

PARENT/STUDENT/ACADEMIC HANDBOOK and CODE OF CONDUCT
For CHRYSALIS SCHOOL (CS)

Please read the following statements carefully and sign below to indicate your agreement.

CS believes that a positive and constructive working relationship between the school and a student's parents or guardians and the student is essential to the accomplishment of the school's mission.

I hereby affirm that I have read the Parent/Student Handbook and Code of Conduct and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook and Code of Conduct.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to God or the things of God, disrespect to the personnel or facilities of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time.

I understand that this Handbook does not contractually bind Chrysalis School and is subject to change without notice by decision of Chrysalis School. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Additionally, students' pledge that all course work submitted at CS is a representation of his or her own ability and effort and will be completed honorably. It is understood that assisting other students, by sharing academic information on graded coursework, is dishonorable. Students and parents will strive to act, in all situations, with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will strive to apply Philippians 4:8 to all my endeavors while at CS: "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things."

Parent/Guardian's Name (Print):

Parent/Guardian's Signature: Date:

Student's Signature: Date (Required for Grades 6 – 12)

Reserving of Rights

It is understood that regardless of the parameters and guidelines established, there will always be unforeseen situations that arise that may cause those parameters and guidelines to be adjusted and changed.

CS reserves the right to amend, adjust and change any item in this document when such changes are believed to be in the best interest of the school and students. Communication will be provided to parents when changes are made.

By making the choice to attend Chrysalis, the parent(s) and the student must be in agreement with and follow the established plan of education and code of conduct laid out by CS.

While some of the requirements included in this handbook and code of conduct may seem rigid, it is of the utmost necessity that certain boundaries and guidelines are laid out in order to provide an environment that will be conducive to the growth of the student. With that being said, the support of parents/guardians and students by following the conduct laid out in this document is greatly appreciated.

In the event that a student is considered withdrawn by CS for any reason listed in this code of conduct, that decision will be made by the School Administrator and is final. There are no further appeal processes. Appeal must be made to the School Administrator directly.

The Mission of Chrysalis School

The mission of Chrysalis School will be to equip Christ centered young people with the education needed to compete in a modern world.

Pastor's Founding Statement

Chrysalis School shall forever be a Christ-centered place of learning.

Chrysalis School shall have as its foundation the sacred, eternal and Holy Spirit inspired Word of God.

Chrysalis School and its staff and students shall demonstrate at all times and in all things the passionate pursuit of excellence.

Chrysalis School shall endeavor to encourage its students to pursue knowledge and a relationship with Christ.

Statement of Faith

Chrysalis School will strive to create and sustain a Christ-centered teaching and learning environment designed to develop every student wholly - spiritually, intellectually, and socially to their maximum potential.

While Chrysalis School is open to the varied avenues of Christian believers – Chrysalis School establishes its goal in the following:

GOD - To develop in the minds of students a respect and love for God and to encourage students to know God personally and intimately.

WORLD - To teach students to see the world as God's handiwork and to instill in them the desire to do their part in making the world a better place with their actions.

MAN - To teach a biblical view of man – his origin, nature, history, destiny and to encourage students to develop a Spirit led response to life while cultivating critical thinking.

TRUTH – To teach and encourage students to know truth, obey truth, follow truth and promote truth.

VALUES – To instill God centered values that will lead students to know and discern between good and evil while showing appreciation to others.

Statement on Gender and Marriage

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.

We believe that the term “marriage” has the meaning of uniting one man and one woman in a single, exclusive union, as delineated in scripture.

With those beliefs stated, we further believe that every person must be afforded compassion, love, kindness, respect, and dignity; therefore, no hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines or conduct of Chrysalis School.

Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

Christian Philosophy and Education

Chrysalis School embraces a Christian philosophy in education that is built on a biblical foundation which views knowledge and truth as having their source in God. Chrysalis School seeks to aid the student in developing his/her talents and abilities while learning to view God as the Lord of all of life.

A developmental, multi-sensory, broad-based curriculum that allows the student to learn to deal with issues and ideas is offered. The natural integration of biblical absolutes and principles is a vital part of the total daily program. Curricular and co-curricular activities are planned and implemented with the objective of guiding students in developing a Christian world and life view.

Exposure to issues and ideas and learning how to deal with them biblically will aid in the preparation of each student to live in a contemporary society for the honor and glory of the Lord.

The goal of Chrysalis School is to develop authentic critical thinking with the intent of making students skilled in discerning absolute truth, grasping contextual understanding, and becoming learners and practitioners of the biblical worldview.

Chrysalis will attempt to provide a covenant-based relationship in an ecumenical environment by partnering with Christian families as they carry out their role of loving, educating and bringing up of their children.

Spiritual Goals

The spiritual goals of Chrysalis shall be as follows:

To promote, not force, students to have a personal, saving relationship with Jesus Christ.

To train students in all aspects of the Christian faith and help them develop a genuine, deep love for God.

To create an understanding of how the Lord, in and through the Scriptures, creates a context for all things in our lives

Academic Goals

The academic goals of Chrysalis shall be as follows:

To train students in the development of knowledge, learning skills, and the contextual application of academic disciplines.

To teach disciplines from a Christian worldview with a natural integration of Biblical absolutes in all areas

To prepare students for continual development, achievement and growth in their academic lives.

Social Goals

The social goals of Chrysalis shall be as follows:

To aid students in understanding the importance of fellowship, cooperation, selflessness, and persistent service in the process of self-development.

To create an environment where each student can discover, examine, and utilize God-given gifts for personal good and the benefit of others.

To assist in the development of students a sense of personal responsibility to God and His creation, including school, church, family, community, country, and the world.

To assist students with development of social skills and respect regarding how they actively relate to others and to the world around them.

Physical Goals

In the early stages of Chrysalis School there will be no organized athletic activities; however, Chrysalis School will promote:

An understanding that God has fearfully and wonderfully made us, with divine purpose and blessing in mind.

The concept that an excellent use of physical skills, be they athletic, artistic, or otherwise should be striven for.

An environment of opportunity and safety in every physical aspect, so that students may learn and grow in security and confidence

Financing CS

Chrysalis School is financed totally by tuition, fees, donations and fundraisers.

As a result, it is very important and necessary for parents to assist the school by making sure all tuition and fees are paid in a timely manner. The failure to do so will result in the withdrawal of the student from Chrysalis. If a student is withdrawn by the school for failure of payment, the non-refundable registration fee in addition to any outstanding balance must be paid before the student will be considered for reenrollment. For other financial requirement please see registration documentation.

Family support at all CS fundraisers is imperative. By doing so, it ensures that CS can keep tuition and fees as low as possible.

All contributions to CS outside the normal tuition and required fees paid by parents for student enrollment are tax deductible.

School Hours, Tardiness and Absences

School hours for all grades are 8:00 a.m. – 3:30 p.m. Morning devotion will start promptly at 8:00 a.m. before being dismissed to class. It is not an option to be late or miss morning devotion.

Habitual tardiness and absences are not tolerated by CS. While it is understood that things happen that may cause a student to be late or absent, this should be the exception not the rule. Sometimes being habitually tardy and absent is a habit not an unpreventable event. Developing a habit of tardiness or absenteeism should be avoided. Habitual tardiness and absences will lead to the withdrawal of the student from Chrysalis. If the student is withdrawn for excessive tardiness or absences, the non-refundable registration fee must be paid before the student is allowed to return to school. In order to be considered excused tardiness and absences must be accompanied by a written excuse, otherwise it will be considered unexcused and will reflect as such on permanent records.

There will be more details covered later in this document under Daily Attendance.

Student Arrival and Departure

All students are to be dropped off at the designated entrance. It is requested that parents follow the routed instructions in the parking lot to drop students off. There should be no need for parents to park and walk students into school every morning. Should a parent need to park and enter the school at any time during school hours, the parent should always use the front school entrance and always check in at the reception desk.

Upon arrival at school in the morning, students should place their unneeded items in their lockers (secondary students), lunches in the student refrigerator and be seated in the designated area. If the student arrives before the 8:00 a.m., the student may bring breakfast and an activity to keep him or her occupied until school starts. Students will not be allowed to eat breakfast or finish breakfast at or after 8:00 a.m. Parents are responsible for assuring their student has plenty of time to eat breakfast before school begins.

There will be a CS staff member on duty at 7:00 a.m. for early arrivals. Please ensure your student has activities to keep him or her occupied until the 8:00 a.m. start time. Students may use this time to work on school assignments if needed.

All students will be picked up at the same location at the end of school, and the same entering, exiting and parking procedures should be followed as the morning drop off routine. Again, there should be no reason to enter the building to pick up students.

Parents should ensure that students are picked up promptly at 3:30 p.m. unless other arrangements have been made with the School Administrator.

Any changes in pick-up of students, whether early checkout or end of school pick up, should be made through the reception desk as soon as possible to ensure the safety of CS students. Staff may not allow a student to leave with an individual that is not in the student information system unless the parent has given prior specific written permission. Please assist the school by ensuring any changes are communicated properly to CS. Deviations from the normal daily routine for pick-up should be kept to a minimum.

Student drivers must follow all safety procedures laid out by CS. Should a student driver ever be found to be driving his or her vehicle in an unsafe manner anywhere around or on CS facilities, that student may forfeit the right to drive to school and park on or around CS facilities. CS must be notified by parents if their student has been given the privilege to drive to and from school. CS must also be notified when and if student drivers have siblings riding with them to and from school.

Messages and Information to Students

Any messages and information that needs to be given to students will be done so during break periods and lunch/recess periods. Unless it is an emergency, no classes will be interrupted to give students a message.

Student Phone Calls and Cell Phone Use

Students will not be allowed to use CS phones for calls except in emergency situations only and must first get authorization from a staff member. All cell phones shall be turned off and placed in the student's (secondary classes) locker before first period.

CS understands that they world is technologically driven; however, students will not be allowed to have personal technology devices, including cell phones, on and in use during class time unless requested to do so by staff.

All emergency communications should go through CS staff by calling CS directly at 936-336-2229 and students will be notified by staff of the needed information.

If a student is found to be in violation of this code of conduct, the devise will be taken up by CS staff, turned into the School Administrator and will not be returned to the student until a \$20.00 fine is paid.

Leaving School Early or Late Check In

Parents who pick up their children before the end of the school day must sign them out at the reception desk. Students will only be allowed to leave with those individuals CS has been notified in advance is authorized to check students out.

Under no circumstances should parents move freely around CS and are not allowed to retrieve their student from classrooms, lunch and gym area or playgrounds.

Parents should check students in at the reception desk should there be a reason the student had to miss a part of the school day and is brought to school after the normal start time.

Communication

CS promotes open communication between staff, student and parent. Please communicate any concerns, problems or praises directly to a student's teacher or the School Administrator. Any school related issues concerning other students or other parents should be handled through CS staff and not with the other party directly.

Visitation

Parents and visitors are welcome at CS. We want parents and visitors to feel like they are a part of the school; however, it is requested that visitations be kept to an absolute minimum in order to allow a daily routine and as much uninterrupted instructional time as possible for students.

To assure an orderly procedure for visitors and guests, therefore, all persons, including parents, must register at the reception desk before going to any part of the CS campus. Such procedures not only promote optimal learning environments but also protect the safety of students and staff. Classroom visits by parents must be arranged in advance with the School Administrator.

Classroom visits by any individual will only be allowed once during a nine-week grading period.

CS encourages celebration of holidays and birthdays; however, all parties will be left to the discretion and of CS teachers. All parties must have prior approval of the School Administrator.

Parents are allowed to eat lunch with their student; lunch visits must not be more than once a week. Parents must check in with the receptionist before having lunch with the student.

Due to liability issues, parents or visitors are not allowed to participate in recess activities.

Field Trips and Permission

CS will endeavor to keep students involved with extracurricular events including field trips. Parents will sign one field trip authorization form at the beginning of the school year that authorizes all field trips and trips away from the CS facilities. Parents will be notified in advance of any trips during the school year.

Meals

Good nutrition is important for a child's education. CS will not provide meals or snacks for students. Parents will be responsible for ensuring that their student brings breakfast, snacks and a lunch. CS has cooler space for storage of refrigerated items and microwaves to warm up food. No food should be left overnight. Students are to bring daily what they desire to eat that day. Any food left over night will be disposed of. Students will be allowed and are encouraged to bring snacks that they will be able to have during the morning and afternoon break times. It is acceptable for students to have snack items throughout the day as they work on assignments, however, full meals, heated items etc. are not acceptable, only true small snack items. CS will not be responsible for ensuring that students do not share food with each other. Parents are requested to make sure their student(s) know and understand whether they can share food with anyone. CS should be made aware of any food allergies that a student may have.

Lost and Found

Any lost items will be turned in to the reception desk. Students or parents may check with the reception desk for any lost items. CS requests that parents properly label all student belongings. Any and all items left and not claimed within one week will be donated to a local charity

Students Health and Safety

The policy of Chrysalis School will be to provide a safe and healthy environment for its employees and students. CS will abide by all applicable laws and guidelines required of a private school.

CS has a nit and lice free policy. Any student identified with having nits or lice will be asked to stay at home until nit and lice free.

Parents should make sure CS is notified of all illnesses and medicinal requirements in the proper forms during the registration process.

CS will follow all immunization requirements.

Parents, not CS, are responsible for ensuring that students are up-to-date on all immunizations and that proper notification is provided to CS in a timely manner. Any student who does not have proper

immunization documents on file at CS will be asked not to return to school until all proper documents have been placed on file at the school.

Parents, not students, are responsible for updating in a timely manner any change in illness or medicine to CS.

Parents, not students, should bring any medicines in original package or container to the proper person at CS.

Students who have sicknesses that require physician's treatment and absence from school will need to be released by the physician and have a physician's release to return to school. Students who are not allowed to participate in physical activities at school at a doctor's request, must have a full release from the doctor before being allowed to participate in activities. CS should be notified in the event of a prolonged illness and request makeup work.

If a student becomes ill at school, parents will be contacted as necessary by school personnel. A decision will be made at that time if a simple treatment is necessary or if the child needs to be sent home.

Unless authorized by a physician, students should not self-medicate, students should seek CS staff assistance with any medication.

Emergency Drills

Fire, tornado, and emergency drills will be conducted regularly during the school year. Please help impress upon your student the importance of these drills in keeping the campus safe. Serious participation in the drills is the key to readiness in the event of a real emergency.

Severe Weather

In case of severe weather conditions at any time during the school year, parents will be notified via the Ren-Web notification system. It is of the utmost importance that each parent sign-up for notifications via Ren-Web. Parents may also listen to KSHN radio to find out if school will be closed or delayed.

Daily Attendance

As stated previously in this code of conduct, for students to receive a proper education experience, daily attendance is of the utmost importance.

Students are expected to arrive on time and be in attendance for the entire school day. Students should arrive well before the 8:00 a.m. start period in order to give the student enough time to begin the day without undue stress.

The official time for recording attendance is 8:00 a.m. each day for all grade levels.

All absences and tardiness will be considered unexcused unless parents or guardians send a written note indicating that they were aware of the absence or tardy of their student.

While CS records all attendance and tardiness as permanent records, CS considers it the responsibility of the parent or guardian to keep up with why a student may be tardy or absent since parents and guardians are ultimately responsible for their student's education.

The parent and the student are responsible for making sure all missed work is made up and properly turned in.

The school calendar will be developed and made public so that families can make their vacation and holiday plans around it. Every effort should be made to do so; however, we do understand that occasionally a unique opportunity for educational travel may require students to miss some school. The parents are expected to pre-arrange these absences as early as possible in advance with CS.

Three (3) unexcused tardiness may result in the student being withdrawn from CS. Three (3) unexcused absences may result in the student being withdrawn from CS. In the event that a student is withdrawn for tardiness or absences, the non-refundable registration fee must be paid before the student is considered or allowed to return to school.

The key is proper communication with CS about student attendance.

Discipline

Unacceptable behavior by any student will not be tolerated. CS will enforce a positive affirmation disciplinary approach. Students will be asked in a positive and affirming manner to correct any behavioral issues. If staff members are not able to get the student to adjust behavior, the student will be referred to the School Administrator. If the unacceptable behavior is not adjusted after visiting with the School Administrator, the student will be considered withdrawn. If the student is considered withdrawn for disciplinary reasons, the non-refundable registration fee must be paid before the student is considered or allowed to return to school.

CS does not have ISS (In School Suspension) DAEP (Disciplinary Alternative Education Program).

Policy for Acceptable Use of Computers and the Internet

Access to the Internet enables students unlimited access to acceptable sources of knowledge.

Students and parents should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive. CS will have in place proper software to aid in stopping access to such sites; however, students are responsible for appropriate behavior on school computers and network. Any effort to circumvent technological parameters set up to protect CS, its staff, and students, will be met with the revocation of technology access and could possibly result in the withdrawal of the student from CS.

Communications on the network are often public in nature. Users are to comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and will be revoked if abused. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.

These are guidelines to follow to prevent the loss of network privileges:

1. Do not use a computer to harm other people or their work.

2. Do not damage or attempt to circumvent the operating parameters of the computer or the network in any way. Any malicious or even curious attempt to harm or destroy school equipment or materials, data of another user of the school's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of school policy and administrative procedures and, possibly, as criminal activity under applicable laws.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share passwords with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not use the computer or the network for commercial activities or political lobbying.
9. Do not trespass in another's folders, work, or files.
10. All users should be prepared to be held accountable for actions and for the loss of privileges if any part of this code of conduct is violated.

CS shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by user. CS shall not be responsible for ensuring the accuracy or usability of any information found on the internet. CS school does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system users' requirements or that the system will be uninterrupted or error-free.

CS further stipulates that it will fully participate with all law enforcement agencies investigations into any illegal and unlawful use of any CS software, networks or devices.

Violations or infractions against the technology program or policies of CS could result in withdrawal from CS.

Evaluation and Discussion of Student Progress

Progress reports and report cards will be available for review via Ren-Web at the proper time.

These reports communicate to parents the student's achievement in the various academic areas, as well as conduct and attendance.

Parents are responsible for monitoring student's progress and achievement via Ren-Web. Communication to CS staff about concerns should be done via Ren-Web. If necessary, parents are encouraged to contact CS in advance to schedule a meeting with the school regarding student

concerns. Anyone showing up at CS without an appointment to discuss student progress or concerns will be asked to schedule a meeting and to return at the appropriate time.

Homework and Out of School Work

CS will seek to assign only minimal amounts of homework or out of school projects or work. CS will endeavor to accomplish educational goals during the normal school day and allow students time to work on projects at school.

In the event that homework or out of school work or projects are assigned, it will be necessary for parents and students to ensure that assignments are completed and turned in on time.

If assigned, CS staff felt that the assignment was an important part of the total educational process and was necessary to complement and reinforce instruction that has taken place at school.

Testing

CS annually administers the Iowa Assessments, formerly known as the Iowa Test of Basic Skills (ITBS) to ascertain whether students are functioning on the proper grade level and acquiring proper knowledge.

CS does not teach to any formalized testing structure nor will it use any formalized testing structure to determine school performance or a student's knowledge or abilities and qualifications to pass, fail or graduate.

The Iowa Assessments (ITBS) will be used as a gauge to ensure that CS is meeting educational needs and to identify where improvements may be needed.

Grading Scales and Graduation Requirements

Grade scales - for grades K-8

A+	98-100
A	93-97
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-78
C-	70-72
69 and below	Failing

Grade scales for 9-12

		<u>4.0 Scale</u>
A+	98-100	4.0
A	93-97	3.7
A-	90-92	3.5
B+	88-89	3.0
B	83-87	3.7
B-	80-82	3.5
C+	78-79	2.0
C	73-78	1.7

C-	70-72	1.5
69 and below	Failing	1.0

Graduation Requirements

Language Arts.....	4 credits
Math.....	4 credits
Social Studies.....	3.5 credits
Science.....	4 credits
Fine Art.....	1 credit
P.E.	1 credit
Foreign Language.....	2 credits
Must be from same language	
Required Electives.....	2 credits
Electives.....	7.5 credits
TOTAL.....29 credits	

Schedule and Class Times

Please see current approved schedule and class time document for this information.

Coursework Plans

Please note that coursework plans are subject to change based on student need and course availability. CS reserves the right to make changes on courses as needed so that the best interest of the student will be served. Changes will be discussed with the parent/guardian and student before they are made.

Show of Respect and Character

It is expected that each parent and student show:

- Respect for God
- Respect for Authority
- Respect for Others
- Respect for Rules and Guidelines

Students will be taught and will be required to respond with proper respectful manners. Please, thank you, yes ma'am, no ma'am, ma'am, sir, no sir, yes sir, etc. will be taught and will be an expected response from all students. Students will be greeted and will be expected to respond with an acceptable greeting.

These are attributes that help build student character and that help them function properly in society.

Students will be expected

1. Stay seated accordingly.
2. Follow directions.
3. Speak appropriately.
4. Work independently.
5. Respect teachers and classmates.

School Appearance and Dress

While Chrysalis does not require uniforms, students are expected to dress and appear modestly at all times.

The School Administrator will have the final decision should a questionable situation arise.

During all school times and events, students are expected to maintain standards of cleanliness, modesty, neatness, and good taste when attending school events both on and off campus.

While some school events, such as sports and competitions, are less formal in dress standards than the standards of the classroom, CS reserves the right to address code deviations at CS functions.

Lounging pants, sports pants, yoga pants and sweat pants are never suitable classroom attire.

All shorts and skirts must be to the top of the knee. Thin strapped, strapless, low cut, see-through tops showing any part of the arm pit, midriff or any amount of cleavage will not be allowed.

Students who wish to play on the gym floor at recess and break times must wear tennis shoes. Boots, dress shoes, sandals, flip flops and other open-toed shoes should not be worn on the gym floor when playing sports.

Hair is to be clean, neatly combed and in place. No facial hair is allowed for any male student in any grade level. Male students' hair must be off the ear and off the collar. While students are encouraged to be very presentable, it is requested that perfumes, colognes and body sprays be kept at a minimum as not to interfere with any possible allergies others may have.

While tattoos and body piercings are left up to the conscience of each individual, tattoos and body piercings are not allowed to be visible at CS. If a student has tattoos, the tattoos must be (to the extent possible) covered during school events. If a student has body piercings (other than the ear for girls) they must be removed or not visible during school events. Under no circumstance will ear piercings be allowed for male students during school events.

CS requests that parents model modesty and appropriateness in dress while on campus and at school functions. It is extremely important that parents lead by example.

Bullying

CS has a no bullying policy, in person or cyber-bullying. Any student found to be bullying anyone in any form or manner will be immediately withdrawn from CS. Parental bullying will not be tolerated. Where warranted, any bullying, whether by student or parent, may be turned over to law enforcement authorities for further investigation and proper prosecution.

Tobacco Products

CS and New Work Family Worship Center is a tobacco free (in all forms and manners) facility.

Grade Placement

CS reserves the right to require students to undergo grade placement testing if it is felt necessary to ascertain the proper grade placement for the student. When a grade placement test is requested by CS the expense of the test will be paid for by the school. Should a grade placement test be requested by a parent for their student, the expense of the test will be paid for by the parent. The cost of the grade placement test is \$50.00.

Confidentiality

All student records are confidential and will only be discussed with those individuals listed on proper CS registration paperwork unless otherwise instructed to do so in writing by the proper authorized individuals or by duly executed court order. CS staff members and volunteers should never discuss details about a student in front of other students, parents or in public places.

Registration Time Frames

In order to properly schedule and facilitate class times and schedules, CS will not accept students after the first day of school for the fall semester or the first day of school after Christmas break.

Those parents interested in enrolling their student for the next semester should complete the proper forms indicating an interest in Chrysalis. These forms may be picked up at the reception desk.

Child Abuse Reporting

CS will follow safety guidelines in obtaining proper background checks on all school staff to ensure the safety and security of all students. CS will follow all laws that govern the reporting of suspected child abuse and will cooperate fully with law enforcement agencies.

Social Media

Social media can be a powerful tool to create and generate interest in CS but can also be a powerful tool that can tear down the ethics and goals of the school. As a result, any grievances should be brought to the attention of the School Administrator and not posted on social media. Anyone with a grievance that feels it necessary to share it on social media is requested to withdraw their student from school before making the post.

Care of Property

New Work Family Worship Center has been very gracious in allowing CS to use its facilities. Students and parents will be required to show respect in the use of the facilities. Any willful destruction of property or facilities by a student will result in the withdrawal of the student and the student's parents could be held responsible for the cost of repairs.