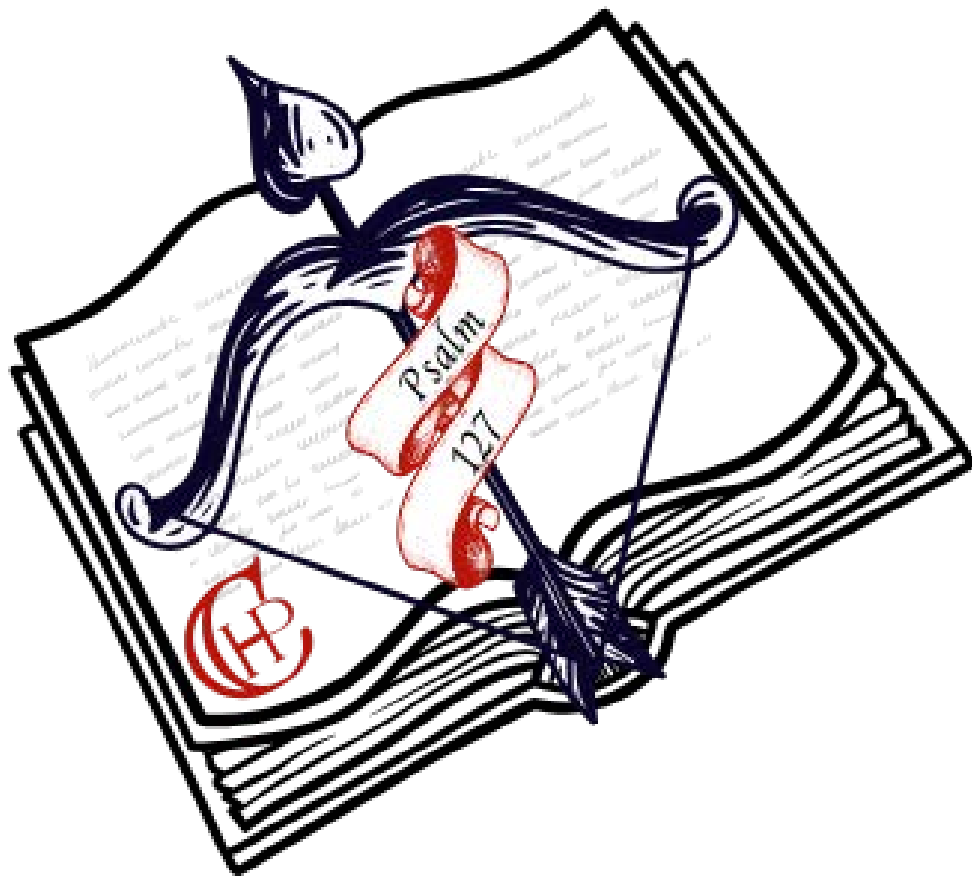


Classical House Prep Parent Handbook



2025-2026

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Purpose and Philosophy

Mission Statement

In partnership with parents, and guided by the Gospel, we seek to educate students to the highest standards of the classical tradition, so that they may grow in knowledge, wisdom, and the love of Our Lord, and more ably use their gifts in the service of others, and for the glory of Christ and his Church.

Statement of Faith

At Classical House Prep, we hold to the historic Christian faith as expressed in the Nicene Creed.

We believe in one God--Father, Son, and Holy Spirit.

We believe Jesus Christ is the Son of God, fully God and fully man, who came to save us through his death and resurrection.

We believe the Holy Spirit gives life, guidance, and unity to the Church.

We believe in one true Church, the forgiveness of sins, the resurrection of the dead, and the hope of eternal life.

This faith shapes our teaching, our community, and our commitment to forming students in truth, goodness, and beauty.

School Philosophy

At Classical House Prep, we believe real education shapes both the heart and mind. Rooted in the classical Christian tradition, we aim to raise up students who love what is true, good, and beautiful--and who live it out with character and faith.

We teach Latin to build strong language skills and connect students to their heritage. With small classes and a family-like atmosphere, each child is known, challenged, and encouraged.

We hold to high standards with grace, knowing every child is made in God's image and has great purpose. Here, we're not following trends--we're reviving a time-tested way of learning that built strong generations.

Traditional Education

In the traditional classroom, a knowledgeable, enthusiastic teacher carefully leads students into an understanding of each subject. Classrooms are quiet, orderly, and disciplined. Lessons are incremental, content is age-appropriate, and students learn the important skill of quality written work completed in a timely manner. Homework is moderate and is for the purpose of practicing or preparing for a lesson. The traditional classroom is consistent with human nature and the experience of many decades has demonstrated its superiority over the modern child-centered classroom.

Contact Information

Classical House Prep:
3005 FM 163
Cleveland, TX 77327
TheHousePrep@proton.me

CHP Administration

Esther Gilbert--Founder/Head of School.....egilbert@classicalhouseprep.com

Cheryl Gilbert--President.....cgilbert@classicalhouseprep.com

Rebecca Miller--Admissions Director/Office Manager...rmiller@classicalhouseprep.com

Administrative Responsibilities

- Ensure the operation and safety of both campuses.
- Plan, implement, and evaluate the curriculum.
- Establish clear lines of communication with parents, students, and the community.
- Train, supervise, and evaluate school personnel.

The goal of the CHP administrative staff is to serve the students, teachers, and parents by listening to concerns, gathering information, and making decisions that are consistent with the school's vision.

CHP DAILY SCHEDULE

Monday - Thursday

7:15	Doors Open
7:50	Morning Announcements & Opening Prayer
8:00	Classes begin
11:15 - 11:45	Grammar (3-6) Lunch
11:45 - 12:15	Primary (K-2) Lunch
3:15 - 3:30	Classes Dismissed

- ❖ **Fridays will be early dismissal--classes will be dismissed from 2:15-2:30.**
- ❖ **Early pick-up--please notify administration in advance if picking up early except in emergencies.**
- ❖ **Students must be picked up by 4:00pm unless other arrangements have been made**

CHP Faculty 2025-2026

[illegible]

2025-2026 Calendar

Fall Term			
August	21	Parent Orientation @ 5:30PM	Thursday
	25	Fall Term Begins	Monday
	25	First Day of School	Monday
	25	Opening School Ceremonies	Monday
September	1	Labor Day - School Out	Monday
	9	School Picture Day	Tuesday
	17	Constitution Day-Special Events	Wednesday
October	3	Midterm Progress Report	Friday
	13-17	Parent Conferences	Monday--Friday
	26	Fall Open House from 2pm-4pm	Sunday
November	4	Election Day-Late start	Tuesday
	21	Last Day of Fall Term	Friday
	24-28	Thanksgiving Break – School Out	Monday–Friday
Winter Term			
December	1	Winter Term Begins	Monday
	18	CHP Christmas Cantata	Thursday
	22-Jan. 4	Christmas Break - School Out	Monday-Sunday
January	5	Classes Resume	Monday
	12	Midterm Grades	Monday
	19	Martin Luther King Day - School Out	Monday
	19-23	Parent-Teacher Conferences	Monday-Friday
	25	Winter Open House from 2pm-4pm	Sunday
February	16	President's Day - School Out	Monday
March	13	Last Day of Winter Term	Friday
	9-20	Spring Break	Monday–Friday
Spring Term			
March	23	Spring Term Begins	Monday
April	3	Good Friday - School Out	Fri.
	13	Midterm Grades	Monday
May	8	Spring into Summer Cantata	Friday
	28	Closing Ceremonies-Last Day of School	Thursday

School Policies and Procedures

Financial Information

CHP Tuition Agreement

All families are expected to return a completed tuition contract *with either their enrollment or re-enrollment forms*. All enrollments and re-enrollments are pending until a tuition contract is received by the deadline stated. After the deadline, students without contracts are placed on the waiting list. The tuition agreement details the following tuition rates for the 2025-2026 school year:

Grade Level	Days / Week	25-26 Tuition	Material/Book Fee
Kindergarten	5 days	\$6000	\$250
1st-2nd Grade	5 days	\$6000	\$300
3rd-6th Grade	5 days	\$6,000	\$350
7th-12th Grade	5 days	\$6000	\$350

Late/Bounced Payments

There is a \$25 fee for bounced withdrawals/checks. If for some reason a withdrawal/check bounces, you will be notified via email, and you should make arrangements for payment immediately. An additional \$25 late fee is applied if a payment is not received before the 15th of the month.

Full Year Obligation

Tuition agreements obligate paying a student's tuition for the entire school year. If a student drops or withdraws from classes before August 1st, only the first semester's tuition will be due; after August 1st, full tuition will be due except a pro-rated rebate, not to exceed $\frac{1}{2}$ of tuition, that will be granted in the following circumstances:

1. The student moves more than 50 miles from the school with 60 days written notice.
2. The student experiences extended illness and is unable to attend school.

Re-Enrollment

Re-enrollment is not automatic. Each family receives a re-enrollment letter and tuition contract in January. Families must sign and return these forms WITH the re-enrollment fee by the published deadline to secure placement. After the deadline, openings are filled with applicants from the waiting lists or new applicants. Only students who demonstrate sufficient academic performance and appropriate behavior qualify for re-enrollment. Students with deficient academic performance, poor attitudes, or unsatisfactory work ethics may not re-enroll.

Sibling Enrollment

While siblings of current students are given preference, enrollment is not guaranteed. Sibling applicants, like all other applicants, must demonstrate sufficient academic performance, developmental readiness, and appropriate behavior.

Student Arrival

The School Day begins at 8:00AM

K-12 students arrive **between** 7:30-7:50. They report to the Chapel. Teachers join their classes in the Chapel at 7:50 for morning announcements and the Opening School Prayer and then escort them to their classrooms.

Student Dismissal

Carpooling

We encourage families to use the CHP directory to find families within your zip code (or along your route) to organize carpools. Please coordinate pick-up routines with everyone involved (parents, teacher, and students) to ensure all are familiar and comfortable with the plans. Inform the teacher if the normal routine changes.

Student Safety

Classical House Prep does everything possible to support the safety of your child during arrival and dismissal. However, it is ultimately the parents' responsibility to oversee the children's safe arrival and departure. When parent/student convenience conflicts with the safety of any CHP student we must choose the latter. You can help in providing both safety and convenience by:

- arriving on-time for drop-off and dismissal (by 3:30PM or 2:30PM on Fridays)
- postponing conversations with faculty and administration until dismissal has ended
- obeying parking and traffic flow requests
- reducing your speed
- REFRAINING FROM ALL CELL PHONE CALLS DURING CARPOOL
- establishing a routine with your child
- informing CHP administration in advance of any unique drop-off or pick-up scenarios
- being patient and courteous with all members of the CHP community

After-School Supervision

CHP is not equipped to supervise students after school. All students must be picked up by 4:00PM. If an emergency prevents you from picking up before this time, please call the school admin.

CHP students who are not picked up on time (due to an emergency) will be sent to The House. Parents whose children consistently remain on campus after 4:00PM without prior notice of an emergency will be contacted by the administration to resolve the issue.

Visitor Policy

All parents and/or visitors should come to The House from the CHP parking lot. They should proceed to the school office. Parents must go to the office to pick up a child as well.

****Teachers have been instructed to stop and question anyone in the buildings without an escort.**

Messages for Students

If it is necessary to get a message to your child, call the school administrator and it will be relayed between classes. Only in an emergency situation do we interrupt class to deliver a message. Students are allowed to use the office phone (not the church phone to call home during lunch and breaks if necessary). **Do not text or call your child during school or carpool:** Student cell phones will be taken if they ring or are used at any time from 7:30-4:00.

Inclement Weather Policy

Classical House Prep makes all decisions for school closing, delayed start, and early dismissal. You can find information regarding school closing by

- Checking the CHP website www.classicalhouseprep.com
- Checking local news media
- Signing up for Remind notifications
- Following Classical House Prep on Facebook.

All of these sources will have closing information. If there is no announcement, then school is open and operating on a normal schedule. Even if school is open, you should use your best judgment in evaluating travel conditions. Tardy policies are more lenient on inclement weather days.

NEW – Attendance Policies

It is vital we have parent cooperation where attendance is concerned. The CHP classroom functions optimally when students are on time, in class, and prepared to work each day. It is imperative that CHP students attend school. Academic progress and achievement as well as work and study habits are reliant on prompt, regular attendance. Tardiness and absences disrupt class as well. Students are expected to attend school every day unless they have an excused absence. All absences and tardies, whether excused or unexcused, count in the total absences for the year.

All requests for a scheduled absence must be communicated to the CHP administration at admin@classicalhouseprep.com. Please do not email an CHP teacher asking for work prior to a scheduled absence. A teacher will redirect those requests to the office. An CHP administrator will then contact you to discuss your request.

Tardiness

Classes begin at 8:00AM. Five or more tardies in a grading period could result in lowered course grade, course failure, or could affect a student's re-enrollment for the following year.

NEW: All Upper School students (7-12) who are habitually tardy (more than 5 tardies) will not be permitted to enter class until the class break for the remainder of the school year. Tardiness disrupts the class.

CHP

- Parents must sign in all K–6 students arriving after 8:00 A.M. and receive a tardy slip. Parents escort late students in grades K–6 to their classrooms.
- Upper School students arriving after 8:00 A.M. must sign-in at the office to receive a tardy slip and then proceed to class.

NEW: Parents will be contacted if student drivers are tardy.

Absences

Unexcused absences in excess of four per term could result in lowered course grade, course failure, or could affect a student's re-enrollment.

- Absences should be reported to the school office before 9:00AM. Leave a message on the voice mail system if no one answers.
- If we do not receive a call notifying us of a student's absence, we will call you.
- A student is considered absent if they are gone a majority of the school day

Excused Absences

- Illness is an excused absence. However, if a student is absent for four or more consecutive days, a doctor's note must be provided to the school office.
- Routine doctor appointments with 1 week advanced notice.
- Examples of non-medical excused school absences would be family events such as weddings, funerals, reunions, college visits, certain athletic competitions, or educational opportunities.
- For a student to be approved for a scheduled absence, the student must be in good standing academically and have a good attendance record.
- Parents needing to schedule an absence should inform the CHP office **AND** the classroom teachers at least ONE WEEK prior to the absence. However, students should expect some make-up work upon their return.

Unexcused Absences

- Absences that are generally unexcused include family vacations and days immediately before and after Christmas and Spring Breaks.
- Teachers are not required to provide work ahead of time for students going on vacation.
- Unexcused absences could result in lowered course grade, course failure, or could affect a student's re-enrollment for the following year.

Early Dismissal

Parents should inform the teacher AND the school office indicating the time and reason for early dismissal. Students who need to leave school early sign out in the office. Students in grades K-12 wait in their classrooms until an administrator or parent retrieves them.

Academic Policies

CHP offers a classical, Christian education. The goal of a classical education is to develop the mind of the student through Latin and mathematics, and to develop wisdom and virtue through a careful reading of the classics. In all of our programs we strive for continuity and mastery learning. Classical education also focuses on teaching age-appropriate material through age appropriate methods. We follow the classical trivium which emphasizes memorization and accumulation of facts in the grammar school; evaluation, analysis, and integration of information in the logic stage or middle grades; and the articulate expression of ideas through the spoken and written word in the rhetoric stage of the upper school.

CHP has three distinct academic schools, Primary School (K–2), Grammar School (3–6), and Upper School (7–12). Academic expectations and work load increase significantly at each transition. While all students are subject to reevaluation at the end of every school year, particular scrutiny is given to students at the transition years. The school makes every effort to identify early those students who are struggling and then communicate concerns and recommendations to the parents.

Academic Integrity

CHP expects the highest standards of academic integrity from all students. Students should conduct themselves with a character befitting the classical, Christian ideals which define our school. Academic dishonesty consists of, but is not limited to, cheating, plagiarism, or assisting another to engage in such activities. Students who demonstrate a lack of academic integrity in any way are subject to disciplinary action or expulsion.

Academic Probation

A student whose academic performance falls below the acceptable standard as dictated by the classroom teacher and CHP administration is placed on academic probation. Typically a student with a GPA at or below 2.50 will be placed on probation. A student on probation is given an additional trimester to improve his/her grades (GPA) to an acceptable level as determined by the classroom teachers, parents, and CHP administration. Failing to meet the requirements of probation may result in dismissal from CHP.

Grading Policies

Graduation Requirements

Classical House Prep has an integrated course of studies that leads to a high school diploma of incomparable quality. Our transcripts include course descriptions so that colleges may understand the nature of our curriculum and the level of reading our graduates have experienced. Each credit represents one year's work in a 3–5 hour course. The requirements below are for students wishing to graduate with an CHP diploma. Students who transfer in after 9th grade will receive credit for previous course work.

Subject	Credits
Math	4/5
Latin	4
English/Rhetoric	4
Classical /Christian Studies	4
American/European History	3
Music	2 (four years of choir)
Science	4
Logic	1.0
College Planning	0.5
Total	26.5 credits

Grading Scale

Grade	Percentage Range	HLS Grade Point Value
A	100–91	4.00
B+	90–89	3.50
B	88–82	3.00
C+	81–80	2.50
C	79–76	2.00
D	75–70	1.00
F	69 or Lower	0.00

Teachers may award a + / - to a student achieving the highest/lowest percentage for a particular grade range. (Ex: 89% = B+ or 80% = B-)

Primary School uses a -/✓/+ system; letter grades or averages are not given on assessments or report cards.

CHP Grading Philosophy

Grades provide students and parents a quick “snapshot” of teacher evaluation regarding academic proficiency, classroom contributions, and overall subject knowledge. Examples of class assessments include tests, quizzes, homework, daily participation in class, etc. Teachers allow students an array of opportunities to display their skill sets which provides teachers with adequate information to ultimately assign a final grade.

Unfortunately, the significance of traditional letter grades has been minimized considerably over the years. Working hard to earn a B in a challenging course is not widely viewed in our current culture as a praiseworthy accomplishment. A student who gives his best effort to earn a B will be recognized and praised as much as the student with a slightly higher academic aptitude who works hard and received an A. The common denominator is hard work, effort, and drive. The distinction in the grade reflects knowledge acquired.

Grading Terms

CHP divides the school year into trimesters. Report cards will be sent home one week after the end of each grading trimester. Final grades will be issued for each class at the conclusion of the year.

Mid-Term Progress Reports

All 3rd–12th grade students receive a midterm grade report. Any student scoring below ‘B’ range has comments included on their reports. Teachers will indicate what aspect of a student’s performance needs improvement. (Homework, participation, tests, quizzes, not performing up to potential, not prepared for class etc.) Progress reports are not part of the student’s permanent record.

Choir, Performances, and Ceremonies

CHP's choir is a performance choir with a pass/fail grading scale. A student's grade is determined by the following:

- Attendance and participation in weekly Choir class.
- Attendance and participation in CHP performances (e.g., ceremonies and cantatas).
- Arriving on time and dressing appropriately for performances.

Upper School students receive one full credit for their participation in Choir during high school.

Make-Up Work Due to Illness

Primary School Absences

- The teacher will gather books and complete a missing assignment sheet by 3:00PM.
- Teachers will make arrangements with students/parents to make up tests.

Grammar School Absences

- The teacher will gather books and complete a missing assignment sheet by 3:00PM.
- Teachers will make arrangements with students/parents to make up tests
- For make-up tests more than 45 minutes in length, the teacher will communicate directly with parents to schedule a time for the students to take the test on Tuesdays or Thursdays after school. These tests will be in the school office(s).

Upper School Absences

- Ultimately, it is the student's responsibility to collect make-up work due to an absence. The CHP administration does not gather make-up work and assignments for absent students.
- Absent students should use the school directory to call classmates or email the teacher for missed assignments.
- A classmate of the absent student(s) may also record the day's assignments on a Daily Assignment Sheet.
- Upper School Students who are absent should check their folder in their homeroom class, upon returning, for make-up or graded assignments.
- Students must be prepared to take tests and turn in major projects on the day they return to school following an excused absence unless they have made other arrangements directly with the teacher.
- It is the teacher's prerogative to allow or disallow a make-up test or quiz in the event of an absence.
- Students are responsible for making up tests and quizzes by the date determined by their teacher. Failure to do so may result in a zero for the missed assessment.

Social and Cultural Policies

Uniform Policy

CHP is a classical, Christian school with a unique culture of discipline, tradition, and excellence. Our uniform policy and dress standards are designed to support and reinforce these values. Ensuring your child honors the letter and the spirit of the uniform policy assists us in this task.

The CHP Uniform Policy may be viewed on the next page and at <http://www.classicalhouseprep.com/uniforms.html>

Outerwear may be worn only when traveling between buildings.

UNIFORM POLICY

CHP is a classical, Christian school with a unique culture of discipline, tradition, and excellence. Our uniform policy and dress standards are designed to support and reinforce these values. Ensuring your child honors the letter and the spirit of the uniform policy assists us in this task and fortifies the student's role in the greater school community.

Everything that is worn, and the manner in which it is worn, should complement the overall appearance of the uniform, not detract or compete with it. In cases where a question arises, ask an administrator for clarification.

Requirements:

- ❖ Uniforms should be clean, neat, free from tears, and well-fitting.
- ❖ Khaki pants or shorts (bermuda style-knee length), Blue Jean pants or shorts (bermuda style-knee length) or black pants, no holes in pants or shorts
- ❖ Khaki skirts or Blue Jean skirts are allowed but must be knee length and shorts worn underneath. Dresses/ Jumpers must be solid color (red or navy blue) and knee length
- ❖ Navy Blue, Red, or White Polo style or Button-up shirts(must be ironed-no wrinkled shirts)
- ❖ NO crocs, flip-flops, or slides
- ❖ All students **must** bring tennis shoes for P.E. Class/Recess (Solid colors only--white, black, brown, red, blue) No light up sneakers will be allowed
- ❖ The only non-uniform item allowed is a traditional coat or jacket worn outside on particularly cold days. Sweaters, cardigans, lightweight jackets, or zip up hoodies may be worn in the classroom but must be solid color(black, white, brown, blue, or red)
- ❖ Students may not wear visible jewelry, except girls may wear simple earrings (studs or small hoops) and a simple bracelet or necklace.
- ❖ Non-internet connected watches are allowed.
- ❖ Noticeable or distracting items are not allowed, and tattoos are not permitted.
- ❖ Students' hair should be neat, traditional, natural color, and out of eyes (including bangs)
- ❖ Girls' hair accessories must match the uniform and not be excessive. (Large bows, headbands wider than 1", bandeau styles, etc. are not allowed.)
- ❖ Boys' hair length should not reach the eyebrows when combed down, approach mid ear, or touch the collar. No facial hair.
- ❖ Haircuts should be all business, no party.
- ❖ Conservative makeup may be worn by girls in grades 7-12. Nail polish should be a traditional, conservative color or clear.
- ❖ NO HATS!
- ❖ Backpacks must be solid color.

Appropriate school colors for shirts and dresses--Navy Blue, Red, White

The faculty and administration reserve the discretion to require students to modify any element of dress or appearance inconsistent with CHP culture. If you have any questions or concerns please contact the administration office before sending your child to school.

School Discipline Policy

Teachers and administrators recognize that maintaining a well-disciplined classroom is key to learning. We believe *“knowledge without virtue is a dangerous thing,”* therefore encouraging virtuous behavior is as important as encouraging excellence in math and grammar. Student behavior, attitude, and physical disposition should contribute positively to the classroom environment and CHP’s culture of excellence in character. To that end students are expected to uphold the *CHP Student Code of Conduct*, printed below.

The CHP Student Code of Conduct:

- We cheerfully and promptly obey the authority under which we are placed.
- We may appeal respectfully and courteously. We do not argue or negotiate.
- We love and honor one another.
- We give encouragement to each other.
- We do not point out the shortcomings of others in order to build ourselves up.
- We tell the truth.
- We do not disrespect the classroom and teacher by passing notes or otherwise interrupting.
- We do not spread rumors or gossip.
- We will not make excuses for our wrong actions but will admit them.
- We avoid cliques, clubs, or games that exclude others.
- When others are sorry, we forgive them.
- When others are sad, we comfort them.
- When we have work to do, we do it without complaining.
- If we make a mess, we clean it up.
- We treat one another with respect and patience.

Dealing with Disciplinary Issues

CHP expects families to support our faculty and the school’s cultural standards. To ensure effectiveness, teachers consistently communicate with the office regarding problems with students. The administration works with teachers to determine all consequences for misbehavior. Those consequences may include: talking to the teacher privately, notes or phone calls, short time-outs for younger children, and visiting the office. When the family and school behavioral expectations are in conflict, the administration will take action to protect the integrity of the school culture.

Teachers handle problems in an authoritative and professional manner. They document academic and behavioral problems to ensure accurate communication with parents.

Student behavior that negatively impacts Classical House Prep or an CHP student through spreading gossip, bullying, threatening, or other forms of harassment will result in disciplinary action. This includes all forms of electronic communication. Student behavior that is not corrected could result in expulsion.

Classroom Food and Drink Policy

Upper School students may not have food during class. Water bottles should not be out during instruction but can be accessed during class changes. Students should not bring food or drinks to school, except for sack lunch. This includes coffee and breakfast in the mornings.

Primary and Grammar School students may have food and water bottles during designated snack times.

No gum during school hours.

Social Media

CHP teachers and students are not to communicate with one another via social networking sites.

Inclusion and School Culture

The CHP environment is one of inclusion, for staff, families, and students. Protecting our culture requires the support of both parents and students, as well as faculty. Exclusive relationships among students are relationships which include only a small number of students and which define themselves by whom they exclude. Examples of exclusive relationships include friendships between students that resist the inclusion of others and some dating relationships. Regardless of societal norms and acceptances, exclusive relationships in a small school are detrimental to the student and the school culture, because they require excessive energy and attention to maintain, and they eliminate the possibility of friendly cohesion among many students. CHP seeks to form cohesive classes and to create Christian fellowship for all families and students.

Electronic Devices

Students may not use cell phones, cameras, or other personal electronic devices from 7:30 until 4:00. These items must stay OFF and stored in book bags or purses. Confiscated items will be returned to the student after school hours on the first offense. Future confiscated items must be picked up in the office by the parent. *Do not text or call your child's cell phone during school or carpool.*

Laptop, Internet Usage, and Computer Lab

- All school offices are work areas as well as a welcome areas for prospective families. Conversations should be quiet and topics appropriate for the setting. Please maintain an atmosphere that is pleasant for guests and respectful of those working.
- Copiers are for faculty and staff use only. Students may not use the copiers.
- Upper School students may print assignments at school before 8:00AM. Students may not come to the office before class to print work due that period.

School Sponsored Social and Extra-Curricular Activities

While the academic needs of the school will always supersede extra-curricular activities, we recognize the value of well-designed extra-curricular programs. So as not to disrupt the school's culture or values, we introduce extra-curricular and social opportunities with caution and discernment. We ask parents to support the school's academic priorities.

Birthdays

Students in grades K–12 will be served ice cream or a non-dairy treat in the cafeteria on their birthday or half birthday. Teachers and classmates will sing "Happy Birthday" to recognize the student. **Parents are asked not to send in additional treats, decorations, treat bags, or party favors.**

Invitations to parties should NOT be distributed at school unless the entire class (or all boys or all girls) is invited. Parents who want to have smaller, more specific parties should use the CHP directory to mail invitations. Please follow the same guidelines with thank you notes. Students should not talk about small parties, sleep-overs, etc. when all students from the class were not invited.

Field Trips, Holidays, and Classroom Parties

Because of CHP' academic focus and abbreviated schedule, the use of class time for non-curricular activities is highly discouraged. With the exception of a few teacher planned, curriculum-related events, class time will not be used for movies, parties, or special programs.

CHP does not take field trips during school hours.

The manner in which a holiday is celebrated shall be determined by the teacher in accordance to the school's philosophy. It is the position of the school that holiday celebrations should focus on the significance of the particular holiday, and on our sense of community and family. Therefore celebrations do not include elaborate plans, food, gift bags, and trinkets.

Recess

CHP Primary and Grammar School students will have outdoor recess if temperature is above freezing and conditions permit. Students should come to school with appropriate outerwear each day. Please label outerwear with the student's name. Children without jackets or sweaters may stay inside (supervised and with an activity) if the temperature is low. In absence of direct parental instruction the decision is left to the teacher's discretion.

Parent Council

The Parent Council is a committee of parents who volunteer their time, skills, and resources to Highlands Latin School. Each year parents have the opportunity to sign up for events they would like to help with and list skills they would be willing to share. CHP values the talented hands and willing hearts of our parents, and seeks, through the organized efforts of the Parents' Council, to use them efficiently.

Communication

A student's successful experience at CHP depends in large part on open communication between families, teachers, and administration. This requires persistent effort by all parties, combined with mutual trust and respect. To that end, we ask parents to follow these guidelines:

Communicating With Faculty

- Please do not text teachers on their cell phones.
- On page 3 and 4 of this document are faculty email addresses. Parents should copy Esther Gilbert and Rebecca Miller all emails.
- You may leave a message for your child's teacher in any of the school offices, and the teacher will return your call at the earliest convenience.
- Parents should receive a response within 24 hours.

Addressing Concerns

- Parents should copy Ms. Esther and Ms. Becky when emailing teachers. Teachers will do the same when emailing parents.
- If you have a concern about curriculum content, school policy or philosophy, ask to speak with an administrator.
- If you have questions about the day-to-day workings of a particular classroom (grading, discipline, homework load, etc.) please contact the teacher via the office or email.
- In the rare instances that a parent and teacher cannot come to an agreement you may take the issue to the administration.
- At no time should an individual student's problem be addressed to non-involved parties. In the great majority of cases if you have worked patiently and in good faith with the teacher or administrator you will find a satisfactory resolution.

Using the Directory

The information in the school directory is kept private and distributed only to CHP families. The directory may not be shared with other families or used for solicitation.

Lost And Found

Please label student sweaters, vests, etc. with student's name. Lost and found items are located in the office area of The House. Please check them regularly. Any items unclaimed at the end of each trimester will be thrown away or donated to charity.

Lunch Program

Students must bring their lunches. No microwave or refrigerator storage available.

Parent Lunch Information

Parents may eat lunch with their student, on occasion. We suggest no more than three times per trimester.

- Please remember that space in the cafeteria is limited.
- Lunch visitors are limited to parents/guardians, younger siblings, and grandparents.
- Please inform the office if you plan to eat lunch at school.
- While students enjoy an occasional visitor, lunch is an important time for students to socialize with their peers.

At CHP we encourage you to provide healthy lunch options for your children, as nutritious meals positively impact their learning and focus.

- Please refrain from bringing "fast food" in to the cafeteria at lunchtime.
- Please do not send sodas or energy drinks in your child's lunch
- Please do not send candy.

Medical Intervention Policies

CHP does not have a school nurse, and is not prepared to administer medical care or treatment. Students are not permitted to bring medicine to school that does not comply with our Medical Release Form. If a student needs to bring medicine to school, it should be labeled, include clear instructions from a parent for administering, and brought to the office. Medicine may be dispensed only from the school office.

Allergies and Special Concerns

CHP is not an allergen free school. It is the responsibility of the parent and child to be capable of avoiding allergens and treating reactions. Parents of students with allergies to foods, including peanuts and milk, should prepare lunches and snacks and adequately train their children to avoid contact with other students' food. Due to the number of students and allergies, CHP does not regulate student contact with possible allergens.

Illness Policy

In consideration of your student's wellness in addition to preventing the spread of illness to your child's classmates and teachers, **a student should be symptom free from the following a full 24 hours before returning to school:**

- **Fever** – Temperature of 100° or above **WITHOUT** use of fever reducing medication (acetaminophen or ibuprofen)
- Vomiting
- Diarrhea
- Rash

NOTE: If your child has a contagious illness such as chickenpox, strep, or pinkeye, you must provide the school office with a physician's note upon returning to school.

Student Safety

Emergency Procedures

All doors at CHP are locked during the school day. Visitors should enter at The House after contacting the office. Parents must go to The House to check in or pick up their child/children.

CHP is equipped with emergency plans for a variety of possible scenarios. Faculty and students are informed of emergency procedures and participate in scheduled drills throughout the year. Classrooms are equipped with basic first aid kits. Classroom phones connect directly to the school offices and the administration for immediate communication as necessary.

Special Issues

CHP/Tarkington River Fellowship operates as a small community within a shared space. In addition to hosting our school, TRF uses the building for a variety of programs. Though we feel secure in our environment, we cannot completely control all of the activity in our building. Parents should be aware of the school's unique setting and adjust your family's school routines accordingly.

Pets on Campus

For safety's sake, pets are not allowed on campus or at CHP functions. Animals may react unpredictably in strange surroundings and with large groups of people. Pets at carpool affect safety because they are a distraction for students and teachers. Additionally, many children and adults have allergies or are uncomfortable around animals.