or exceeds the ability of the teacher to control, the administration will be called upon to intervene.

LEVELS OF DISCIPLINE

Listed below are the Levels of Behavior and the Interventions for any misbehavior which impedes orderly classroom procedures or interferes with the operation of the school. The order of listed interventions and disciplinary options are not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the CSAGH Administration, based on the age of the student(s) involved and the severity of the offense.

Level I Behaviors

All incidents will be documented in RenWeb/Family Portal, but typically, the behavior can be remedied without administrative involvement.

- Pushing
- Running in the buildings
- Unsafe/rough play (play fighting)
- Electronic equipment in unapproved areas
- Inappropriate control of bodily fluids and functions
- Improper dress
- Cheating
- Lying
- Out of assigned area
- Non-directed profanity and inappropriate language
- Active defiant/passive defiant failure to carry out directions given by an adult
- Disrespect to a peer (put-downs)
- Other minor infractions of unacceptable behavior in or on the school property

Level I Interventions

- Verbal correction
- Act of kindness/apology of action
- Loss of privileges
- Parent/guardian notification
- Clean up and/or payment of damages
- Detention (after school or lunch)
- Loss of partial academic credit

Level II Behaviors

Handling of this level of discipline is the responsibility of the administration. All incidents and consequences will be documented in RenWeb/Family Portal.

- Chronic level I behaviors
- Using forged notes or excuses
- Leaving school grounds without permission
- Misuse of computer technology or other technology
- Bullying (as defined below)

Level II Interventions

- Any of level I options
- In-school suspension
- Behavioral contract put in place
- Temporary removal from class
- Suspension of school transportation

Level III Behaviors

These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. All incidents will be handled by the administration and documented appropriately in RenWeb/Family Portal.

- Chronic level II behaviors
- Possession/use of unauthorized substances on school property or on school bus
- Drug/tobacco/vaping use (as defined below)
- Stealing
- Physically/verbally threatening or hurting other students
- Fighting
- Plagiarism (as defined below)
- Sexual, racial, or religious harassment (as defined below)
- Vandalism
- Serious acts of defiance, threatening, or hurting a staff member
- False emergency threats/alarms

Level III Interventions

- Continuation of appropriate level II options
- Out of school suspension
- Referral to outside agency for counseling or remediation (possible family expense)
- Notification of legal authorities
- Repair, clean, or restitution of property damages
- Alternative education
- School/community service
- Discipline committee hearing (MS/HS)

Level IV Behaviors

These are acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school. All incidents will be handled by the administration and documented appropriately in RenWeb/Faculty Portal.

- Chronic level III misbehavior
- Assault/battery
- Bomb threats/terroristic threats
- Gang activities on school grounds or during CSAGH-sponsored activities
- Possession/use/transfer of lethal weapons
- Indecent exposure
- Furnishing/selling/under the influence of unauthorized substances
- Arson
- Possession and/or sale of stolen property
- Extortion

Level IV Interventions

- Continuation of appropriate level III options
- Full restitution of damages
- Expulsion

BULLYING

As a Christ-following community of educators and learners, CSAGH is committed to providing a superior educational experience which will maximize the opportunity for all students to achieve their full potential as learners for the glory of God. To that end, the Board, Administration, Faculty and Staff purpose to create and maintain a safe and positive learning environment for all students which is free from all forms of bullying, harassment, or threat of any type. Any action of this nature detracts from a safe environment and is strictly prohibited.

Definitions

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both children who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power - Children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition - Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

It may occur in the school setting (which includes but is not limited to bus transportation, school-sponsored activities both co-curricular and extracurricular, classroom settings, and anywhere on school grounds) and is delivered in electronic, written, verbal, non-verbal, or physical form interfering with a student's educational experience.

Cyberbullying is a form of verbal or social bullying that occurs by way of the internet or electronic device/system. These settings include, but are not limited to, e-mail, blogs, social networking sites, personal webpages, video/picture file sharing sites, online video gaming, and cellular phone functions such as text-messaging and picture/video sharing.

DRUGS AND TOBACCO/VAPING

For purpose of this document, a drug is any substance that is illegal for a school-aged student to smoke, consume, inhale, or ingest that is against the law including:

- Alcoholic beverages
- Non-prescription/illegal drugs
- Prescription drugs not used in accordance with doctor's orders
- Illegal food substances such as mushrooms or herbs
- Chemicals or food supplements that may not be mentioned in law or regulation but are used to stimulate the nervous system that have been determined to be harmful to young people (i.e. solvents, glues, food propellants, etc.)

PLAGIARISM

Merriam Webster's Collegiate Dictionary formally defines the term "plagiarize" from three different angles:

- "Steal and pass off (the ideas or words of another) as one's own"
- "Use (a created production) without crediting the source"
- "Commit literary theft: present as new and original an idea or product derived from an existing source"

A student commits plagiarism whenever he or she uses another's ideas or words without crediting or acknowledging the source. It can be done intentionally (in which case it is outright theft) or unintentionally.

God's view of cheating is evident in the Scriptures (Exodus 20:15; Mark 10:19; Matthew 15:19; Romans 13:9). It is critical that students at CSAGH schools clearly understand plagiarism and how to avoid even mistakenly taking the ideas of others as their own work. The CSAGH desires to partner with parents to help raise students who think critically about the world around them, and who consistently demonstrate integrity, not just in academic endeavors, but in all their interactions with others.

Students who plagiarize in any way will receive a "0" on their work, but they will be given the opportunity to redo the assignment for a maximum of 25% credit. Disciplinary action will be based on a level III offense and determined by the administration in consultation with the reporting teacher.

SEXUAL HARASSMENT

Sexual Harassment is an inappropriate behavior of a sexual nature that:

- is unwelcome
- happens repeatedly
- interferes with learning and life

Forms of Sexual Harassment

There are four main forms of sexual harassment:

1. Physical
 - unwanted hugging or kissing
 - rubbing up against a person on purpose
 - grabbing or pinching in a sexual way
 - pulling at a person's clothing

2. Verbal
 - tell “dirty” jokes or stories
 - comment on a person’s body in an inappropriate way
 - call someone derogatory names relating to sexual orientation
 - pressure someone for dates or sexual favors
 - spread sexual rumors about a person
3. Nonverbal
 - writing sexual notes or graffiti
 - displaying sexual photos or drawings
 - making sexual gestures or giving intimidating looks
 - touching oneself in a sexual way to get reaction
4. Electronic
 - using inappropriate sexual language in an e-mail, social media, instant message, or chat rooms
 - using inappropriate sexual language or content on a personal Web site
 - using inappropriate sexual content with text messaging or cell phone cameras

Any student, parent, staff, or teacher who sees harassment and fails to report the incident to the administration will have appropriate disciplinary action taken. In addition, the authorization of, cover-up or participation in any act of harassment of any kind is strictly forbidden. The CSAGH will take seriously any adverse action or retaliation taken against an individual for reporting an incident of harassment.

RACIAL/ETHNIC DISCRIMINATION AND HARASSMENT

CSAGH is committed to creating an atmosphere of dignity and respect and is responsible to uphold existing laws regarding a learning, living, and working environment free from discrimination and harassment based on race, religious expression, and ethnicity. CSAGH will ensure that in the conduct of all its activities that discrimination and harassment whether direct or indirect is eliminated, and when found, is dealt with swiftly. Reported acts of discriminatory behavior and harassment will be investigated and could result in disciplinary action, which may include expulsion of a student or dismissal of an employee. In addition, the authorization of, cover-up or participation in any act of harassment or discriminatory behavior of any kind is strictly forbidden.

This policy includes harassment or discriminatory behavior of or by individuals directly affiliated with the school (e.g. faculty, staff, students) and individuals not directly affiliated with the school (e.g. contractors, vendors, visitors, parents, siblings). This policy also applies to all school-related settings including, but not limited to: field trips, athletic events, and school-related social events.

Discrimination and harassment may not be clear, visible or obvious to everyone, but these actions usually make it difficult for students and employees to concentrate on their work/studies. Behavior that constitutes racial, ethnic or religious discrimination or harassment is prohibited by Title VII of the 1964 Civil Rights Act and includes, but is not limited to:

- Offensive insults, slurs, remarks, pranks, language or conversations that disgrace another based on race, religion, or ethnicity.
- Offensive and demeaning images based on race, religion, or ethnicity.
- Aggressive or hostile behavior or taunts based on race, religion, or ethnicity.
- Cyber harassment (when digital media, including instant messaging, blogs, websites, e-mails, chat rooms, and cell phones are used to threaten and/or humiliate).
- Verbal harassment disguised as humor such as ethnic/racial or religious jokes.
- Physical aggression or intimidation including even subtle contact like pinching or patting.
- Racially charged language that an individual finds offensive or demeaning.
- Offensive graffiti, art work and/or music that disgraces another based on race, religion, or ethnicity.

ELEMENTARY SCHOOL DISCIPLINE COMMITTEE

Expulsion may be considered for an elementary student who commits a severe (level III or IV) disciplinary offense and/or continues to commit lesser offenses despite intervention. If possible, before expulsion is considered, the elementary principal will work with faculty, the parent(s)/guardian(s), and student to create a behavior plan to correct the behavior. When expulsion is considered, the elementary principal, in collaboration with others on the administrative team, will submit to the CSAGH President a recommendation to either expel the student or create a behavior plan if applicable. The President of CSAGH has the right to accept or veto the recommendation.

MS/HS DISCIPLINE COMMITTEE

Upon a referral to the Discipline Committee, a hearing will be arranged for the student and his or her parents/guardians to appear before a panel consisting of two administrators (the reporting principal and a principal from the opposite school) and two standing faculty members (one from each school). The reporting principal will serve solely as a source of information, not a voting member of the committee.

At the hearing, the Discipline Committee shall hear the facts relevant to the referral from the reporting principal. Following the presentation, the student and his/her family will have an opportunity to clarify, correct, and expand upon the presentation.

The panel shall first decide whether the student is in violation of the CSAGH policy. If the Committee decides that the student is in violation of the CSAGH policy, a second discussion and vote shall take place to determine whether the student is expelled from school or is retained under a Behavioral Contract or other agreed upon disciplinary action. The final decision of the Committee will then be presented to the President of the CSAGH. The President of the CSAGH has the right to accept or veto the Committee's recommendation.

DEFINITION OF SUSPENSION & EXPULSION

Suspension shall be defined as the removal of a student from class and/or school for a period of time. A short-term suspension shall not last more than 5 days. Any suspension lasting more than 5 days shall be classified as a long-term suspension. Only the administration of the school has the authority to suspend a student. The Administration will inform the parent of any decision to suspend their child. A student serving suspension is not eligible to participate in curricular or co-curricular activities and events at the school.

Any absence due to suspension will be recorded as unexcused. During an in-school suspension, the student will be given academic work to complete. This work will count for a maximum of 50% credit. A student suspended out of school will be given the opportunity to complete work for a maximum of 25% credit.

Expulsion shall be defined as the removal of a student from the school for the remainder of the school year. A student may only be expelled by a decision of the Discipline Committee. A student who is expelled is not eligible to participate in curricular or co-curricular activities and events at the school. An expulsion will last for the remainder of the school year. Students may request readmission to the school after demonstrating a full year of positive progress in another school setting. Students may petition the administration and the CSAGH Board to receive permission after due time to attend school-related events and to re-apply to a CSAGH school.

FINANCIAL POLICIES

The CSAGH schools are owned and operated by the CSAGH, Inc. and is operated as a nonprofit institution under state and federal tax laws. CSAGH's operating costs are paid for by tuition and benevolent gifts. Once families are enrolled in a CSAGH school, the Administration proceeds to order supplies, maintain facilities, and contract teachers to provide for the educational process for the students. This process also involves contractual arrangements among numerous individuals and companies.

Parents should understand that early withdrawal from the school decreases available funds that have been committed to pay for these services. Therefore, the Association is asking parents to commit to enrollment and payment of appropriate Tuition Fees for the entire school year at a CSAGH school. An Early Withdrawal Fee will be levied upon early withdrawal (see Fee Schedule.)

TUITION AND FEES

The tuition payments are scheduled on a twelve month plan (July-June). Families enrolled after July 15th will receive a modified payment schedule. Annual tuition will be prorated if enrollment starts after September 15th.

If a student withdraws after school begins, tuition is due for the month(s) enrolled with an accompanying withdrawal fee.

Tuitions and fees must be paid in order to receive academic records; this includes 4th quarter report cards, transcripts, record transfers to other school districts and diplomas. Families owing tuition and/or fees will not be officially registered for the following school year and risk the possibility of losing their place in the class.

Due to the limited amount of money that is available to the school on a monthly basis, it is very important that tuition is paid on time. Tuition paid on time allows the school's Christian witness to be upheld. Late fees are charged on delinquent balances.

Tuition and Fee payments are made through FACTS Management services.

International Student Tuition

For international students, the CSAGH will adhere to the provisions of the international student agencies regarding their policies on tuition. International students have the option of paying by semester or for the full year in advance. Scholarships are not available for international students. Tuition and fees are charged to international students cover the costs of administering the international student program.

Other Fees

- An Application Fee is charged to each student applying for admission into a CSAGH school. This fee is non-refundable. This fee covers the cost of the testing and processing of the student.
 - Enrollment Fee - New students entering a CSAGH school must pay the Enrollment Fee at the time of registration. This fee is non-refundable if the student or parent withdraws the registration request. All new families, regardless of enrollment date, are charged an Enrollment Fee.
 - Returning students must pay the Continuous Enrollment Fee prior to the published deadline.
 - Any student leaving a CSAGH school and returning during the same school year will be required to pay the applicable Enrollment Fee upon re-enrollment.
- The annual fee schedule is deemed to be part of these policies and procedures. A place for a child is reserved in the school year once payment of the Enrollment Fee, or Continuous Enrollment fee, has been received. The child may lose the reserved place for the upcoming year if tuition for the current year is not fully paid by June 30th.

(continued on the next page)

- **Withdrawal Fees** - When a family withdraws a student(s) after registering for the upcoming school year, an Early Withdrawal Fee is assessed. While a student might leave the school for unavoidable reasons (illness, job transfer, etc.) the school continues to bear the costs of the student with no tuition income. Families agree to pay an early withdraw fee, outlined below, in addition to all tuition and fees incurred up to and including the final month of the student's attendance. The Early Withdrawal fee is charged through FACTS and is due 30 days after withdrawal.
 - Withdrawal Prior to July 1– Withdrawal Fee is one month's (gross) tuition. Registration Fee is not refundable.
 - Withdrawal Prior to August 1st – Withdrawal Fee is one month's (gross) tuition plus the net tuition payment for the month of July. Registration Fee is not refundable.
 - Withdrawal After August 1st – Withdrawal Fee is two month's gross tuition in addition to net tuition paid for the time the student is enrolled. Registration Fee is not refundable.

Payments for delinquent accounts

FACTS Management will assess a late fee on past due balances; late fees are not refundable.

All tuition accounts must be paid in full before a child can re-enter a CSAGH school.

When an account becomes delinquent, the family will receive a reminder from FACTS. The CSAGH finance office will contact families whose accounts become 30-days past due. Payment arrangements will be made at that time. Families are encouraged to contact the finance department if they are experiencing financial hardship.

In the event that payment shall not have been received in full by the school within sixty (60) days after the due date, the child(ren) cannot participate in field trips or extracurricular activities and may be suspended from the school unless parents make other arrangements in writing with the CSAGH Chief Financial Officer. The terms and conditions for payment must be fully and promptly met. A tuition account must be current to within 60 days. If a tuition account continues to be delinquent, the family may be ineligible for any financial aid in the following year.

No report card or transcript of record shall be furnished for any child removed from the school pursuant to the provisions of the preceding paragraph.

No child who has an outstanding tuition balance shall be graduated from the school without the consent of the CSAGH CFO and President. A student may be allowed to participate in the Graduation Exercises; however, his/her diploma will be withheld until payment in full has been made.

Withholding of Transcripts

The CSAGH's policy is to withhold report cards, transcripts and diplomas until tuition and fees have been paid in full. Official student records will be sent to a requesting school when all obligations are fulfilled.

REFUND POLICY

Tuition and fees are not refundable. Exceptions can be made by the CFO when the full year tuition is paid in advance and unforeseen circumstances arise.

One hundred percent (100%) refund is made for students placed on a waiting list and then rejected due to no available space.

MEAL PAYMENT SYSTEM

The CSAGH uses FACTS to provide a prepaid meal payment system. Meal cards are tied to the prepaid account making purchases easy and convenient for families. Meals can also be purchased with cash. Low balance reminders are sent by FACTS. Negative balances are considered delinquent balances. Students with negative lunch balances will have to turn in their meal cards until the account is paid in full.

FUNDRAISING

The CSAGH's fundraising efforts and Annual Fund campaigns go to support CSAGH's financial aid needs and educational goals. Since tuition does not cover the entire cost of educating a child, all families are encouraged to support CSAGH's fundraising efforts.

No person may conduct fundraising activities on behalf of the CSAGH except as approved by administration.

AUXILIARY REVENUE - GOVERNMENT FUNDING

The CSAGH will not participate in any federal or state programs which are not clearly and legally designated as "aid to the families" of the school.

Any such program in which the CSAGH does take part, which in the view of the CSAGH Administration, becomes, or threatens to become, restrictive to the mission of the CSAGH will be discontinued.

FINANCIAL AID

The rationale for and commitment to a Financial Aid program directly stems from the corporate conviction that a child from a Christian home not be denied a Christ-centered education solely on the basis of family income. (Galatians 6:10; Romans 15:1; I John 3:17) The primary purpose of the CSAGH Tuition Aid Program is to provide tuition assistance, as funds allow, to those families who, without assistance, would be unable to send their children to a CSAGH school.

The CSAGH's Financial Aid Program provides a practical and feasible means whereby the Christian family can fulfill its responsibility, namely that each child entrusted to it by God be guaranteed the opportunity to receive a biblically-based education.

CSAGH Financial Aid

The CSAGH uses the FACTS financial aid application to determine financial need. A completed online application along with IRS tax documents are required each year. Families will be notified when the application is open for the upcoming school year. Financial aid is not guaranteed and the amount of aid can vary from year to year based on the information collected on the application.

The application will collect information on family income and financial resources, family size, and annual family expenses. Awards are capped at 75% of gross tuition. If a family's need is greater than 75% of gross tuition, scholarships applications are available. Families should contact the CSAGH Finance Office to request an application. After the completed application and the corresponding fee is submitted, the application will be reviewed and the family is notified of their award or denial. The award will be added as a credit to the family's FACTS account, reducing the amount owed for the year. Scholarships are for the applied year only.

Financial aid is provided upon a first come-first served basis and is awarded on the basis of family need and availability of funds.

GENERAL POLICIES

HOME AND SCHOOL COOPERATION

The school, the home and the church must work cooperatively in the task of Christian education. The CSAGH endeavors to keep parents informed about student's progress and school activities. Parents need to follow through in various ways also. The following are some of the ways parents are expected to help:

- Prayer - The single most important thing that each parent can do is to pray for its ministry regularly. Pray for teachers, students, administration and finances.
- Work with teachers - The teacher is a very important person in your child's life. Please work with the teacher as closely as possible. Many times teachers will ask you to cooperate in a special way with the class or with your child.
- Gifts - Tuition and fees do not cover the cost of education for students. Many parents ease the financial burden by making sacrificial gifts. Teachers and workers make many great sacrifices. Gifts made to the school may be tax deductible.
- Promotion - Many times parents can help the CSAGH by promoting the CSAGH schools to other parents or to businesses or institutions that may help. This type of promotion is greatly appreciated.

PARENTAL INVOLVEMENT

Parents are encouraged to become involved in many areas of school life. Many of those opportunities are outlined below. All suggestions for improvement are encouraged as long as they are presented in a godly spirit to the appropriate committee or staff person. Parents must report to the school office before going to their area of service or to a classroom. Parents should dress appropriately for the type of service with which they are involved. Normally, if parents are working on normal school days, their dress should comply with the student non-uniform dress code. Parents should always display a Christian attitude during their service. Parents should support the teachers in charge and help with assigned duties especially during field trips. All volunteers must follow the PA guidelines and have required clearances on file prior to volunteering. Specifics may be found on our website.

Maintenance Work Plan

When help is needed, information will be sent home with as much notice as possible. The Buildings and Grounds Committee may schedule Saturday Maintenance Days at appropriate times. Parent volunteers are especially needed on these days to complete larger projects. Our desire is to keep the building and grounds attractive and in good repair.

Room Parents/ Parent Chaperones

Elementary teachers will appoint Room Parents to assist them with parties, field trips, etc. At all times the teacher is in charge of the children. Adults other than teachers accompanying students on field trips at sporting events, etc., are not to attempt to discipline students directly in the manner that a teacher might. It is much better to report violations to school personnel for their handling of the situation. This, of course, applies to the time when the school is responsible for the students. Room parents are not to bring siblings to room parties or field trips.

BACK TO SCHOOL NIGHT

Back to School Night is organized at the beginning of each new school year. These special events are designed to bring the school community together and to prepare students and parents for the start of another school year.

PARENT CONFERENCES

Parent-teacher conferences are to be held after the first marking period. Teachers will arrange other conferences with specific parents during the remainder of the year as they are necessary.

RENWEB

It is imperative that you make use of RenWeb's Family Portal and our CSAGH website since this is our means of communicating schedule changes, extracurricular opportunities and schedules, special announcements and other very important information.

CSAGH ASSOCIATION

The CSAGH schools are owned by the CSAGH. Members of this Association participate in the activity of the CSAGH schools through volunteer service and attendance at Association meetings. The Association conducts business in the interest of the CSAGH and under the authority of the CSAGH Constitution. Below is an abbreviated outline of the Association as delineated in the CSAGH Constitution. A complete copy is available in the Main Office.

Duties of the Association

The members of the Association elect the CSAGH Board of Directors as described in Article VIII of the CSAGH Constitution. The Association annually adopts a balanced financial plan for the next school year and approves the tuition schedule. The Association must also approve any long-term indebtedness incurred by the CSAGH. Financial decisions not resulting in an increase in tuition or in long-term indebtedness is under the authority of the Board of Directors.

Membership of the Association

Every new parent is an Association member. After a period of twelve months, new Association members will receive voting privileges.

There are two groups of membership in the Association: "Associates" (Parents/ Guardians of current students, Current Employees and spouses, current students) and "Friends of the Association" (Grandparents of current students, Parents/Guardians, and Grandparents of Alumni, Alumni). Those who desire membership in the Association, but do not meet the qualifications, may make direct application to the Administration.

Each member shall:

- Exhibit a positive Christian witness in life and vocation.
- Actively demonstrate a strong interest in the affairs of the CSAGH. This shall be demonstrated by regular participation in the activities of the CSAGH and regular participation in Association meetings.
- Cooperate with the Faculty, Staff, Administration, Board of Directors, and Association members in carrying out the purpose of the CSAGH.
- Participate in the ministry of the CSAGH by:
 - Regularly praying for CSAGH, its staff, and its students
 - Encouraging parents to send their children to the CSAGH schools
 - Supporting the various programs of the CSAGH through personal and financial participation
 - Actively participate in fundraising activities

Meeting of the Association

A scheduled Association meeting shall be held each January. The date, time, place and agenda shall be approved by the CSAGH Board of Directors and will be communicated to the Association.

VISITING THE SCHOOL

All visitors must first report to the school office. All visitors must wear a visitor's pass. All student visitors to school must have prior permission from the Administration. The student visitors must conform to all school regulations while in school, including proper dress code.

Students who have been dismissed from a CSAGH school are not permitted to visit the CSAGH schools.

TRANSPORTATION

Transportation is provided by the local public school districts. Individual districts will contact the parent directly to inform them of the student's bus number, stop location and time. Students are not permitted to ride a bus from another School District.

Students riding the public school system bus are expected to behave in an appropriate manner. Misconduct will be addressed by the administration.

The Administration will follow the School District's guidelines for discipline for incidents occurring while riding the bus from that District. Additional discipline measures may be taken at the discretion of the Administration.

MEDICAL POLICIES

Health Exams

Health exams are given by the school under the direction of the local public school nurses and hygienists. Information relative to this will be sent home to those involved. Health exams are required for students going into kindergarten, and grades 6 and 11. Health exams are also required for athletic participants prior to the beginning of each season. Contact the office for details.

Medical Emergency Procedure

Parents will complete a Medical Emergency Contact Form (found on our website) at the beginning of each academic year for each student. In the event of an emergency, an attempt will be made to reach the persons listed on the card. The administration has the responsibility to call 911 in cases of medical emergencies.

Student Medications

Students may bring medication prescribed by their physician to school. Students who bring such medications must bring written instructions from the physician and provide the medication in the original bottle or packaging. These must be turned in to the office immediately upon arrival. Students may not carry medication with them after arrival. Forms are available in the office..

RESERVATION OF RIGHT

The CSAGH President and the CSAGH Board of Directors reserve the right to change any policy or procedure in this handbook at any time.