



## **STUDENT AND PARENT HANDBOOK**

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## **Letter From Directors**

Dear Parents,

The intent of this handbook is to inform you and your child of the general rules and policies of CHEC so you will have a more complete understanding of our total program. Occasionally new situations or circumstances, not specifically covered by this handbook, will occur. The Administration reserves the right to exercise its administrative prerogative in responding to such situations. CHEC is a unique environment that provides the quality of education you could expect at a full-time, private, Christian school, but does so on a part-time basis. In order to accomplish this, the success of our students relies heavily on what the parent and family unit is engaging in during the remaining school hours of the week.

The focus of CHEC's educational program focuses on the areas of moral, academic, emotional, social, leadership and physical development. To accomplish these goals, a close relationship must be established between the teachers, students, and the parents.

Please take some time to read and understand this handbook with your child. The privilege of homeschooling comes with the responsibility to spend countless extra hours throughout your child's childhood invested in the process of their education. This handbook is updated annually and supersedes all previous policies and procedures. Requests for additional information, or questions about the handbook or any of its policies can be answered by contacting administration.

This handbook is not a contract, nor is it intended to be so construed. CHEC reserves the right to modify and/or amend the content of this handbook at any time during the year.

We are challenged to provide a consistent place where your child can learn and grow in a part time environment focused on Biblical principles. We believe that, with the combined effort and prayers of students, parents, and teachers, every CHEC student will grow in Christlikeness.

God bless,

**CHEC Directors**

Cindy Marler

Jessica Figueroa

Lorianne Porcelain

## **Mission**

The primary purpose of CHEC shall be to provide opportunities for homeschool students to study in a Christ-centered academic environment with their peers.

We offer families a part-time, drop-off program that provides challenging academics, a complete Fine Arts program, exercise and recreational time. Enhancing the students at home study, CHEC provides an opportunity for families to be immersed in one community from K-12 with a Biblical worldview.

## **Vision**

We provide homeschool families looking to prepare their children for college and beyond the academic, social, emotional and leadership skills that equip them to be bold citizens that will change their world using Biblical principles. In order for the students to maximize their growth in these life skills, a consistent community of peers and teachers come alongside one another. “As iron sharpens iron, so one person sharpens another.” Proverbs 27:17

## **Philosophy of Education**

CHEC’s three-day educational model allows students to fulfill all the requirements of a traditional school while offering additional days at home to study, explore, and pursue personal interests. This model relies on the active support, careful planning, and involvement of parents to ensure a high-quality education.

With very little homework given by CHEC, students are allowed the freedom to have their time at home to be spent on individual studies that interest them and expand upon their unique God given gifts and talents.

Grades are not administered in elementary school. Junior High and High school students may receive a recommended grade based on their work completed within the CHEC days. Parents are encouraged to use this only as a tool and to add to this grade with any additional work or assignments they see fit according to their students abilities.

No group testing is administered, allowing parents to closely monitor their child's progress, tracking their growth from where they started each year to where they have advanced.

Students are not solely rewarded for academic achievement, reflecting the belief that each child is uniquely created with diverse talents that are expressed in different ways.

Creativity and ingenuity are recognized as essential to educational success. Classes across all subject areas are designed to nurture and develop these vital skills.

Our ultimate purpose is to instill in every student a Christian world-life perspective. The goal of Christian education is to enable the child to integrate and apply God's truth to all areas of study and life.

## **Student Code of Behavior**

Christian living includes learning to work and play together, to share in class and at play, and to respect the rules of God and man. Students who attend CHEC are viewed as representing the community and therefore are expected to display Christian leadership qualities throughout their lives.

## Respect for Others

- **Respect for Diversity:** Treat all individuals with dignity, respecting differences in race, religion, ethnicity, gender, and opinions. Embrace diversity and inclusion as core values.
- **Kindness and Empathy:** Use kind words and actions. Show empathy and understanding to peers, teachers, and staff.
- **Non-Discrimination:** No form of bullying, harassment, or discrimination will be tolerated. This includes verbal, physical, and cyberbullying.
- **Active Listening:** Show respect for others' opinions by listening attentively and respectfully, even when you disagree.

## Responsibility and Accountability

- **Take Responsibility for Actions:** Understand that your actions have consequences, both positive and negative. Be accountable for your behavior and choices. Including, but not limited to, following instructions, time management and self-control.

## Respect for Property

- **Care for School Property:** Treat school facilities, textbooks, technology, and other materials with care. Report any damage or breakage promptly.
- **Personal Belongings:** Respect the personal belongings of others. Do not take, borrow, or damage things that belong to others without permission.

## Academic Integrity

- **Honesty:** Complete assignments and assessments honestly. Do not engage in cheating, plagiarism, or dishonesty in any form.
- **Effort and Perseverance:** Strive to do your best in all academic endeavors, even when tasks are difficult. Ask for help when needed and be persistent in seeking solutions.

## Behavior in the Classroom

- **Engage Actively in Learning:** Participate in class discussions, activities, and assignments. Ask questions and contribute to the learning environment.
- **Be Focused and Attentive**
- **Positive Attitude Toward Learning and Teacher**

## Safety and Well-being

- **Physical Safety:** Follow all rules and procedures designed to keep you and others safe, both in and out of the classroom.
- **Substance-Free Environment:** Refrain from the use or distribution of drugs, alcohol, tobacco, vaping, or any legal/illegal substances on school grounds or during school-related activities.

## Respect for Technology

- **Use Technology Appropriately:** Use school-provided technology or permitted personal devices (computers, tablets, etc.) only for educational purposes. Follow the school's acceptable use policy for the internet for the internet as stated in Cell Phones and Other Electronics Agreement.
- **Cyber Citizenship:** Behave responsibly online. Avoid engaging in harmful or inappropriate behavior, including cyberbullying, inappropriate content sharing, or online harassment.

- **Privacy and Security:** Protect personal information and respect the privacy of others. Do not access or share private information without permission.

### **Positive Behavior Outside the Classroom**

- **Respect in Hallways, Common Areas, and Playground:** Demonstrate appropriate behavior when moving between classes, eating, and engaging in extracurricular activities. Be mindful of others' space and time.
- **Teamwork and Cooperation:** Be supportive and encouraging of your peers, whether in group work, sports, or extracurricular activities. Show respect for all participants.
- **Environmental Stewardship:** Take care of the school's grounds and spaces. Help keep the campus clean and free of litter.

### **Conflict Resolution**

- **Peaceful Problem-Solving:** When conflicts arise, approach them calmly and respectfully. Use peaceful methods to resolve disagreements, such as talking to the other person, seeking mediation, or involving a teacher or counselor.
- **Respectful Disagreement:** It is okay to disagree, but do so in a respectful manner.

### **Display the Fruits of The Spirit**

- **Galatians 5:22-23** But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

## **Selection of Textbooks and Literature**

A Christian education in a Christian school must complement the efforts of the Christian home and the church in nurturing Christian children. Parents are encouraged to become familiar with the textbooks and literature used in the classroom.

It is not the aim of CHEC to isolate our students from issues such as materialism, violence, racial intolerance, war, and hatred, political agendas, or secular points of view, but rather to confront these issues within the structure of the Christian school. Textbooks and literature are selected to support our approach to Christian education.

## **Admissions**

CHEC invites all families to make an application for admission of their children. Families who embrace a Christian education, our mission statement, and philosophy of education may apply. This privilege will be forfeited by any student who does not conform to CHEC's standards of conduct and/or who is unwilling to adjust to our academic expectations and environment.

## **Non-Discrimination Policy**

CHEC does not discriminate on the basis of race, color, disability, creed, ethnic or national origin in administration of its educational policies, admissions policies, scholarship program, and other school-administered programs.

## **Waiting List Policy**

CHEC may offer a waitlist for some school years. If/when there is a waitlist offered, CHEC still advises families to locate other programs for their children and not wait for a spot to become available. Families interested after the programs are full should sign up for the waitlist located on our website and check back in regularly to see if space becomes available.

## **Re-enrollment Procedures**

Re-enrollment for the fall term begins in February. Readmission is on a first-come, first-served basis by online re-enrollment only. Students are not automatically re-enrolled from one school year to the next. Therefore, it is important that re-enrolling students submit their applications during the in-house enrollment period if they want to be assured of priority consideration. In order to be considered for readmission, family tuition payments must be up to date and enrollment fee(s) paid.

Students on conduct probation may be prohibited from re-enrolling. In such cases, re enrollment is at the discretion of the Administration. A pattern of poor conduct, the parents' failure to meet financial obligations, or parent or family member causing disruption to CHEC or CHEC's educational mission can jeopardize a student's continued enrollment.

## **Placement**

The Director, in consultation with the faculty, makes all room assignments. The Administration cannot honor parental requests for classroom assignments or specific teachers. Schedule and/or teacher changes will be initiated by CHEC when operational needs require or when the Administration believes the change will be in the best interests of the student and/or institution.

## **Tuition & Fees**

CHEC plans the budget for the entire year and makes commitments to staff and supply expenditures on this basis. A student is accepted with the understanding that registration is full-time for one school year. We further assume this commitment on the part of the parents at the time of registration. No deductions will be made for tuition for absence during CHEC year, regardless of the cause of such absence. Therefore, no tuition refunds will be made for illness or family vacations. All registration fees and tuition payments for all students; are non refundable.

Parents are required to sign a Financial Agreement at registration. The Financial Agreement provides tuition payment options, either monthly payments in twelve equal installments, or a one payment option.

**REGISTRATION FEES** - As reflected on our website at time of registration, all payments are non-refundable and due at registration. Automatic tuition drafts will start on May 1st and end April 1st. A 5% discount is given for tuition paid in full at time of registration, not eligible for scholarship students. **Students are responsible for the entire year's tuition** when registering, regardless of program completion under any circumstance.

**PAYMENTS** - All payments will be made by automatic withdrawal or by sending student scholarship payments through Step Up for Students EMA scholarship portal, unless paying in full at registration. All tuition payments will be debited on the first of each month beginning on May 1st and ending April 1st of CHEC year, or must be sent through the EMA scholarship portal by the parents following the schedule agreed to in the FES-UA + PEP Agreement. Please be aware all payments are NON- REFUNDABLE and by registering **you will be charged for the entire school year even if your student does not complete the year for any reason.**



Any debited transactions that do not go through will be charged a \$50 service fee and the account holder will have to bring in cash payment immediately. CHEC reserves the right to draft your account after any returned payments (including the return fees) until all fees due to CHEC are collected. Any accounts past due will result in your child not being able to participate in class. All payments made to CHEC will be debited on the appropriate dates given. If your draft is returned more than two times, CHEC holds the right to withdraw you from current CHEC programs enrolled.

- Any student with a past account balance may not register for any new programs at CHEC until their past balance is paid in full.
- Legal action will be taken for all accounts 60 days past due. Court costs are the responsibility of the billing contact.
- All tuition and payments are non-refundable and students are responsible for the entire tuition amount.

**CREDIT CARD DISPUTES:** Any student account that submits a credit card dispute to CHEC will incur a \$30 charge per dispute, regardless of dispute outcome.

**REFUND POLICY** - Should you choose to cancel your registration or your registration is cancelled at the discretion of the Directors, NO REFUNDS or credits will be issued and **tuition for the remainder of the year will be owed.** \*\*\*Any chargeback of funds made by the client will result in the client's paying off all legal fees accrued by CHEC to collect fees owed.

- I hereby enroll all students listed as members of CHEC and understand that he/she will be considered members for the entire school year.
- I understand that I am responsible for complying with all of CHEC's policies as listed, but not limited to, those in this agreement and in the CHEC Handbook.
- My signature below indicates my understanding and acceptance of all policies and waivers on this form.

### **Financial Aid**

Financial aid is available through Step Up for Students, which offers scholarships such as the Florida Tax Scholarship, including the Unique Abilities (UA) and Personalized Education Program (PEP) scholarships. Families can apply directly via the Step Up for Students website at <https://www.stepupforstudents.org/>. Please note that families are solely responsible for managing their applications and scholarship status, as CHEC does not assist with this process.

### **Withdrawal**

All withdrawals (including expulsion), whether before CHEC year begins or during the year, must be made in writing and emailed to CHEC. The following must be received:

1. A signed, formal statement of withdrawal from the parents.
2. All outstanding tuition, fees, and other charges due. When a student withdraws from CHEC for any reason, tuition for the remainder of the year is due in full.
3. All school property (textbooks, library books, etc.).

As soon as a parent (or student) communicates the intent to withdraw the student from CHEC, the Administration reserves the right to regard the student ineligible to attend classes, participate in extracurricular activities, or other privileges available to students in CHEC. Requests for student records and transcripts must be directed in writing to the main school email. CHEC reserves the right to withhold student records for non-payment of tuition or fees.

## **School Hours**

Students begin CHEC day at 9:30 a.m. and end at 2:30 p.m. To avoid fees, students should arrive no earlier than 9:25 a.m. and be picked up by 2:35 p.m.

No child will be allowed to leave school without a parent or his regular carpool, unless arrangements have been made with the administration. If parents carpool, a written list of drivers must be included on the registration form. If a change in plans occurs, please provide a note to this effect.

## **Arrival and Dismissal**

ARRIVAL: School doors are unlocked 5 min prior to program start time.

DISMISSAL: School doors are unlocked 5 min prior to program end time. For the safety of all students, parents must be visibly present to staff members for students to be dismissed from campus. CHEC does not permit students to cross the street unaccompanied. Parents who park across the street must walk to the designated pickup door to collect their students. Parents who disregard these dismissal procedures and instruct their students to cross the street do so at their own risk and bear full responsibility. CHEC will not assume liability for any incidents involving students crossing the street.

Students not picked up by 2:35 p.m. will be supervised by day managers, and a \$20 fee will be charged to the parents. If late pickups occur more than twice during the school year, parents will be required to arrange alternative transportation or the student may no longer be eligible to remain in the program.

## **Attendance**

While there are no mandatory attendance requirements at CHEC, consistent and routine attendance is strongly recommended. Regular participation ensures students can fully engage with the program, benefit from the comprehensive instruction, and successfully complete all aspects of the curriculum.

## **Early Dismissal**

Parents picking up their child early must visit the front desk to request an early dismissal. Early dismissals must be by 2pm. Entering classrooms to retrieve students is not permitted. The day manager will call students from their class when the request is made. For added convenience, parents may call the onsite phone in advance to ensure their child is prepared for pickup upon arrival. After 2pm students may not be picked up early.

## **Policy for Students with Disabilities**

We are committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in education programs and services on an equal basis. It supports the integration of all qualified individuals into its programs and is committed to full compliance with all applicable laws regarding equal opportunity for all students with a disability.

General Policy: In general, it is CHEC's policy to reasonably accommodate a student's disability if the accommodation will not result in a fundamental change to our education environment or mission, impose an undue burden on CHEC, or create a direct threat of harm to the disabled student or to others. An accommodation refers to a minor adjustment or modification in the academic environment that enables an individual to enjoy equal access to CHEC's programs, services or activities. We do not have special programs to accommodate all learning differences. To the extent any accommodation requested would impose a financial undue hardship on CHEC, we may agree to provide the accommodation if the family agrees to cover the cost of the accommodation.

Any student who requires a Registered Behavior Technician (RBT) or has been asked by CHEC to provide one must submit the RBT's background checks and certifications for approval. Before the

program begins, the RBT must meet with the Administration and receive approval from CHEC.

Failure to meet these requirements or obtain CHEC approval will result in the RBT being unable to assist the student. In such cases, it is the responsibility of the student's parents to secure a qualified RBT. The student may not attend CHEC or participate in any special events without an approved RBT.

Additionally, the RBT must purchase and wear a CHEC T-shirt at all times on campus and adhere to all CHEC policies, including those regarding electronics, food, and beverages.

If a student's behavior or class participation is deemed unacceptable for the program, they will be removed without a refund, and any remaining tuition will be due immediately in full.

**Student/Parent Responsibility:** Students and parents are required to cooperate with CHEC in the process of providing information, discussing the needed accommodation, and in implementing whatever processes are necessary at home and working with teachers cooperatively at school. CHEC may deny a request for accommodation if either the student or the parents are uncooperative.

### **Cell Phones and Other Electronics**

CHEC enforces a strict no cell phone and electronics policy for all grades and students. This includes, but is not limited to, cell phones, smartwatches, iPads, and laptops. Students are expected not to bring these devices to campus. If a device must be brought for a specific reason, parents are required to check it in with the day manager or assigned staff. The day manager will securely hold the device until it is needed, at which point the student may use it in a supervised setting for the approved purpose. Please note that CHEC is not responsible for any theft, damage, or loss of these devices.

Students who violate CHEC's electronics policy by bringing unauthorized devices to campus will be subject to disciplinary action, which may include, but is not limited to, suspension or expulsion from the program. In such cases, tuition for the remainder of the year will remain owed in full. CHEC reserves the right to inspect any confiscated device, including its contents. Students must provide all necessary passwords to allow school administrators to access the device and its applications, including, but not limited to, stored communications and other data. By enrolling in the program, both students and parents consent to these inspections. Confiscated items must be picked up by parents at CHEC's office during school hours.

**Dual Enrollment & Study Hall Students:** Students enrolled in dual enrollment courses are permitted to bring a laptop and cell phone strictly for class-related purposes. Certain dual enrollment platforms require cell phone use for login verification, and laptops are essential for completing coursework. However, students bringing a cell phone must check it in with the day manager upon arriving on campus. Failure to do so will result in disciplinary action, which may include, but not limited to, losing the privilege to bring a phone or participate in dual enrollment on campus, suspension, or expulsion, with tuition for the remainder of the year still owed in full.

Cell phones may only be used for login verification and must be returned to a staff member immediately after use. Laptop use is restricted to dual enrollment and study hall students and must be strictly for academic purposes related to their courses. Any misuse of a laptop, at the discretion of the administration, will result in disciplinary action, including but not limited to the loss of privileges to bring a laptop or participate in dual enrollment or study hall, suspension, or expulsion, with tuition for the remainder of the year still owed in full.

### **Computer and Systems Usage Policy**

All persons using CHEC's computers, CHEC's computer systems, or personal computers on CHEC campus or over CHEC's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads, smart watches,

smart/cellular phones, video cameras, etc.) on CHEC campus or at a CHEC-related event or used at or away from CHEC for school work on a regular or intermittent basis. Failure to abide by these rules will result in appropriate disciplinary action determined by CHEC administration. All computers and devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

**PURPOSE:** The purpose of providing access to the Internet and CHEC's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support CHEC's educational objectives.

**PRIVILEGE:** The use of CHEC's systems is a privilege and not a right. Inappropriate or illegal use of CHEC's systems or of the Internet will result in loss of the privilege and disciplinary action.

**INTERNET ACCESS:** The CHEC community--students, faculty, administrators and staff-- have the privilege of full access to the Internet. CHEC encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files are not to be downloaded to CHEC's local or network hard drives.

We expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although CHEC cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of CHEC's rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

**INTERNET SAFETY:** Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. CHEC is not liable in any way for irresponsible acts on the part of the student.

**PIRATED SOFTWARE:** The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. Students are prohibited from bringing to school their own software.

**NETWORK ACCESS/PASSWORDS:** Accessing or attempting to gain access to passwords, accounts, and files of others is prohibited. Attempting to impair CHEC's network, to bypass restrictions set by the network administrator, or to create links to CHEC's web page is prohibited. Obtaining another's password or rights to another's directory on the CHEC's network is a violation of CHEC's rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Guard your password. You will be responsible for any activity done on the CHEC's system under your password.

**SCHOOL'S RIGHT TO INSPECT:** CHEC reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. CHEC also reserves the right to inspect any personal electronic devices brought onto campus, to a CHEC-related event, or used at or away from CHEC for school work on a regular or intermittent basis. In such cases, CHEC reserves the right to inspect the device, including all contents. Students must provide any and all passwords to inspect the device and its contents upon request by a school administrator. Students and their parents consent to the CHEC logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored

communications. Do not assume that any messages or materials on your computer/electronic device or CHEC's systems are private.

**VIRUSES AND OTHER RISKS:** Every effort is made by CHEC to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. Further, students use CHEC's computers and systems at their own risk. Such risks may include loss of data resulting from delays, "mis-deliveries", or service interruptions, whether caused by CHEC's negligence or by a student's errors or omissions. CHEC bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities. CHEC will not be responsible for any damages or expenses students incur while using its computers or systems or for the transmission of any virus or for damage suffered from a virus.

**CARE OF SCHOOL COMPUTERS:** Members of CHEC community will not abuse, tamper with, or willfully damage any computer or other technology-related equipment, use the computer or other technology-related equipment for other than appropriate work or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

**REPORTING REQUIREMENTS/DISCIPLINE:** Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity so that the situation can be investigated and addressed appropriately. The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy, is a violation of school rules. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

### **Field Trips**

Field trips are scheduled for the purpose of providing educational curriculum enhancement for current CHEC students. A field trip permission and policy form is signed when registering for a CHEC program granting the student permission to attend all field trips for CHEC year.

Field trip fees are non-refundable, regardless of the reason the student does not participate in the trip. Field trips are a privilege, not a right. This privilege can be denied at the discretion of the Administration. Students who receive discipline reports, electronic violations and/or uniform violations may become ineligible to participate in field trips as noted in the Discipline section of this handbook for the remainder of the school year.

Students have the right to appeal an incident report. Appeals must be submitted through the appropriate process, and eligibility may be reconsidered if the appeal is approved.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

### **Class Trips**

Class trips are scheduled for the purpose of providing educational curriculum enhancement for current CHEC students. A class trip permission and policy form is signed when registering for a CHEC program granting the student permission to attend all field trips for CHEC year.

Students in fifth grade and older may participate in optional extended overnight trips in or out of state. School tuition accounts must be up-to-date in order for a student to participate in any class trip. Class trip fees are non-refundable, regardless of the reason the student does not participate in the trip to include becoming ineligible because of discipline reasons. Class trips are a privilege, not a right. This privilege can be denied at the discretion of the Administration.

Students who receive discipline reports, electronic violations and/or uniform violations may become ineligible to participate in class trips as noted in the Discipline section of this handbook for the remainder of the school year.

Students have the right to appeal an incident report. Appeals must be submitted through the appropriate process, and eligibility may be reconsidered if the appeal is approved.

Proper behavior during the trip continues to be of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and/or provide transportation home for the student.

### **Van/Bus Transportation**

Students who are riding in vans, buses or vehicles provided by CHEC (for field trips, athletic events, fellowships, etc.) are required to follow some basic safety rules. The driver and students are responsible for student safety and seating may be assigned in any reasonable manner to maintain safety. Failure to comply with van rules given by driver and chaperones will result in loss of privilege to ride in them.

### **CHEC-Sponsored Events**

All students must attend CHEC sponsored events with an adult unless otherwise mentioned in school event details. Students who receive discipline reports, electronic violations and/or uniform violations may become ineligible to participate and/or attend in CHEC-Sponsored events as noted in the Discipline section of this handbook for the remainder of the school year.

Students have the right to appeal an incident report. Appeals must be submitted through the appropriate process, and eligibility may be reconsidered if the appeal is approved.

### **Christian Accountability and Conduct**

Students are expected to conduct themselves in a manner that honors God, themselves, their parents, and CHEC. Students are expected to have a respectful and cooperative attitude toward administrators, teachers, staff, and all students in CHEC 365 days a year

In addition, the following are rules to be obeyed:

1. Be honest. Dishonesty in any form, including lying, cheating, omitting information, is inconsistent with School standards.
2. Abstain both on and off campus from the use or possession of alcoholic beverages, vaping or juuling devices, tobacco, drugs, and other undesirable practices which are generally recognized to be harmful to health and Christian character. Any student who violates this requirement while on campus, on a school-sponsored trip, or while attending a school-sponsored function will be subject to disciplinary action, up to and including expulsion.

3. Abstain from profanity and vulgar or abusive speech or actions.
4. Fighting, instigating a fight, or bringing a weapon (as determined by the Administration) is an offense subject to immediate suspension.
5. Harassment and bullying of another individual (verbal, physical, emotional, etc.) whether communicated in person, through writing, via the Internet, etc. is subject to immediate disciplinary action.
6. The chewing of gum is not allowed during school hours.
7. Students are prohibited from displays of affection while on CHEC campuses or field trips, such as kissing, hugging, hand holding or other sexual behavior.

### **Harassment/Bullying**

CHEC will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenships, or disability. Harassment also includes unwanted, offensive sexual conduct. Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else on a repetitive basis. These behaviors can be carried out, physically, verbally, electronically, sometimes called “cyber-bullying” (posting defamatory remarks or photos, sending threatening emails, taking over an account/email/text and posting as someone else, or through relational aggression).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media, camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others.

All concerns relating to harassment or bullying should be reported immediately to the Administration in writing. CHEC expects that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to Administration immediately. When the Administration becomes aware of harassment or bullying, the situation will be promptly investigated.

The term “bullying” will not be applied to all situations where there is conflict between students. Many distressing behaviors are NOT examples of bullying even though they are unpleasant and often require teacher intervention and management. While CHEC does not tolerate bullying or harassment, our goal is to teach students how to resolve conflict in a manner that values each student and is consistent with biblical standards.

### **Off Campus Behaviors**

CHEC reserves the right to take action if or when off-campus behaviors impact the individual’s ability to continue at CHEC or impact other students’ or employees’ ability to be comfortable at CHEC.

### **Weapons and Threats**

CHEC takes a zero tolerance position on threats and weapons, even when students make comments in jest, on email, or away from school toward or about another student, employee, or CHEC. Students are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) to CHEC or CHEC-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or CHEC. If there is any communication or behavior that concerns you, report it to an administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities CHEC deems appropriate. CHEC will cooperate with investigations by authorities, and CHEC may also conduct its own investigation.

### **Investigations**

Students are expected to cooperate in investigations. Failure to cooperate with an investigation may be cause for disciplinary action.

### **Property**

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment will be required to pay for the damage done or replace the item.

### **Discipline Procedure**

CHEC generally follows the discipline procedures contained herein. However, there are circumstances in which the Administration and/or Board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps and CHEC reserves the right to issue discipline appropriate to the circumstances. Each situation will be handled at CHEC's discretion in accordance with CHEC's rules, policies, and practices, as well as general common sense.

Students and parents are expected to familiarize themselves with the rules of CHEC and the classroom, and students are to adhere to them. We will strive to handle each situation with firmness and respect. When parents wish to discuss their child's specific behavior or a teacher's specific disciplinary action, an appointment must be scheduled with the teacher and administrator.

### **Discipline Reporting**

At CHEC, we discipline to help, to improve, to correct, to prevent, and not to punish, humiliate, or retaliate. Discipline procedures will vary for each situation but may include copying Bible verses, a handwritten personal letter, a serving duty, a cleanup duty, CHEC core values, suspension, loss of privilege or another method that CHEC sees fit for the scenario in addition to outcomes in the table below.

Students may receive write-ups for a variety of reasons, such as behavior concerns, misuse of electronic devices, or uniform violations. The typical outcomes for these situations are shown in the table below. Please keep in mind that school administration may adjust consequences based on the specific circumstances of each case. Student reports will be communicated to parents via email.



## CHEC Discipline

*Please note that all reports are subject to administrative discretion, including the ability to modify the order or severity of outcomes.	
Report Type	Outcome
<b>Discipline Report</b>	1st report - Opportunity to improve 2nd report - Student may not participate in class trips or fellowships for remainder of year 3rd report - School suspension. Student may not participate or attend field trips, off campus programs such as Sports or CHEC-Sponsored events such as school dance, talent show, etc, for remainder of year. 4th report - Student may be expelled at director's discretion
<b>Electronic Violation</b>	1st report - Opportunity to improve 2nd report - Student is fined \$75 and may not participate in field trips, class trips or after school events until fine is paid. 3rd report - School suspension. Student is fined \$75 and may not participate in field trips, class trips or CHEC-Sponsored events for remainder of year. 4th report - Student may be expelled at director's discretion *If any violation involves inappropriate use, further consequences may be determined at the administration's discretion.
<b>Uniform Violation</b>	1st - 4th report - Opportunity to improve 5th+ report - Student will be asked to be picked up from CHEC. Student is fined \$75 per violation and may not participate in field trips, class trips or after school events until fine is paid.
<b>Accident Report</b>	Parent will be informed

It is not possible to provide a precise, all-encompassing list of infractions for which a Discipline Report is issued; however, some examples include, but are not limited to: continued inappropriate behavior after classroom consequences have been issued; isolated acts of disobedience and/or disrespect; inappropriate conduct for a substitute teacher; deliberate physical contact, including “play fighting” and/or “rough housing” where no injury has occurred; lack of consideration for the welfare of others.

### Classroom Rules

Each teacher will establish and enforce a code of conduct. Classroom rules and consequences for breaking those rules will be communicated to students at the beginning of CHEC year. Students that do not follow the rules of their classroom and of the community will be subject to disciplinary action as outlined in the handbook.

### Administrative Disciplinary Action

Discipline means “teaching” or “training.” Our goal in any type of disciplinary action is to teach the child to behave in a manner that brings glory to God, in accordance with the rules and procedures established by the teachers, administration, and Directors of CHEC. If Administrative Disciplinary Action does not yield the desired results, the student will be expelled from CHEC.

### Discipline Report

It is not possible to provide a precise, all-encompassing list of infractions for which a Discipline Report is issued; however, some examples include, but are not limited to: continued inappropriate behavior after classroom consequences have been issued; isolated acts of disobedience and/or disrespect; inappropriate conduct for a substitute teacher; deliberate physical contact, including “play fighting” and/or “rough housing” where no injury has occurred; lack of consideration for the welfare of others.

### Suspension

Suspension from school is the next step in the Administrative Discipline hierarchy and should be considered extremely serious by students and parents. A Suspension is automatically issued with a student’s third Discipline Report during CHEC year. In addition, a student can be suspended from school for specific isolated acts, even if no previous Administrative Referral has been issued to the student.

## **Expulsion**

When a student is expelled, the student and parents shall be notified as to the reasons for the Expulsion.

- Serious first offenses
- Repeated misconduct (even if not related)
- Failure to respond positively to repeated efforts at correction by CHEC's personnel
- Threatening or bringing harm to the person or property of a teacher, administrator or staff member
- Parent or family member causing disruption to CHEC or CHEC's educational mission
- Conduct resulting in harm, damage, or disruption to self, others, or the educational environment
- Consensual or non-consensual sexual activity
- An action or attitude that seriously harms the name of Jesus Christ and/or CHEC's reputation in the community; an attitude not in harmony with the goals and spirit of CHEC
- Any action by a parent which seriously interferes with CHEC's ability to accomplish its educational purposes
- Parents' failure to meet financial obligations
- Not meeting academic requirements
- Not meeting attendance requirements

The above list is not all inclusive, but simply illustrative, and other conduct not set forth above can be grounds for expulsion. Any student whose conduct (both on and off campus) displays a flagrant disregard for the standards of CHEC and the teachings of Jesus Christ will be subject to immediate expulsion. In addition, CHEC may report to the appropriate governmental authorities any actions that appear to violate the law.

## **Uniforms**

The purpose of the dress code is to promote neatness, comfort, and individuality while minimizing the impact of status symbols. It allows students the freedom to choose their daily clothing within guidelines that foster a respectful, focused learning environment. Students are expected to maintain a neat, modest, and well-groomed appearance. Hairstyles, including color and length, should be natural and aligned with CHEC's standards as defined by the Administration.

The following are not permitted:

- Extreme or unconventional/unnatural hair colors or styles,
- Distracting jewelry (with earrings being the only permissible body piercing ornamentation with a maximum of 2 small earrings per ear) and no other piercings permitted. Administration discretion for what is considered small.
- Makeup is not permitted for any elementary aged kids.
- Shoes, or socks deemed inappropriate; tattoos, whether permanent or temporary; bandanas, or any other headgear, excluding hats/visors.

Uniforms are selected to ensure that students maintain a modest appearance, in alignment with Christian standards. The choice of appropriate sizes and any necessary alterations must reflect these guidelines. If a student is out of dress code, parents may be asked to bring the proper clothing to CHEC so the student can

return to class. Repeated instances of non-compliance may lead to further disciplinary action, including the student being unable to attend CHEC until the proper uniform is in place.

\*Since uniforms look alike, removable items should be clearly marked with the student's name.

### **Uniform Requirements**

- CHEC t-shirt, any comfortable bottoms, appropriate length. Use discretion
- Closed toe and heeled shoes - no Crocs - no slip on sandals or slippers
- CHEC Hoodie - no outside hoodies/jackets accepted

### **Student Emergency and Health Forms**

Parents must keep CHEC informed in writing of any changes in student emergency form information, such as addresses and phone numbers for home, work, cell phone, and emergency contacts.

### **Health Information Sharing**

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of CHEC, as determined by the Director or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of CHEC.

CHEC will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of CHEC, who have a need, to know medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

### **First Aid and Medication**

Please understand that CHEC is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician.

Basic first aid is given to any student requiring it. The staff member proxy will assess the child's complaint and/or injury and provide immediate palliative care. If an injury appears minor, the child will return to the classroom after treatment. If the injury is deemed serious enough for immediate assessment/treatment, parents or the designated persons on their emergency form will be called. In an emergency requiring immediate assessment, the paramedics and the parents will be called. In the event no one can be reached, CHEC administrators will provide consent for transport to the hospital for emergency care. Parents are responsible for any expenses incurred with transport and medical care.

Certain students must have medication available at CHEC for illness and pre-existing conditions. Parents are responsible to notify CHEC of their child's health condition(s) that require medication, treatment, or monitoring at CHEC or at CHEC activities. Students are not permitted to possess medications (prescriptions or over-the-counter) at CHEC. Any student who is required to receive

medicine, given by CHEC personnel at CHEC or on field trips, must have on file written authorization signed by the parent for both prescription and over-the-counter medication.

If a student needs to be tested or have certain types of medicines administered during the day that the school or the administration believe are beyond the scope of CHEC's responsibility, CHEC may allow the parent to make arrangements to visit the campus for the purpose of administering.

CHEC does not have staff members who are trained or certified to administer EpiPens or other emergency medications. In the event of a severe allergic reaction or medical emergency, our immediate response will be to call 911 and notify emergency services, who are fully equipped to provide the necessary care.

Please keep your child home if he/she shows any of the following symptoms: acute cold, sore throat or earache, discharge from eyes or nose, nausea, vomiting, diarrhea, skin rash, or fever. These symptoms must be gone for at least twenty-four hours (or one full school day) without the aid of medications before returning your child to school. If your child shows any of the above symptoms, you will be notified and expected to pick up your child immediately, to prevent the spread of infection. Notify CHEC immediately if your child contracts any communicable disease or condition. If any student comes to CHEC with an apparent injury, cast, or other medical apparatus, the Administration has discretion to exclude the injured student from PE, recess, sports, and/or other non-academic activities.

### **Child Safety from Sexual Offenders and Predators**

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family. Because of our concern for student safety, all employees are screened through CHEC's criminal background process.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888- FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five mile radius of any given address, parents should visit <http://www.familywatchdog.us>. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website at <http://myfloridalegal.com>.

### **Animal Policy**

Due to concerns about the health, safety, and welfare of people in CHEC community, no animals are allowed on school property or at school-related events without the express, written permission of the Director. This means that animals may not be brought onto school property for any reason (even if the animal remains on a leash), including drop-off, pick-up, parties, games, and activities, and may not be brought to school-related events on or off campus.

## **Snack and Lunch**

No students will not be allowed to chew gum, eat candy, or drink soda during school hours. Water is the only drink permitted at CHEC.

Students must bring a nutritious lunch to school each day. Such permission will be granted only for special occasions, such as birthdays. Sharing food is prohibited. When students have completed their meal they are to dispose of all litter in order to maintain a litter free campus.

## **Holidays/Birthdays**

During the course of the year, celebrations and parties for holidays (i.e., Thanksgiving, Christmas, etc.) are held in the elementary classrooms. The major emphasis in our observance of these days will be on the Biblical truth. For safety reasons, only students enrolled in the class may attend classroom parties.

In an effort to promote good nutrition and a healthy classroom, we will refrain from offering cake, cupcakes, or other sugary treats to the students. If a student has a birthday during CHEC year, there are certain procedures to follow to ensure a positive celebration of the event; parents should check with the day manager on duty the day of celebration. In addition, parents may join their child for lunch on their birthday with advance notice.

When planning any celebrations outside of school, be sensitive to other students who are not included in the plans. CHEC encourages a very small gathering or a simple park day for a birthday celebration that includes the whole class.

## **Volunteers/Visitors**

There are many opportunities for parents to volunteer at CHEC throughout the year. CHEC requires all chaperones or drivers for school-sponsored events to have a background check. Parent volunteers may not bring siblings or friends, without prior approval, when volunteering on campus. This includes parties, field trips, etc.

Students may not have visitors (except parents) without the approval of the Administration. All visitors, including parents, must see the day manager first.

## **Transportation/Private Carpools**

Parents are expected to provide transportation for their children. CHEC will be glad to help identify neighboring families; however, school personnel cannot be responsible for the formation of carpools.

Because students at CHEC are under the age of 18, CHEC will not allow students to use any ride sharing service (i.e., Uber, Lyft, or similar transportation services) to obtain transportation to or from CHEC or any CHEC-related activity, unless accompanied by an Uber or Lyft account holder who is over the age of 18. Both Uber and Lyft prohibit persons under the age of 18 from utilizing their services without an adult present. CHEC will treat violations of this policy as it would treat other violations of school rules and policies. In addition, should CHEC become aware of a violation, it will contact the third-party car service and report it.

## **Personal Belongings/Lost & Found**

Personal articles of clothing, backpacks, and lunch boxes must be properly labeled with the child's name. Children learn good stewardship by taking responsibility for their things and should be encouraged to retrieve items promptly from the lost and found cart. Anything not claimed by the end of each quarter will be given to a charity.

## **Items not Permitted at CHEC**

Students are not to bring toys, trinkets, candy or gum to school. Weapons, toy guns or knives, certain electronic devices, etc. are not permitted at CHEC..

## **Telephone Use**

Students are NOT permitted to use an office phone except in case of extreme emergency. Please plan ahead to communicate necessary information to your child. In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask the office to relay messages to your child. This should be done prior to school.

## **Playground**

When/Where applicable, playground usage during CHEC hours will be restricted to CHEC students with staff supervision. Families may not use the playground/field during CHEC hours for recreational purposes. CHEC does not carry student accident insurance as a primary or secondary insurance provider for accidents.

## **School Closing**

CHEC generally follows Palm Beach County Public School schedule when closing for severe weather. However, following a closure, if we are able to safely resume classes earlier than the public school system, we will make every effort to do so. It is the responsibility of parents to check Facebook and listen to CHEC's posted message for pertinent information.

## **Communication: Parent/CHEC**

At CHEC, we feel that positive, effective communication between parents and teachers is essential to the educational and spiritual enrichment of the student. If a parent has a question or problem related to the classroom, the parent should email the respective teacher. Teachers will generally return emails within a 24-hour period.

If, after discussion with the teacher, the problem is not resolved, the parent may contact an Administrator. The Administrator and the parent will then discuss the problem in conference with the teacher via Google Meet.

## **Fundraising**

No student, parent, class, or organization is to begin any money raising activity (including selling items to other individuals) without permission from CHEC. No student, parent, class, or organization may request money from any other student, parent, class, or organization within or outside CHEC without permission from CHEC administration.

## **Parents' Conduct and Attire**

In the best interest of CHEC community, and because we hold students to codes of behavior and dress, we expect parents to act according to Christian standards and to dress modestly. A parent's demeanor (attire, conduct, etc.) has a significant impact on students. Therefore, we require that parents' conduct and dress be consistent with the atmosphere of a Christian school. While on campus, parents are to refrain from public displays of affection with their spouse or significant other.

As part of our school community, we ask that parents' use of social media remain respectful and appropriate. Online conduct that reflects negatively on the school, staff, students, or on oneself—such as inappropriate behavior, excessive drinking, or other actions not in line with the values of our community—may affect a family's enrollment status.

For the safety of our students, we require that any time a parent is visiting on campus, that parent must sign in at the main office and obtain a visitor's badge. If you are asking to see your son or daughter, please do not be offended if you are asked to show identification. This is a safety measure intended to protect your children. Please note: for the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be reminded to obtain one in the main office or asked to leave campus. Students may not have visitors (except parents) on campus without the approval of the Administration.

A positive and constructive working relationship between CHEC and parent is essential to the fulfillment of CHEC's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with CHEC's policies, methods of instruction, or discipline, or otherwise seriously interferes with CHEC's safety procedures, responsibilities, or accomplishment of its educational purpose or program, CHEC reserves the right to dismiss the family from the community. In addition, CHEC reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behaviors or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

### **Policy Concerning Divorced and Separated Parents**

Divorced and separated parents are realities of contemporary life which affect CHEC's responsibilities to its students. The following policies have been adopted to assist CHEC in situations involving divorced and separated parents:

1. CHEC makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). CHEC must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by CHEC must provide CHEC with a court order that is still in effect that specifically restricts the other parent from receiving such information. Duplicate copies of a child's daily or other work and other day-to-day classroom notices and papers cannot be made for each parent.
2. Parents should refrain from involving teachers, administrators and other staff in any court dispute. Involving teachers, administrators and other staff in court disputes by repeated discussions about a parent's court dispute, or by causing or initiating the issuance of a subpoena or request for testimony at a hearing or deposition, can be extremely costly and time consuming to the operation of the school. Accordingly, CHEC may, in its discretion, charge all costs and fees associated with having to respond to any subpoena or request and provide such testimony to the parent causing or initiating the subpoena or request, whether done through an attorney, the court or otherwise, and CHEC may require pre payment of same in advance of the requested testimony or the like. The costs and fees which may be charged include, but are not limited to, a designated hourly rate for the involved school personnel, the hourly rate associated with obtaining appropriate professional and staff replacement personnel to cover for the involved personnel, overtime personnel charges, travel costs and expenses, the attorney's fees and costs associated with the hiring of an attorney to respond on behalf of the school. As the expenses associated

with involving school personnel can be substantial, it is recommended that parents minimize any necessity to involve school personnel as much as possible.

3. Regardless of the status of any divorce or separation proceedings, or any court orders designating the parent(s) responsible for paying school tuition, school fees, school lunch expenses, field trips or class trip expenses, early bird and after-school care charges, and athletic fees or fees associated with any school activities, the school will hold both parents equally responsible for such tuition, fees, expenses and charges. Any unpaid amount from either parent of a student which is late by more than 30 days may result in dismissal of the student from CHEC and other adverse action by CHEC Board as set forth in the Tuition and Fees section of this handbook.