



2018-2019
Admissions Application Grades K -12

The Christian School at Castle Hills

2018-2019 Application Packet Checklist

Student Name _____ Grade Entering _____

√ Items Included	Items Needed to Complete Application	Office Use Only
	Academic Assessment Fee \$50 non-refundable – submit with completed application Academic Assessment Date:	
	Application Fee \$150 non-refundable – submit with completed application.	
	Read These Documents and Keep for your Records:	
	• Admissions and School Information	
	• Tuition and Fee Schedule	
	• High School Profile	
	Complete and Sign These Documents	
	• Student Profile	
	• Parent / Guardian Profile and Questionnaire	
	• Field Trip Release and Medical Information	
	• Student Questionnaire grades 5-12	
	• Student Honor Code grades 5-12	
	• Technology Use Policy and Google's G Suite for Education Notice	
	• Parent Commitment	
	• Financial Agreement Policies	
	• Kindergarten Entry Questionnaire for Entering Kindergarten Students	
	• Consent to Release Student Records	
	Mail These Documents	
	• Principal/Counselor Recommendation Form	
	• Teacher Recommendation Form	
	• Pastor Recommendation Form	
	Provide These Documents	
	• Birth Certificate (State or City issued, NOT a hospital certificate)	
	• Achievement Test Scores (Stanford Achievement, Iowa Achievement, Terra Nova, TAKS)	
	• Report Cards and/or Transcripts (include copies – official documents will be sent from previous school)	
	• Immunization Records (<i>All immunizations must be current before a student can enroll.</i>)	
	• Home-School Grades (include copies of grades, titles of textbooks/publishers and details of course work for the last 2 years)	
	• Home-School References (a personal reference from someone not a relative)	
	• Court Documents (if applicable: divorce decree, guardianship, etc.)	
	• Psychological or other learning disability test results, IEP (required to participate in our Students Overcoming Academic Restrictions program designed for students diagnosed with a slight learning difference)	



Steps to Admission

We are delighted you have elected to begin the enrollment process! For a timely and accurate process, please carefully follow these STEPS TO ADMISSION.

1. Submit a Completed Application along with the fees

- Complete this application, including signatures on all forms, and return to the Admissions Office. Partially completed applications will not be processed.
- Include copies of the Birth Certificate, Current Immunization Records, and Report Card or High School Transcript.
- Include the \$150 Application Fee with the completed application.
- Include the \$50 Academic Assessment Fee

If applicable, also include

- Diagnostic Assessments (*copies of educational testing - i.e., learning difficulties or attention disorders*)
- Court Documents (*divorce decree, guardianship, etc.*)

2. Schedule Academic Assessment

- An Academic Assessment will be scheduled once a completed application and the assessment fee has been received in the Admissions Office.
- Assessments are scheduled once a week during regular school hours and take approximately 1 hour. *Students who can provide the Terra Nova, Stanford Achievement, or Iowa Achievement scores from the previous year may not need to take the assessment.*

3. Interview with the School Principal

- Upon submission of the completed application and once the academic assessment has been completed, you will be contacted to schedule a family interview. The student and custodial parent(s) / guardian are all requested to attend. Interviews are scheduled during regular school hours and are approximately 45 minutes.

4. Notification of Admission

- You will be notified by the school principal of your admissions standing generally within a week of completing the family interview. **Placement in a class is not reserved until final acceptance is granted and the registration fee is paid.**

Our goal is to provide a complete, accurate and speedy application process. If you have questions during the enrollment process, please contact the Admissions Office (210) 878-1001 or email admissions@castlehills.school. Admission is considered based on the following criteria: date application is received, administration recommendation, and class availability. During the application process, you and/or the administration may terminate the process without obligation or repercussion.

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

Mission Statement

Leading students to know Christ and make Him known.

Vision Statement

Developing tomorrow's servant leaders today.

Statement of Faith

Our core beliefs include the following

- We believe the Bible is the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
- We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- We believe in the deity of Christ (Matthew 3:17), His virgin birth (Isaiah 7:14; Matthew 1:23), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7), His bodily resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and men are justified on the single ground of faith in the shed blood of Christ. Only by God's grace and through faith alone we are saved (John 3:16-19; John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of punishment (John 5:28-29).
- We believe that man was created by a direct act of God in His image, not from previously-existing life (Genesis 1:1,22,27; 1 Corinthians 11:7; James 3:9).
- We believe in the spiritual unity of believers in the Church of our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; 5:18).



CHS is accredited by the Association of Christian Schools International. ACSI is the largest accrediting body of Christian schools and colleges in the world. Member schools of ACSI make no distinction concerning an individual's race or ethnic background because we acknowledge there can be no preferential treatment with God (Romans 2:1). We are bound to extend our ministry to all we can reach, and we are to carry out our Lord's Great Commission (Matthew 28:18). ACSI, as an organization serving Christian schools, is dedicated to the establishment, philosophy and promotion of fundamental Christian education around the world, and it neither supports nor endorses the World or National Council of Churches or any world, national, regional, or local organizations which give Christian recognition to nonbelievers or advocate a multi-faith union.



2018-2019 Student Profile

Legal Name of Student

Grade for which applying _____

Last	First	Middle	Preferred Name / Nickname (if applicable)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			Ethnic Origin <i>(for statistical reporting purposes only)</i> <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Interracial <input type="checkbox"/> Other (specify) _____
Age _____ Birthdate _____/_____/_____			
Home Phone () _____			
Student Phone () _____			
Student email _____ Social Media _____			
Student Address: _____ City _____ State _____ Zip _____			

May we publish your phone & address in our school directory? ☐ Yes ☐ No

Student's (biological) parents are ☐ Married ☐ Separated ☐ Divorced ☐ Other _____
Correspondence sent to ☐ Both Parents / Guardian ☐ Father ☐ Mother
☐ Other (specify) _____

If **divorced**, please indicate the type of custody ordered by the court. ☐ Joint ☐ Sole

Note: A copy of court documents indicating custody is required for your child's safety and so that we may abide within the bounds of the law. These documents will be placed in the child's permanent file.

This documentation must be provided along with payment of student's registration fee before student may be enrolled.

Which parent holds legal responsibility for school decisions? _____

Current School (where student most recently attended) _____

Grade(s) attended at above referenced school _____ Year(s) _____

Previous School (if applicable) _____

Grade(s) attended at above referenced school _____ Year(s) _____

Pick Up/Emergency Contact: Please list two individuals who may pick up your child or be contacted in an emergency if parent is unreachable.

1) First Name _____ Last Name _____

Home Phone # () _____ Cell Phone # () _____

Work Phone # () _____ E-mail _____

Relationship to student: ☐ Grandparent ☐ Aunt ☐ Uncle ☐ Sister ☐ Brother ☐ Friend

2) First Name _____ Last Name _____

Home Phone # () _____ Cell Phone # () _____

Work Phone # () _____ E-mail _____

Relationship to student ☐ Grandparent ☐ Aunt ☐ Uncle ☐ Sister ☐ Brother ☐ Friend



Parent / Guardian Profile

FATHER / Legal Guardian Relationship to student: ☐ Biological father ☐ Stepfather ☐ Legal guardian

Salutation ☐ Mr. ☐ Dr. ☐ Other _____ Do you have legal custody? ☐ Yes ☐ No

Name _____
Last First Middle Initial

Home # _____ Cell # _____ Work # _____

Address (if different from students) _____

Primary E-mail _____

Employer _____ Occupation _____

ACSI Demographic Survey of Household Income ☐ less than 25K ☐ 26K-59K ☐ 60K-74K ☐ 75K-100K ☐ 100K-200K ☐ 200K+

Spouse First/Last Name (if other than biological mother) _____

Cell # _____ Work # _____ Email _____

Employer _____ Occupation _____

MOTHER / Legal Guardian Relationship to student: ☐ Biological mother ☐ Stepmother ☐ Legal guardian

Salutation ☐ Mrs. ☐ Ms. ☐ Dr. ☐ Other _____ Do you have legal custody? ☐ Yes ☐ No

Name _____
Last First Middle Initial

Home # _____ Cell # _____ Work # _____

Address (if different from students) _____

Primary E-mail _____

Employer _____ Occupation _____

ACSI Demographic Survey of Household Income ☐ less than 25K ☐ 26K-59K ☐ 60K-74K ☐ 75K-100K ☐ 100K-200K ☐ 200K+

Spouse First/Last Name (if other than biological father) _____

Cell # _____ Work # _____ Email _____

Employer _____ Occupation _____

GRANDPARENTS: Grandparent information for the E- Newsletter

First/Last Name _____ **E-Mail** _____

Address, City, State, Zip _____

First/Last Name _____ **E-Mail** _____

Address, City, State, Zip _____



Parent Questionnaire

As employees at CHS, we view ourselves as partners with you in providing a strong education within a Christian community that integrates Biblical faith and learning. To help us, we request that you complete the following information and return it to us as part of the completed application. (Please print legibly.)

I / We have read and will fully support the CHS Mission, Vision and Statement of Faith. ☐ Yes ☐ No

If no, please explain, _____

FATHER / Guardian

Have you accepted Christ as your Savior? ☐ Yes ☐ No ☐ Unsure

Do you regularly attend church together? ☐ Yes ☐ No How often? _____

Where do you attend church? _____

☐ I am not a Christian, but I have an interest in knowing more about what it means to accept Christ as Savior.

☐ I would like information about great area Bible-believing churches.

MOTHER / Guardian

Have you accepted Christ as your Savior? ☐ Yes ☐ No ☐ Unsure

Do you regularly attend church together? ☐ Yes ☐ No How often? _____

Where do you attend church? _____

☐ I am not a Christian, but I have an interest in knowing more about what it means to accept Christ as Savior.

☐ I would like information about great area Bible-believing churches

Why do you want your child to have a Christian education? _____

Has your child accepted Christ as Savior? ☐ Yes When? _____ ☐ No ☐ Unsure

What information can you provide about any of your student's academic, social or emotional needs that might be helpful to his/her teachers? _____

If you could change one thing about your child's current educational experience, what would it be? _____

Has your child ever repeated a grade? ☐ Yes ☐ No If yes, list the grade(s) _____

What do you feel are your child's greatest strength? _____

What areas do you feel your child needs to work on? _____

How many days of school did your child miss last year? _____ Main reason for absence(s) _____

Has your child ever been suspended or expelled from school or arrested? ☐ Yes ☐ No If yes, please explain.

Instructions: Please provide us with your insight and knowledge regarding your child by checking your response to each category in the following areas.

Evaluation	Excellent Top 10%	Above Average	Average	Below Average	No Basis for Judgment
Academic achievement in relation to ability					
Respect for authority					
Conduct					
Motivation					
Attitude toward teachers					
Study habits					
Peer relationships					
Self-discipline					
Response to discipline					
Leadership ability					
Regular attendance					
Parent cooperation with teachers					

List three character traits that best describe your child.

1. _____ 2. _____ 3. _____

How did you hear about CHS? ☐ Friend ☐ Website ☐ Church ☐ Street Banner _____
(Banner Location)

☐ Radio Station _____ ☐ Other _____
(Station Name)

Name of parent/guardian completing this questionnaire _____
Please print

Signature _____



Field Trip Release and Medical Information (one per student)

This form will be on file at the school office for the **2018-2019** school year.

I give my permission for _____, grade _____, to participate in all sports and school-sponsored trips away from the school premises throughout the current school year. Students will be accompanied by a teacher and will be under adequate supervision. I understand that I will be given at least 48 hours notice of all trips away from the school premises. I further understand that I may revoke permission for a specific field trip by written notice hand-delivered to the principal more than one day prior to the trip.

Although the school desires to provide a safe and enjoyable time for all students, accidents can still happen. I/we understand that there are risks/dangers involved with participation in off-campus trips and their associated activities. In consideration of my child being allowed to participate in this event, I/we assume responsibility for those ordinary and reasonable risks associated with the travel and activities. I/we agree to indemnify and hold harmless, save and protect The Christian School at Castle Hills (CHS), San Antonio, Texas, its trustees, officers, employees, agents, volunteers, students, successors and assigns from and against any and all claims, demands, actions, suits, liabilities, losses, damages, costs, judgments and claims arising from my child's participation. This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers. If such circumstances are proved in a court of law, I/we acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.

In case of accident, illness, or other emergency, I/we request that the school contact me. If the school cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to call paramedics immediately and then contact me/us as soon as possible thereafter.

I/we authorize and consent to any X-ray examination; anesthetic; medical, dental, or surgical diagnosis or treatment; and hospital care, which, in the best judgment of a licensed physician or dentist, is deemed advisable. I/we agree to assume the financial responsibility for expenses incurred as a result of those services being provided. I/we also agree to be financially responsible for emergency medical transportation.

I/we acknowledge that CHS reserves the right to decline my child's participation in applicable activities if I/we decline to agree with any portion of this Field Trip Release and Medical Information form.

Father/Guardian's Name Printed _____

Father's Cell Phone _____ Father's Work Phone _____

Mother/Guardian's Name Printed _____

Mother's Cell Phone _____ Mother's Work Phone _____

In case of emergency, whom should contact if we are unable to contact you by cell or work?

Name _____ Relationship _____ Phone _____

The information in the Field Trip Release and Medical Information Form is true and complete to my/our knowledge. If the child lives with both parents, this release must be signed by both parents/guardians.

Father/Guardian's Signature _____ Date _____

Mother/Guardian's Signature _____ Date: _____

Student Last Name

First

Middle

School Year 2018-2019

Medical Information

Physician _____ Physician Phone _____ Date of child's last visit with physician _____

Dentist _____ Dentist Phone _____

Health Insurance Carrier _____ Policy # _____

Name of Policy Holder _____ Relationship _____

Preferred Hospital _____ Date of last tetanus shot _____

Allergies (including reactions to medications) _____

Does your child take medications for chronic health or attention deficit issues? ☐ Yes ☐ No

Please list medications. _____

Has your child been diagnosed with cystic fibrosis? ☐ Yes ☐ No

Does your child have physical or health problems? ☐ Yes ☐ No If yes, please explain. _____

Does your child's physical activity need to be restricted in any way? ☐ Yes ☐ No If yes, please explain. _____

Please list any other health or medical issues not listed elsewhere on this form that we should be aware of. _____

The set-up of our campus requires students to utilize stairs multiple times throughout the day. Would climbing stairs be a problem for your child? ☐ Yes ☐ No If yes, please explain. _____

Has your child ever been tested for learning differences, emotional disorders, or received special help for reading or learning difficulties? ☐ Yes ☐ No If yes, please describe. (Please provide a copy of all educational testing with your application packet) _____

Check any current health condition that may require attention during the school day.

☐ allergies (be specific)

foods _____

medicines _____

bee sting or insect bites _____

other _____

☐ asthma

☐ cancer

☐ diabetes

☐ hearing problems ☐ hearing aid(s)

☐ heart problems (be specific) _____

☐ hemophilia

☐ physical disability (be specific) _____

☐ respiratory (be specific) _____

☐ seizures

☐ vision problems (be specific) _____

☐ glasses ☐ contacts

☐ other (be specific) _____

NOTE: For students requiring medication to be administered during the school day, a parent/guardian must complete a Permission to Administer Medication form available in the school office.



Student Questionnaire Grades 5-12

This section is to be **completed by the student** applicant in his/her own handwriting, with minimal parental assistance. If necessary, please use another page to complete your response(s). Be sure to state your name and indicate the question you are answering.

Do you yourself wish to attend The Christian School at Castle Hills (CHS)? ☐ Yes ☐ No

Please provide a reason to your response. _____

Have you placed your faith in Jesus Christ as Savior? ☐ Yes ☐ No ☐ Not Sure

If yes, when and where did you place your faith in Jesus Christ as your Savior? _____

Please tell us what Jesus Christ means to you and about your personal relationship with Him.

Do you attend church? ☐ Yes ☐ No If yes, where do you attend? _____

Please indicate the following in which you participate/attend regularly:

Sunday School ☐ Frequently ☐ Occasionally ☐ Rarely ☐ Never

Youth Group ☐ Frequently ☐ Occasionally ☐ Rarely ☐ Never

Bible Study ☐ Frequently ☐ Occasionally ☐ Rarely ☐ Never

Worship Services ☐ Frequently ☐ Occasionally ☐ Rarely ☐ Never

How much time do you normally spend on homework each day? _____

What is your favorite subject in school? _____

What subject is most difficult for you? _____

Have you ever failed a subject? ☐ Yes ☐ No If yes, what subject(s)? _____

Have you ever been suspended or expelled from school? ☐ Yes ☐ No If yes, explain. _____

What do you like to do when you have free time? _____

What is the title of a book you have most recently read? _____

What are your favorite radio stations and type of music? _____

What are your favorite video games? _____

What are your favorite Internet sites? _____

Check the social media accounts for which you have an active account. Check all that apply.

☐ Instagram ☐ Snapchat ☐ Twitter ☐ Facebook

Do your social media sites have parental controls? ☐ Yes ☐ No

What are your favorite TV shows? _____

What percentage or how many of your friends are Christians? _____

Do you know any current students at CHS? ☐ Yes ☐ No If yes, who? _____

Do you plan to attend college? ☐ Yes ☐ No

What college(s) are you interested in attending? _____

Do you have a job after school or on the weekends? ☐ Yes ☐ No If yes, where? _____

How many hours per week do you work? _____

Do you use:

	<u>Yes</u>	<u>In the past but not now</u>	<u>Never</u>
Tobacco?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drugs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcoholic beverages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

With my signature below, I certify that I have answered the above questions honestly and completely and have not held back information the Admissions Committee and/or Administration should know about me.

Signature of student completing this profile.

Student

Date



Student Honor Code Commitment Students Grades 5-12

The honor code at The Christian School at Castle Hills (CHS) is established to reinforce the character and spiritual maturing process of each student. This commitment begins with a relationship with Jesus Christ, our Savior and Lord. We believe that the expression of this relationship will be evident in a student's desire to grow spiritually, intellectually and relationally. As a student chooses to live out the following Student Honor Code commitments, he/she will succeed in both school and life.

1. I understand the need for a personal relationship with Jesus Christ in my life and that it is by His death on the cross and His grace that I can receive the gift of eternal life. *John 1:12*
2. I recognize that by the grace of God I am able to pursue opportunities to grow spiritually and to live a life surrendered to Jesus Christ as my Lord. *Romans 12:1-2*
3. I pledge to apply myself wholeheartedly to my academic studies and to meet all testing and other requirements that are part of the guidance and college prep requirements. *Colossians 3:23*
4. I pledge that, with God's help, I will care for my body in a manner that is pleasing to God. I will keep in mind that it is the temple of the Holy Spirit and that I will not compromise it by the use of any type of illegal drug or tobacco, the use of alcohol or involvement or support of any type of immorality, sexual (heterosexual, homosexual, or other sexual activity outside the boundaries of Biblical marriage between a man and a woman) or otherwise including the use or distribution of pornography. I will refrain from involvement in any type of illegal activity or behavior at school or away from school. *2 Corinthians 6:16*
5. I will agree that I will forfeit rights to privacy concerning any item (such as bag, backpack, purse, phone, electronic device, vehicle, etc.) that is brought on the campus of CHS. An administrator may inspect any item at any time on campus or at off-campus school activities.
6. I pledge that I will apply God's principles of love, care and concern for my fellow students and teachers. I will not hurt the feelings of others intentionally, bully, or physically harm or intimidate my fellow students. *1 Corinthians 13:4-8*
7. I will respectfully submit myself to the authority, counsel and discipline of the staff, teachers, and administrators at the Christian School at Castle Hills. *Ephesians 4:22-24*
8. I agree to support all CHS policy and procedures as set forth in the Parent-Student Handbook including the Student Honor Code, discipline, and dress code. *Titus 3:1-2*

I have read the above statements and will support them fully while enrolled at The Christian School at Castle Hills. I understand that my enrollment at CHS is based on keeping the Student Honor Code.

Student Signature _____ Date _____

I/we as the parent(s)/guardian(s) agree with and will support the Student Honor Code and assist our student in his/her commitment to the above statements.

Parents/Guardians _____ Date _____



Technology Use Policy (one per student)

Please read this form carefully

Let us know of any questions, and then sign below to indicate that you have read the notice and give your consent. If you don't provide your consent, we must delete the G Suite for Education account for your child and he/she will not be able to use the Chromebook for school work. I understand that if I/we should decline to submit this form or agree with any portion of this Technology Use form, my child may not be allowed access to the school computers and other technology.

The Christian School at Castle Hills (CHS) is pleased to offer students access to a laptop/Chromebook, school computer network and the Internet (through the school's network via hardwired and wireless capacities). It is the result of a tremendous amount of time, money, and commitment invested by the administration, faculty, CHS parents, and generous donors. The use of computer technology and Internet access is a part of our school curriculum. To gain access to the Network/Internet, all students must obtain parental permission as verified by the signatures on this form. For the purpose of this document, the term Network also includes computer hardware, software, and Internet.

Internet Access

Students can explore via the Internet many libraries, databases, museums, and other sources. Parents should understand that some material accessible through the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Although the goals of the school are to use the Internet for constructive educational purposes and the school maintains a filtering system to restrict information accessed through the Internet, students may find ways to access objectionable materials. However, we believe that the benefits of Internet use for information resources outweigh the disadvantages. Ultimately, parents and guardians of minors are responsible for establishing and conveying the standards that their children should follow when using media and information sources. Therefore, we support each family's right to decide whether to grant permission for access.

Student Responsibilities

Students in grades K-6th grade will have access to computer devices in the classroom, and students in grades 7-12 will be issued a school laptop or other computer device for their use on and off campus. Students are expected to comply with the school standards of behavior and the rules set forth below while using the tablets and laptops as well as the school computer network. Students should understand that network use is subject to administrative monitoring/review at any time as are the school issued tablets and laptops. The user is personally responsible for his/her actions in accessing and utilizing any of the school's technology resources. The use of school technology is a privilege, not a right, and may be revoked if abused.

Rules of Appropriate Use

Any actions that might harm the technology hardware equipment or software, impair its effective use, or show disregard for the procedures set forth below will not be tolerated. Unacceptable uses of the network will result in the suspension or revoking of these privileges as well as possible school and/or legal discipline.

Technology Use Policy Cont.

These are the guidelines to avoid the loss of privileges:

1. ***Do not share your password with another person.*** This includes allowing another student to use a computer logged in under your assigned username and password.
2. ***Do not use technology equipment to harm other people or their work.***
3. ***Do not tamper with, vandalize or damage any technology equipment.*** Monetary responsibility lies with the student/parent if repair or replacement of software/hardware is necessary when the damage was caused by careless use or vandalism. Insurance is available for school-issued laptops.
4. ***Do not trespass in another person's folder, work on files or vandalize the data of another user.*** This includes using a computer that is logged in under another user regardless of the circumstances.
5. ***Students may not under any circumstances use a computer logged in under a teacher or staff person.*** This action will result in immediate loss of computer privileges and other disciplinary action.
6. ***Students may not use classroom/office computers for any homework assignments.*** The computer labs are available for computer-related homework assignments subject to the approval of the teachers.
7. ***Do not use the network for illegal activity,*** including, but not limited to, violating copyright laws, downloading/spreading of viruses or gaining unauthorized access to resources or entities.
8. ***Do not view, send or display offensive messages or pictures.***
9. ***Do not download/install programs*** including shareware or freeware without permission from the administration. This includes downloading any games from the Internet.
10. ***Do not use the network for financial transactions,*** including, but not limited to, financial gain or commercial purposes.
11. ***Do not use the network to release personal or school information*** such as names, addresses or phone numbers without written permission from the administration.
12. ***Do not use removable media from home computers on campus computers*** or ask teachers to accept assignments on jump drives.
13. ***Do not violate the spirit of CHS's mission statement or the Student Honor Code.***
14. ***Notify your instructor immediately, if by accident, you encounter materials that violate the standards of appropriate use.***
15. ***Notify your instructor if a security problem is suspected.***

Warranties

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, CHS cannot assume responsibility for

1. The reliability of the content of a source received by the user.
2. Costs that the student incurs if he/she requests a product or service for a fee.
3. Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.

Technology Use Policy Cont.

I have read the CHS Technology Use Policy for the Network/Internet. I agree to follow the rules contained in this policy. I understand that if I violate these rules, my privileges can be suspended or terminated, and I may face other disciplinary measures. I agree to use the Network/Internet according to the code of ethics contained in the Technology Use Policy.

Student Printed Name Grades 2-12

Student Signature

Date

As a parent/legal guardian of the student signing above, I have read the Technology Use Policy and grant permission for my son or daughter to access the Network/Internet. I understand that the school's computing resources are designed for educational purposes and that the school cannot control, filter, or monitor their use of technology while not on campus. I also understand that there is unacceptable and controversial material on the Internet that might be accessed despite all the precautions. I understand that my son or daughter will be held liable for violations of this policy.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Google's G Suite for Education (One Per Student)

To parents and guardians,

The Christian School at Castle Hills (CHS) uses Google's G Suite for Education. We need your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At CHS, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

If you do not give permission for your child to use G Suite for Education, the school cannot check out or allow your student to use one of the school issued Chromebooks and your student will not have access to many of the resources used in CHS classrooms.

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following **"Additional Services"**:

- YouTube
- Blogger
- Google Maps
- Google Earth

The G Suite for Education notice in the Parent Information packet provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use students' personal information for users in K-12 schools to target advertising?

Can my child share information with others using the G Suite for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. **If you don't provide your consent, we must delete the G Suite for Education account for your child and they will not be able to use the Chromebook for school work.**

I give permission for CHS to create/maintain a G Suite for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,

Michael Pinkston

Printed full name of student

Printed name of parent/guardian

Signature of parent/guardian

Date

SCHOOL VERSE

*But those who wait on the Lord
will renew their strength.*

*They will soar on wings like eagles;
they will run and not grow weary;
they will walk and not be faint.*

Isaiah 40:31



Parent Commitment

Amos 3:3 states: "How can two walk together unless they are agreed." With this in mind, the Administration requests your commitment to the following statements. Please read carefully and sign and initial where provided.

____ *Init.* Our/my family acknowledges support of The Christian School at Castle Hills (CHS) **Statement of Faith**. Additionally, our/my family pledges to attend worship at a Bible-believing church on a weekly basis. The church we currently attend is listed on the Parent/Guardian Profile page of the Admissions Application.

____ *Init.* By faith, we/I pledge to **cooperate and actively support the teachers and school personnel** in all aspects of our children's academic and behavioral performance.

____ *Init.* We/I agree to pay all our **financial obligations** to CHS on or before the due date as indicated on the Financial Agreement form. Additionally, we/I will prayerfully consider supporting the school over and above tuition and fees, including financial gifts and in-kind contributions, as God gives us the ability and means.

____ *Init.* As parents, we/I agree to fulfill the following requirements including
♦ attend the August School Orientation and January Parent Meeting and three other school meetings (e.g. PTF Meeting, Booster Club, Parent Prayer Meeting) and ♦ volunteer five (5) hours annually

____ *Init.* As members of the CHS family, we/I agree to support **The Christian School at Castle Hills Policies and Procedures** including, but not limited to, the following areas: communication, academic standards, discipline, healthcare, dress code, personal conduct at school events (including athletic), and all other policies and procedures as set forth in the Policies and Procedures Manual. The Policies and Procedures Manual is on the website under downloadable materials.

____ *Init.* If we/I become dissatisfied with CHS staff, policies or decisions in any respect, **we/I will seek to resolve the matter with the person or persons involved** according to the Matthew 18 Principle by going directly to that person rather than spread criticism and encourage dissension/disaccord.

____ *Init.* We/I understand and consent to the **publication of photographs and audio video** in school publications and media coverage (yearbook, newsletter, website development, social media, admissions materials, media coverage at sports or other performance events, etc.).

____ *Init.* The Christian School at Castle Hills is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in **partnership with the home** to mold students to be Christ-like. On any occasion in which the values, conversation, or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting any form of sexual immorality; living together prior to or outside of a biblical marriage; practicing a homosexual lifestyle or an alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a; Romans 1:24-32; Matthew 19:4-6; Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11; 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; 2 Timothy 2:19-22; I Peter 1:15-16; I John 3:1-3).

Father _____ Date _____

Mother _____ Date _____



Kindergarten Questionnaire

Student Name _____ Birthdate ____/____/____ Current Age _____

Mother's Name _____ Father's Name _____

Name of Previous Preschool _____ Dates _____

Reason for Leaving _____

1. Please list any hospitalizations your child has experienced since birth and the reasons for each.

2. List the chores or responsibilities your child has at home.

3. Would you describe your child as being strong-willed or compliant?

☐ Strong-willed ☐ Compliant

4. How do you instruct/discipline your child? (check all applicable)

☐ Redirection

☐ Warnings - # of warnings before action is taken _____

☐ Think and pray time outs Length of time outs _____

☐ Corporal punishment ☐ Frequently ☐ Seldom

5. Has your child bitten anyone in the last year? ☐ Yes ☐ No

6. Is your child an only child? ☐ Yes ☐ No

7. Is your child part of a blended family? ☐ Yes ☐ No

8. At what age did your child learn to crawl? _____ walk? _____ begin to talk? _____

9. Was your child born prematurely? ☐ Yes ☐ No

If Yes, how many weeks? _____

10. Is your child fully potty trained? ☐ Yes ☐ No



Financial Agreement Policies

I/We have read and agree to comply with the financial policies set forth by The Christian School at Castle Hills (CHS). This is a legal and binding agreement to pay tuition for the 2018-2019 school year. If the student is living with both parents, both parents **MUST** sign.

Father's/Guardian's Printed Name

Signature

Date

Mother's/Guardian's Printed Name

Signature

Date

RELEASE OF SCHOOL RECORDS

Transcripts and Report Cards will not be released until all accounts are paid in full.

PAYMENT INFORMATION

Enrollment fees are due and payable before a student will be officially enrolled in school. **Annual tuition payments begin June 1st each year for the upcoming school year.** As a convenience, payments may be made in one installment, two installments, or monthly. For families enrolling after June 1, tuition payments begin immediately. All billing and payments are made through individual family accounts set up with Smart Tuition.

Any payments returned by the bank will be assessed a \$30 fee. Returned checks will not be re-deposited. The payer will be requested to pick up the check and make the payment, including handling fees, in cash or with a cashier's check. Failure of the responsible parties to pay late fees, returned check fees, and other fees associated with penalties due to lack of funds will result in the student's grades being withheld at the end of the next grading period unless prior arrangements have been made with the Superintendent or his designate.

Delinquent accounts are neither in the best interest of the school or the parents or guardians of the student(s). Once an account is past due, the Superintendent or his designate will make contact with the responsible parties to discuss the delinquent account and counsel, where necessary. Once the account has become delinquent more than thirty days, the Superintendent or his designate will arrange a personal meeting with the responsible parties. If an acceptable payment plan is not agreed upon, the student will be withdrawn from school.

The delinquent accounts will continue to be the obligation of the responsible parties to the school. The Superintendent or his designee will make every reasonable effort to maintain contact with the responsible parties in an effort to ultimately collect the amount due the school. School Board authorization shall be necessary before any legal proceedings or other collection efforts, beyond those previously addressed, are made.

No accounts owing to the school will be forgiven or "written-off" without direct action by the School Board. The Superintendent or his designee will report to the School Board all delinquent accounts over ninety days.

EARLY WITHDRAWALS

The Christian School at Castle Hills makes decisions regarding budget spending based upon anticipated revenue from tuition. Thus, student withdrawal, for any reason, including expulsion for disciplinary reasons, before the end of the school year for which tuition has been paid causes financial hardship on the school. **Therefore, a two-month tuition penalty fee per student will be assessed when students withdraw before the end of the school year.** No refunds for previously collected fees, including lunches, are made at the time of withdrawal.

LATE PAYMENTS

The Christian School at Castle Hills is committed to be a good steward and to promptly pay its financial obligations. Receipt of tuition payments in a prompt and timely manner is crucial to accomplishment of this goal. Therefore, we have established and implemented guidelines concerning late fees for delinquent payments. The guidelines for tuition payments are as follows:

1. Payments due according to payment schedule.
2. Late fee of \$40.00 assessed the day after the due date.
3. Email or phone call if no payment received within 10 - 15 days.
4. Email of warning issued for possible withdrawal of student by the school when the tuition is not paid within 20 days of due date.
5. Letter of withdrawal issued with anticipated withdrawal date if tuition is 35 days delinquent.
6. Withdrawal effective immediately if no payment is received within 60 days of due date.



Consent of Parents to Release Student Records

By signing below, the parents/guardians are giving consent to release this student's records to The Christian School at Castle Hills, historically known as Castle Hills First Baptist School. Please fax the official records to the attention of the Admissions Coordinator to (210) 878-1099 or e-mail to scovarrubia@castlehills.school. If you have any questions, please call (210) 878-1001. Parents: Please complete all the school information.

Parent's Signature _____ Date _____

School District _____

Name of School _____

Phone _____ Fax _____ Registrar Email _____

Please consider this a record's request for _____

whose birthdate is on ____/____/____ and who is entering grade _____ for the school year ____ - ____.

CHS is requesting the following information:

- ☐ Complete High School Transcript
 - High school transcript must reflect individual semester grades, year end grades (if recorded by school), and all credits considered as high school even if earned prior to high school years.
- ☐ Cumulative Records for the past 2-3 years to include report cards, progress reports, discipline reports
- ☐ Achievement Testing
- ☐ I.E.P., Psychological or other Learning Disability Test Results (identify special education courses) including the educational evaluation
- ☐ Health and Immunization Records
- ☐ Copy of Birth Certificate
- ☐ Record of Attendance if not on report card

Susan Covarrubia, Director of Admissions

Date

SCHOOL VERSE

*But those who wait on the Lord
will renew their strength.
They will soar on wings like eagles;
they will run and not grow weary;
they will walk and not be faint.*
Isaiah 40:31



Confidential Student Recommendation from Principal/Counselor

Applicant's Parent: Please complete the information requested in this box, place first-class postage on the other side; then request the appropriate person complete and return to The Christian School at Castle Hills.

Student/Applicant Name _____ Current Grade _____
First Last

We are considering making a change in the above-named student's education and are applying for admission to The Christian School at Castle Hills (CHS). Please complete this form and return it directly to CHS. I/we willingly waive all access to the information contained within.

Parent's Signature of Consent and Release _____ Date _____

***** This section to be completed by Principal/Counselor *****

Instructions: Please provide us with your insight and knowledge regarding the above-named student so we may determine the applicant's potential success. Please complete this form with honest, accurate, and complete responses. When finished, please fold, seal and mail, fax (210-878-1099) or e-mail (scovarrubia@castlehills.school) directly to The Christian School at Castle Hills. The information you provide will be treated as strictly confidential. Thank you.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. This student is in good academic standing. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. This student is in good standing regarding behavior and conduct. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. This student has been suspended during enrollment at the school. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. This student has been expelled. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The family is supportive of this student. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The family is supportive of the decisions and policies of the school. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. The family is in good standing with the school financially. (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. I recommend this applicant. | <input type="checkbox"/> | <input type="checkbox"/> |

Have there been any special discipline or social adjustment problems?

Comments:

Signed _____ Date: _____

Printed Name _____ Position: _____

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San Antonio, TX 78213

Place
First-
class
Postage

The Christian School at Castle Hills
ATTN: Admissions
2216 NW Military Hwy
San Antonio, TX 78213



Confidential Student Recommendation from Academic Teacher

Applicant's Parent: Please complete the information requested in this box, place first-class postage on the other side, request the appropriate person complete, and return to The Christian School at Castle Hills.

Student/Applicant Name _____ Current Grade _____
First Last

We are considering making a change in the above-named student's education and are applying for admission to The Christian School at Castle Hills. Please complete this form and return it directly to CHS. I/we willingly waive all access to the information contained within.

Parent's Signature of Consent and Release _____ Date _____

***** This section to be completed by teacher *****

Teacher Instructions: Please provide us with your insight and knowledge regarding the above-named student so we may determine the applicant's potential success. Please complete this form with honest, accurate, and complete responses. When finished, please fold, seal and mail, fax (210-878-1099) or e-mail scovarrubia@castlehills.school directly to The Christian School at Castle Hills. The information you provide will be treated as strictly confidential. Thank you.

Teacher Evaluation	Excellent	Good	Average	Below Average	No Basis for Judgment
Please rank the student in the following areas:					
Academic achievement in relation to ability					
Respect for authority					
Conduct					
Motivation					
Attitude toward teachers					
Study habits					
Peer relationships					
Self-discipline					
Response to discipline					
Leadership ability					
Regular attendance					
Cooperation of parents					
Compliance with school policy					

What is the most important thing this student's teacher next year should know about him/her? _____

Would you consider this applicant prepared for a college preparatory learning environment? ☐ Yes ☐ No

Do you know of any area where this applicant would require or benefit from individualized instruction? ☐ Yes ☐ No
 If yes, please explain. _____

This student has had _____ office referrals for discipline issues. Was this student invited to return to your school for the new term? ☐ Yes ☐ No

Name of School _____ Teacher's Signature _____

Subject Taught _____ How long have you known this student? _____

May we contact you for further input? ☐ Yes ☐ No Daytime Phone number _____ E-mail _____

Fold and separate here

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San Antonio, TX 78213

Confidential Family Recommendation from a Pastor or Other Church Leader

Applicant's Parent: Please complete the information requested in this box, place first-class postage on the other side, request the appropriate person complete and return to The Christian School at Castle Hills.

Student/Applicant First/Last Name _____ Current Grade _____

Family Name _____

We are considering making a change in the above-named student's education and are applying for admission to The Christian School at Castle Hills (CHS). Please complete this form and return it directly to CHS. I/we willingly waive all access to the information contained within.

Parent's Signature of Consent and Release _____ Date _____

This section to be completed by Spiritual Leader.

Leader Instructions: This student is applying for admission to our school. As a Christ-centered educational alternative, our desire is to admit families who can faithfully partner with us in the spiritual development of our students. Based on your observations of this student and family, please provide us with your insight and knowledge with honest, accurate, and complete responses. **When finished, please fold, seal and mail, fax (210-878-1099), or e-mail (scovarrubia@castlehills.school) directly to The Christian School at Castle Hills.** The information you provide will be treated as strictly confidential. Thank you for your time and assistance!

Indicate student's level of participation in church activities: ☐ Weekly ☐ Frequently ☐ Infrequent ☐ Inactive

Indicate family's level of participation in church activities: ☐ Weekly ☐ Frequently ☐ Infrequent ☐ Inactive

To your knowledge has the applicant accepted Jesus Christ as his/her personal Savior? ☐ Yes ☐ No ☐ Uncertain

Does the family's daily life give evidence of a genuine conversion and subsequent growth toward spiritual maturity?
☐ Yes ☐ No ☐ No basis for judgment

Check one answer for each of the **bold** categories listed that indicates the appropriate reflection of this family.

INTEGRITY

___ Consistently trustworthy
 ___ Usually honest
 ___ Frequently dishonest
 ___ No opportunity to observe

LEADERSHIP & INFLUENCE

___ Consistently exerts good influence
 ___ Cooperative
 ___ Detrimental influence
 ___ No opportunity to observe

EMOTIONAL STABILITY

___ Consistently well-balanced
 ___ Usually well-balanced
 ___ Subject to moods of depression or elation
 ___ No opportunity to observe

Name (print) _____ Date _____

Signature _____ Title _____

Church _____

Address, City, State, Zip _____

Comments (optional): _____

Should we contact you for further input? ☐ Yes ☐ No Daytime Phone number _____ Email _____

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PARENT INFORMATION

K-12 Tuition and Fees

Academic High School Profile

Athletic Program Overview

K-12 Information

Google's G Suite for Education Notice

PreSchool and Daycare Tuition and Fees

SCHOOL VERSE

*But those who wait on the Lord
will renew their strength.
They will soar on wings like eagles;
they will run and not grow weary;
they will walk and not be faint.*
Isaiah 40:31

TUITION AND FEES FOR 2018-2019

GENERAL FEES	Admission, Registration & Other Fees
NEW Student Application fee; non-refundable	\$150 per student due with application
NEW Student Testing fee; non-refundable	\$50 per student
Registration fee paid annually; non-refundable	\$150 per student, due when student is accepted
Book and Supply fee paid annually; non-refundable	\$225 includes curriculum, field trip, yearbook
Annual Development fee	\$25 per student due in November
Student Technology fee (may be paid monthly) Student technology fee is for network, infrastructure, & laptop/tablets issued to students.	K-3 technology fee \$84/year, insurance \$15/year 4-6 technology fee \$84/year, insurance \$20/year 7-8 technology fee \$144/year, insurance \$25/year 9-12 technology fee \$168/year, insurance \$25/year
SMART Tuition Annual Billing fee	\$50 per family billed in June
Retreat Fee grades 7-12 due August 24, 2018	All secondary students will attend the retreat at the beginning of the year. The fee is \$115 per student.

GRADE	ANNUAL TUITION billed through Smart Tuition
Kindergarten	\$7,116.00
Elementary (Gr. 1-4)	\$7,560.00
Intermediate/MS (Gr. 5-8)	\$8,028.00
High School (Gr. 9 - 12)	\$8,412.00
BEFORE AND AFTER SCHOOL CARE	Monthly Fees
Registration One-Time Fee K-8	\$75.00
Before-School Only for grades K-6	\$95.00/month
After-School Only for grades K-6	\$189.00/month
After-School Only for grades 7-8	\$140.00/month
Before and After-School for grades K-6	\$210.00/month
Drop-In Hourly or Any Portion of an Hour K-8	\$7.00/hour (max. \$14.00/day)

Payments are made through **SMART TUITION** by check, ACH (free) or Credit/Debit Card with a 2.85% processing fee. Payments by check, cash, credit card (2.5% processing fee) and bill pay are accepted in the Accounting Office. Payments received after the 10th will incur a \$40.00 late charge.

TUITION DISCOUNTS

Full Tuition is paid on the oldest child.

A \$100 reduction is given for the second child and a \$150 reduction is given for the third and each additional child.

A \$100 discount per student is given if tuition is paid in full by June 1.

A \$50 discount per student is given if tuition is paid in two installments, June 1 and December 1.

ATHLETIC FEES - (Grades 5 - 12) ALL FEES ARE DUE BEFORE UNIFORMS ARE ISSUED.

MS & Varsity Football: \$225.00 per student

Volleyball, Basketball: MS/HS: \$165.00 per student; 5th & 6th Grade: \$135.00 per student

Cross Country, Swimming, Tennis: \$95.00 per student (includes grades 5 - 12); Track TBD

Golf: \$165.00; HS Varsity Cheerleading: \$225.00

Students Overcoming Academic Restrictions (SOAR)
\$1,995/year per student- full time, all core subjects, 4-5 days a week
\$1,700/year per student- 3 days a week
\$1,300/year per student - 2 days a week
\$1000/year per student - 1 day a week <u>or</u> periodic support as needed
Other testing fees (including Achievement Test proctor at \$40/day) may apply

SCHOOL VERSE

*But those who wait on the Lord
will renew their strength.*

*They will soar on wings like eagles;
they will run and not grow weary;
they will walk and not be faint.*

Isaiah 40:31



Academic High School Profile for 2018 - 2019

SCHOOL DESCRIPTION

SCHOOL CODE: 446129

Type	Private, Christian, Evangelical, college-preparatory
Accreditation	Association of Christian Schools International (A.C.S.I.), recognized by Texas Education Agency
Location	North Central San Antonio
Current Enrollment	High School enrollment is 124; total enrollment is 604
Pupil-Teacher Ratio	Varies by individual grade, average high school ratio is 22:1
Calendar	2 eighteen-week semester grading periods (4 nine-week quarters); 5 days/week

CLASS RANK

Castle Hills School will only report class rank for the Valedictorian and Salutatorian for college admissions and/or scholarship services. Other students are not ranked because these students would be ranked higher if they were in a less competitive and/or larger school.

GRADE POINT AVERAGE CALCULATION

Each student's cumulative unweighted and weighted numerical average and GPA are computed each semester. Class rankings for CHS are based on the cumulative weighted Grade Point Average (GPA). CHS does not assign a class rank for Valedictorian or Salutatorian purposes to a student who transfers into the school after day of the first semester of the student's junior year. The following is our grading system: A = 90-100, B = 80-89, C = 70-79, F= below 70.

HONORS COURSES

Honors courses are weighted an additional .5 points on a 4.5 scale. The numerical grade in the class is reported on the report card and transcript as the actual number grade earned. The transcript will indicate an "H" reflecting that honors credit was earned and the .5 points added to the grade point average. A student must earn a yearly average of 90 or above to earn honors credit. Students who earn (5) five honors credits may graduate with "Honors."

ADVANCED PLACEMENT (AP) COURSES

AP courses are available in English Language and Composition, English Literature and Composition, Physics, Calculus AB, United States History, Government, and Spanish Language and Culture. Advanced Placement courses are weighted as 1.0 on a 5.0 scale when a student earns an average of 85 or above in the semester. Students may sign up in January to take the College Board AP exams.

ACADEMY OF EXCELLENCE AND LEADERSHIP DEVELOPMENT

The Academy of Excellence and Leadership Development is a life-application based program designed for the student who has high goals and desires to become a servant leader. Every participant will receive leadership training to be applied in leadership experiences. Graduates who complete the requirements will earn a Leadership Academy medallion.

FOREIGN LANGUAGE

Students are required to take two years of the same foreign language. Students may take up to three years of a foreign language.

FINE ARTS and ELECTIVE PROGRAMS

Courses available include Art I, Art II, Band, Choir, Drama, Yearbook and Computer Programming.

COMMUNITY SERVICE

We believe that "if it exists, it exists to serve". Students and faculty alike serve our communities through various opportunities. Castle Hills has partnered with the following organizations to allow students to serve their community: San Antonio Food Bank, His Bridge Builders, and The Strong Foundation, among others.

STUDENT CLUBS AND ACTIVITIES

Organizations include National Honor Society, Student Council, Drama Club, Spanish Club, Bible Study Groups, and International Thespian Society. Activities include our Eagle Career Day, the secondary school Fall Retreat, Mission Trips, Junior/Senior Banquet, Watermelon Bash, Homecoming, Sports Banquet, Senior Trip, school plays and musicals, spirit days, TPSMEA competition, ACSI competition, TAPPS Academic competition, and TAPPS Fine Arts competition.

GRADUATION PLANS OFFERED

Castle Hills School offers our students two academic plans, the State of Texas Foundation Plan and the Foundation Plan with one of the following endorsements: Multidisciplinary Studies, S.T.E.M., or Arts and Humanities.

State of Texas Foundations Plan with CHS requirements (27 credits)		
In order to graduate from Castle Hills High School, students must meet the State of Texas Foundation Plan with CHS requirements and have earned a grade of 70 or above in each class for the year.		
Credit	Department	Subjects
4	Bible	Bible 9, Bible 10, Bible 11, Bible 12-required each year in attendance at CHS
4	English	English 9, English 10, AP English Language/Composition, AP English Literature/Composition
½	Speech	Speech Communication
½	College Prep	College Preparation including SAT, ACT, Scholarships and College Applications Prep
3 ½	Social Studies	Geography, World History, AP American History, AP Government (½ credit)
½	Economics	Economics
4	Mathematics	Algebra I, Algebra II, Geometry, Trig/Pre-Calculus, AP Calculus AB
4	Science	Biology, Chemistry, Physics, AP Physics, Anatomy & Physiology, Engineering Design & Problem-Solving
2	Foreign Language	Spanish I, II, AP Spanish, American Sign Language I and II
1	Physical Education	General PE (PE requirements can be met through sports participation.)
1	Fine Arts Electives	Art I, Art II, Band, Choir, Drama, Yearbook
1	Electives	Art I, Art II, Band, Choir, Drama, Yearbook
1	Computer Technology	Advanced Computer
27	Total Credits Required	

CHS Advanced Honors Plan

Requires the following in addition to the Foundations Plan with CHS Requirements and one endorsement:

- A third year of the same foreign language (counts as the second elective credit)
- The student must meet the requirements to earn Honors, AP, or Dual Credit in 7 courses (Bible Honors may only count for one course)
- Membership in good standing in the National Honor Society
- Completion of two of the following advanced measure options:
 1. Original research project:
 - Judged by a panel of faculty members and professionals in the field that is the focus of the project
 - Conducted under the direction of mentor(s) and reported to an appropriate audience and related to the required curriculum
 2. A score of three or above on the College Board AP examination or a B average or higher for a Dual Credit course.
 3. A composite score of 1100 for the SAT exam or a 24 for the ACT exam. Limit one.
 4. A score on the PSAT that qualifies a student for national recognition. Limit one.

STANDARDIZED TESTING and COUNSELING SERVICES

All of our students, K-11, take the TerraNova3 Achievement Test (CTB/McGraw Hill) each spring.

Tenth and eleventh graders take the PSAT each fall and have guidance services available to them to help with their college and career planning in our College Prep course. Our students score above the national average on the SAT exam, and CHS has had numerous Commended and National Merit Finalists over the years.

The Career Direct Assessment is available to all high school students to assist them in developing career interests, goals, and college plans based on their identified strengths, giftedness, and affinities.

COLLEGES AND UNIVERSITIES OUR GRADUATES HAVE ATTENDED INCLUDE THE FOLLOWING

Abilene Christian University	Howard Payne University	Purdue University	Trinity University
Baylor University	Iowa State University	San Antonio College	United States Air Force Academy
Cedarville University	Kings College	Schreiner University	United States Naval Academy
Colorado Christian	Liberty University	Southwestern University	University of North Texas
Covenant College	Mary Hardin Baylor	Stephen F. Austin University	University of Texas at Austin
Dallas Baptist University	Oklahoma Baptist University	Texas A & M University	University of Texas at San Antonio
Hardin-Simmons University	Palm Beach Atlantic University	Texas Christian University	
Harvard Law School	Pensacola Christian College	Texas State University	
His Hill Bible College	Pepperdine University	Texas Tech University	

Our mission is to lead students, in partnership with families, to know Christ and to make Christ known.

2216 NW Military Hwy • San Antonio, TX 78213 • Phone (210)878-1000 • Fax (210)377-8473 • www.castlehills.school

Rev.11.09.17

Athletic Program Overview 5th-12th grade students

ATHLETIC PURPOSE STATEMENT

The Christian School at Castle Hills (CHS) Athletic Program exists to complement the mission and vision of CHS by seeking to use the arena of physical training and competition to teach each athlete the disciplines needed to build excellence in character, education and leadership. 1 Timothy 4:8

All athletes will subscribe to the Core Values of the CHS Athletic Department:

- Respect
- Sportsmanship
- Servant Leadership
- Responsibility
- Integrity

ATHLETIC OPPORTUNITIES

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>5th and 6th Grade</u>
Football	Basketball	Track	Fall Cross Country
Volleyball	Swim/Dive (Grades 9-12)	Golf	Fall Volleyball
Cross Country		Tennis	Winter Basketball
			Spring Track
			Football (6 th grade)
Strength and Conditioning year round			
Cheerleading Grades 9-12 (year round)			

***Note:** Each year the athletic opportunities offered are determined by the interest of students and the availability of parent sponsors and/or coaches.*

Intermediate School (5-6) participates in various school leagues. CHS's Athletic Policy states "At the Intermediate School level, our desire is to provide quality instruction to fully develop the athlete's talents. This includes teaching fundamental skills and developing character traits such as desire, dedication, determination, discipline, and teamwork. To accomplish these goals, there will be no 'cuts' in Intermediate School athletics, absent express authorization by the CHS Board." In games, coaches will play the athletes they feel best give the team the opportunity to compete while normally rotating each player on the team into each game to give some level of game time experience to all players.

Middle School participates in Independent Schools Athletic League (ISAL). CHS's Athletic Policy states "At the Middle School level, our desire is to provide quality instruction to fully develop the athlete's talents. This includes teaching fundamental skills and developing character traits such as desire, dedication, determination, discipline, and teamwork. To accomplish these goals, there will be no 'cuts' in Middle School athletics, absent express authorization by the CHS Board." In games, coaches will play the athletes they feel best give the team the opportunity to compete while normally rotating each player on the team into each game to give some level of game time experience to all players.

High School participates in Texas Association of Private and Parochial Schools (TAPPS 3A Division). CHS's Athletic Policy states "We desire to continue developing these traits and characteristics (see middle school statement above) in High School as the level of instruction also increases commensurate with age and experience. At the High School level, we strive to field high quality, competitive teams in all sports. High school athletics will consist of 9th, 10th, 11th, and 12th graders. Within the discretion of the Athletic Director and coach, 'cuts' are allowed on High School varsity and junior varsity teams."

Athletic Booster Club membership is open and strongly encouraged for all parents of student athletes.

Parents and students must attend the athletic meeting at the beginning of the school year. During the meeting, parents and students will receive information on the athletic policy governing the role of the coach, student athlete, play time, team "cuts," and opportunities for student athletes.



K-12 General Information

Academics

A variety of publishers are utilized for our students including ABeka, Bob Jones, Summit Ministries, and others. The administration and faculty strive to provide the best academic curriculum to the students at CHS. All students have Bible as a class each day. The Christian School at Castle Hills (CHS) is accredited by the Association of Christian Schools International (ACSI).

Athletic Opportunities - Please refer to the Athletic Program overview information sheet.

Before-and-After-School Care

An extended day program is offered to students enrolled at CHS in grades Kindergarten through 8th grade. K-6th grade students may arrive at 7:00 a.m. and stay from the dismissal time until 6:00 p.m. After-School-Care is available for students in grades 7th-8th until 5:30 p.m. Please see the Tuition and Fee sheet for rates.

Chapel

All students attend chapel once a week. Elementary and Intermediate School have separate chapel services. Middle School and High School meet for a combined chapel.

Class Cap/Student to Teacher Ratio

	Policy	Maximum	Average			Policy	Maximum	Average
Kindergarten		16:1	13:1			Middle School	26:1	20:1
Elementary		22:1	18:1			High School	27:1	22:1
Intermediate		24:1	20:1					

Communication

The administration, faculty, and staff of CHS strive to maintain frequent communication with parents regarding the activities across the campus as well as regarding students' progress and development. This communication comes in a variety of ways including a weekly e-newsletter, parent e-mails, and RenWeb school management software, which are accessible through an Internet connection. The school management program enables a parent to view the student's grades, family demographics, lesson plans and assignments, etc. This program is secure and allows a parent to see only his or her student's information.

Community Service

Serving in our community is an integral part of every campus organization, including students in grades K-6, athletic teams, fine arts groups, and class organizations at The Christian School at Castle Hills. Students and faculty alike serve our communities through various opportunities. These opportunities include serving on mission trips, volunteering at the San Antonio Food Bank, serving with His Bridge Builders at a local low income housing project, organizing food and clothing drives, as well as visiting and caroling at nursing homes and other facilities.

Computer/Technology

Elementary classes attend computer class once a week and will have access to a class set of tablets to utilize in the classroom. Secondary students will have both required and elective technology course offerings. Secondary students are issued a chrome tablet to use throughout the school year which is preloaded with school software.

Extracurricular Activities/Academic Competition

Elementary and Intermediate students seeking additional enrichment opportunities have many to choose from including participation in the Spelling Bee, Speech Meet, Science Fair, Math Olympics, Young Authors & Illustrators, and Art Festival. These events are held with advancement opportunities to district, regional, state, and national levels.

Middle and High School students may participate in academics, athletics and fine arts through TAPPS. High School students interested in auditioning for All-State Choir or Band may audition through the Texas Private

School Music Educators Association (TPSMEA), and Middle School students may participate in various activities through ACSI.

Fees

All general fees are listed on the Tuition and Fee Schedule.

Fine Arts

Elementary students attend a music education class twice a week using Orff instruments and art class once a week. Intermediate students attend fine arts classes 4 days per week. Band is available to 6th-12th grades. Middle and High School students may choose electives such as art, choir, band, or drama. High School students may also choose yearbook or computer as an elective. CHS has a Music Conservatory on campus for after-school music lessons.

Heritage Trip for 8th Grade

The 8th grade students take a 7-day trip to Washington, D.C., each fall to learn about providential history or HIStory. The average cost of the trip is \$1,800 per student. Students may sign up their 7th grade year and as late as the first of September in their 8th grade year.

Lunch

We are pleased to offer a healthy and delicious hot lunch program to our students and employees. A menu is published each month, and lunches may be ordered through RenWeb. Students may also bring a sack lunch or purchase snack items at the Senior Snack Shack. Parents are always encouraged to have lunch with their child(ren).

Missions Trips

Missions is a focus at CHS as we teach students to be servant leaders. Each year our 12th grade students go on a Christmas mission trip, and our 11th grade students go on an Easter mission trip to Mercedes, TX. During the summer months, there are various mission trips for our students including our most recent trip to Haiti.

Parent/Guardian Volunteer Opportunities

Opportunities to serve include Parent-Teacher Fellowship (PTF), Athletic Booster Club, Fine Arts Booster Club, Class Parent, web design, graphic design, assisting in the lunchroom, snack shack, concessions, pizza sales, classroom support for teachers, bus/shuttle driver, donor relations, development office assistance (during major events such as Eagle Banquet, Grandparents' Day, etc.), campus clean-up days, facility projects (painting, cleaning, repairs, etc.), robotics coach, athletic coaching, science fair judging, TAPPS academic coaching, mission trip sponsor, field trip sponsor, and many other opportunities. **All parent volunteers are required to have a criminal background check.**

Prayer Groups

CHS has multiple student and parent prayer groups taking place throughout the week on our campus. We encourage all parents to sign up for a prayer group. We also have a Young Life group that meets each Monday night.

School Day Arrival

The school day begins at 8:05 a.m. for Elementary students.

The school day begins at 7:55 a.m. for Intermediate

The school day begins at 8:10 a.m. for Middle School and High School students.

Early arrival: Students in (K-12) may arrive as early as 7:30 a.m., if necessary.

School Day Dismissal

The school day ends at 3:05 p.m. for Elementary students.

The school day ends at 3:25 p.m. for Intermediate students.

The school day ends at 3:40 p.m. for Middle School and High School students.

Summer Reading and Summer Math Packets

CHS requires 8th grade students enrolling in Algebra I and students enrolling in Calculus to complete a summer math packet. Middle and High School students are given a summer reading project to complete over the summer.



PRESCHOOL AND DAY CARE TUITION AND FEES FOR 2018-2019

PRESCHOOL FEES - 18 Month-2 Years	Tuition & Fees
Annual Registration Fee	\$200.00
Fees for supplies, yearbook & special events	\$87.00
18 month-2-year-old full time pre-k (potty trained)	\$754.00 / month
18 month-2 year-old full time pre-k (not potty trained)	\$804.00 / month
Lunch and Snacks	\$55.00 / month
Snacks Only	\$35.00 / month
Technology Fee: classroom security camera and Data Management System	\$5.00 / month

PRESCHOOL FEES - 3 & 4 Year Old	Tuition & Fees
Annual Registration Fee	\$200.00
Fees for supplies, yearbook, special events	\$165.00
3 and 4-year-old pre-k 5 morning	\$495.00/month
3 and 4-year-old pre-k full day	\$743.00/month
Lunch and Snacks	\$55.00/month
Snacks Only	\$35.00/month
Technology Fee: classroom security camera and Data Management System	\$5.00 / month

TWO AND THREE DAY PART TIME CLASSES AVAILABLE (SPACE LIMITED)

TUITION POLICIES

All tuitions payable in advance. No part is refundable in case of absence or holidays.

- Registration fees are non-refundable
- Tuition payments are due on the 1st of each month.
- Payments received after the 10th will be charged a 10% late fee.
- TECHNOLOGY FEE - \$5/month per student
- Extended Care available for half day students at \$6.50/hour, maximum of \$28.00/day.
- 3 year olds not potty trained will remain in the 2 ½ year old class until trained.
- Preschool summer drop in rate: \$55.00 per day.

CREDIT/DEBIT PAYMENTS

- Credit/Debit Card payments are assessed a 2.5% processing fee.

TUITION DISCOUNTS

- Families with more than one child attending full time will receive a \$10 per child monthly discount for the 2nd and 3rd child.

SCHOOL VERSE

*But those who wait on the Lord
will renew their strength.
They will soar on wings like eagles;
they will run and not grow weary;
they will walk and not be faint.*

Isaiah 40:31