



— Historically Castle Hills First Baptist School —

***International Student Application***  
**2017-2018**

*International Student Admissions Application*

# The Christian School at Castle Hills Steps to Admission

We are delighted you have elected to begin the enrollment process! Please carefully follow these steps to ensure a speedy and accurate process.

## 1. Submit a completed application along with \$500 Application Fee, requested documents, and references.

### COMPLETE AND SIGN THESE DOCUMENTS

- Student Information for SEVIS Form I-20
- Biological Parent Profile and Questionnaire
- Medical and Field Trip Release Form
- Student Questionnaire (grades 5-12)
- Student Honor Code (grades 5-12)
- Technology Use Policy
- Guardian/Host Family Information Form
- Guardian/Host Parent Questionnaire
- Guardian/Host Home Commitment
- Program Rules and Conditions of Enrollment
- Power of Attorney and Letter of Guardianship Notarized
- Documentation of Living Expenses Paid
- Affidavit from a Blood Relative (if required)
- Last two (2) months of Bank Statements of parents showing capability of paying tuition and living expenses in full due before an I-20 Visa can be issued
- Transfer Clearance form needed ONLY if student is coming from another school within the US who has already issued a SEVIS I-20 form

### PROVIDE THESE DOCUMENTS:

- Copy of Student Passport
- Immunization Records translated to English
- Two (2) Letters of Recommendation from previous or current school in student's own country translated to English
- Copies of School Transcripts and Report Cards (last 2 years) translated to English
- English Language Testing (TOEFL, TOEFL Jr)

## 2. Interview with School Principal

After we receive your completed application and testing results, you will be contacted to schedule a family interview. If student is out of the country, a SKYPE interview must be conducted; [www.skype.com](http://www.skype.com).

## 3. Notification

You will be notified by the school principal of your admissions standing generally within two weeks of completing the family interview. Placement in a class is not guaranteed and not reserved until the first year of tuition is paid in full.

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](mailto:admissions@castlehills.school). Admission is granted 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 educational policies, scholarship and loan programs, and athletic and other school-administered programs.

## 2017-18 International Student Tuition & Fees

<b>ANNUAL TUITION GRADES 8-12</b> for students living in a host home	\$12,850.00	Includes Registration fees, Athletic fees, Fine arts fees, Textbook fees, Three (3) sets of school uniforms and PE class uniforms, School supplies, Technology fees, Annual daily lunch fee (170 meals), Field trip and Yearbook fees	
<b>Application Fee:</b>	\$500.00	\$500.00	
<b>Academic Placement Assessment Fee</b>	\$100.00	\$100.00	
<b>ANNUAL TUITION GRADES K-12</b> for students living with a blood relative	See below	Includes Registration fees, Book and Supply fees, Technology fees, Field trip and Yearbook fees	
Kindergarten Tuition for students living with a blood relative	\$7,828.00	Intermediate/MS (Gr. 5-8) Tuition for students living with a blood relative	\$8,716.00
Elementary (Gr. 1-4) Tuition for students living with a blood relative	\$8,260.00	High School (Gr. 9-12) Tuition for students living with a blood relative	\$9,184.00

### **COSTS NOT INCLUDED IN ANNUAL TUITION MAY INCLUDE:**

1. Host Family Fee: \$500/mo. or \$600/mo. (Room & Board)
2. English as a Second Language (ESL) Classes Available: \$35/hour individualized instruction; \$25/hour small group instruction
3. Private Music Lessons if desired: \$45/session
4. Senior Trip (12<sup>th</sup> grade) and Washington, D.C. Trip (8<sup>th</sup> grade) are separate expenses.
5. Graduation Fee: \$300

**International students must submit two (2) months of bank statements showing capability of paying tuition and living expenses in full before an I-20 Visa can be issued.**

### **BEFORE STUDENT MAY ATTEND CLASS:**

- Pay all tuition and fees **IN FULL**.
- Meet with student and parent/guardian to complete paperwork below; complete final interviews with CHS Superintendent and High School Principal (if not already conducted)
- Copy of health insurance for student - mandatory
- Copy of life insurance for student - mandatory
- Copy of SIGNED and STAMPED SEVIS I-20 turned in to CHS (will not be stamped if student was in U.S.)
- Copy of student visa
- Copy of I-94 page
- CHS background check forms for parent/guardian
- TAPPS Foreign Student Application for students in grades 9-12 (if participating in sports, fine arts, or academic competitions)

## Mission Statement

Leading students, in partnership with parents, to know Christ and to make Christ known.

## Vision Statement

Our vision at Castle Hills School is to produce tomorrow's leaders today.

## Statement of Faith

Our core beliefs include the following:

- the Bible is the inspired, infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
- there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- 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).
- 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).
- 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).
- 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).
- 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).
- 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.

## Expected Student Outcomes

The Christian School at Castle Hills exists because of the belief that all Christian parents should have the opportunity to give their child a quality education based on the Word of God. The school views itself as an extension of the Christian home.

CHS teaches its students through a balanced curriculum in the academic, social, physical, and spiritual areas. The curriculum encourages a search for truth and knowledge that rests on the foundation of the written Word of God. The Bible is integrated into all areas of curriculum, which gives integrity and meaning to all subject areas. The Holy Spirit makes the teacher's instruction meaningful, useful, and practical. The goal of this approach is to produce students who possess a Christian mind and who can stand independently in their generation for the Lord.

The student is encouraged to reach his fullest potential in every area of life. The unique nature of each young person calls for us to nurture his or her independent thinking and creative ability under the Lordship of Christ. As a result, the student can become the kind of leader and servant who will carry a commitment to Christ and kingdom principles to the world.

The expected student outcomes of The Christian School at Castle Hills include the following:

1. The student develops a Christian view of the world from a Biblical perspective:
  - Acknowledges the existence of the God of creation and revelation.
  - Recognizes the purpose of all God's creation is to glorify Him.
  - Accepts Jesus Christ as revealed in Scripture as the mediator between God and man, the source of all wisdom and knowledge, the Creator, the Architect, and the Sustainer of all things; and personally accepts Jesus as both Savior and Lord, and matures in the Word of God.
  - Accepts the Bible as the revealed Word of God, the ultimate authority for truth and the only reliable moral standard.
  - Acknowledges the indwelling of the Holy Spirit that teaches and guides the believer to all truth.
  - Evaluates knowledge in the light of Scriptural truth. Understands and is aware of the world of ideas and events which are influencing our contemporary culture in order to participate knowledgeably in our society. Supports the ministry and work of Christ's church.
  - Understands how God has worked with man in all of world history.

"Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ." Colossians 2:8

2. The student develops in spiritual growth and Christian character:
  - Accepts the Bible as infallible, authoritative, and inerrant.
  - Submits to Christ as Savior and Lord with a commitment to follow Him.
  - Understands the role of the New Testament church in today's world.
  - Accepts principles of Christian morality as a standard for making choices and decisions in life.
  - Demonstrates strength and courage to stand for Biblical convictions about life issues.
  - Develops a servant's heart and a willingness to minister to others.
  - Acknowledges God as the provider of all material resources and accepts Biblical principles of stewardship.
  - Shows initiative and perseverance in the completion of tasks.
  - Demonstrates honesty with himself and in relationships with peers and authorities; shows an acceptance of the values of Christian integrity.
  - Demonstrates a positive self-discipline in relationships with others.

"But seek ye first the kingdom of God, and His righteousness; and all these things shall be added unto you." Matthew 6:33

3. The student develops proficiency and masters skill in academic disciplines:
  - Demonstrates intellectual curiosity and an eagerness for lifelong learning.

- Demonstrates basic reading skills and exercises effective oral and written communication at appropriate levels of performance.
- Demonstrates skills in critical and evaluative thinking.
- Demonstrates skills in basic mathematic operations and problem-solving strategies; applies mathematical and scientific principles to everyday living and life goals.
- Acquires effective research skills and use of the scientific method.
- Displays knowledge of the American system of government at local, state, and national levels. Understands the importance of involvement in the American system of government.
- Recognizes the contributions of literature, art, and music in our society from a Christian perspective.
- Demonstrates an awareness of Christian contributions to the American way of life.

"Wisdom is the principal thing; therefore get wisdom and with all thy getting get understanding. Exalt her, and she shall promote thee; she shall bring thee to honor when thou dost embrace her. She shall give to thine head an ornament of grace, a crown of glory shall she deliver to thee." Proverbs 4:7

4. The student develops competency for positive social relations and a godly self-image:

- Appreciates the family as a God-ordained institution where Biblical roles are to be fulfilled and supports traditional family values including love, respect, and obedience to parents.
- Develops a balanced personality based on a proper understanding and acceptance of himself/herself as God created him/her.
- Shows a positive respect for self and an awareness of his/her identity as to whom he/she is in Jesus Christ.
- Demonstrates a Christian attitude in relationships with others, including conflict-resolution according to Matthew 18:15-17 principles.
- Presents a positive attitude toward others and exhibits self-confidence.
- Learns to respond rather than react to life situations.
- Demonstrates a healthy attitude and appropriate adjustment toward mistakes and failure as well as success and achievement.
- Commits to principles of moral purity, abstinence before the life-long commitment of marriage, and a Biblical basis for establishing relationships.
- Demonstrates an understanding of the basic principles of physical fitness and health and of the body as the temple of the Holy Spirit.
- Maintains good nutritional habits, good grooming, and personal hygiene.
- Develops godly priorities in time management and the wholesome use of leisure time.

"And thou shall love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength, this is the first commandment; and the second is like unto it thou shalt love thy neighbor as thyself. There is no other commandment greater than these." Mark 12:30-31

5. The student develops a responsibility for citizenship:

- Shows respect for the rights, feelings, opinions, and properties of others.
- Abides by decisions of those in positions of authority.
- Exhibits loyalty to the American form of government with an attitude of patriotism.
- Understands the present world by knowing the history of the past and how God has moved in and through history.
- Develops an appreciation for the Christian heritage of America.
- Adopts the principles of citizenship and responsibility.
- Demonstrates a willingness to accept the need for change in the American way of life and to return to God as a nation.

"If My people, which are called by My name, shall humble themselves and pray, and seek My face and turn from their wicked ways; then will I hear from Heaven and will forgive their sin and will heal their land." 2 Chronicles 7:14

**I/We have read the Expected Outcomes for our son/daughter and agree that we would like our son/daughter to attend The Christian School at Castle Hills.**

Father (sign & print) \_\_\_\_\_ Mother (sign & print) \_\_\_\_\_



## THE CHRISTIAN SCHOOL AT CASTLE HILLS INTERNATIONAL STUDENT PROGRAM RULES & CONDITIONS OF ENROLLMENT

**IMPORTANT: All international students must follow BOTH the CHS admissions checklist and the international student checklist in submitting all forms needed for review.**

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### REGULATIONS RELATED TO ADMISSION OF INTERNATIONAL STUDENTS

1. The Christian School at Castle Hills (CHS) will consider international student applicants who will be living with family members or host families. CHS is NOT responsible and NOT able to provide host families or homes. Finding host families is the sole responsibility of the parents of the international student.
  - a. Elementary students (through 6<sup>th</sup> grade) and 7<sup>th</sup> grade students must live with a blood relative
  - b. Secondary students (grades 8-12) may live with either blood relative or a host family.

Please review the Texas Association of Private and Parochial Schools (TAPPS) regulations below regarding eligibility requirements for high school athletic and extracurricular competitions.
2. Before the **SEVIS I-20** can be issued, students must go through the CHS admissions process, be accepted, and provide proof of funds (payment of a minimum of one-half year tuition). All international student forms must also be completed.
3. Students must be able to show English proficiency through standardized testing and/or an interview with the school principal. Testing is required to determine the student's English proficiency and academic standing before being admitted into CHS's college-preparatory program. Arrangements must be made with the Admissions department to determine testing.
4. There is a **\$500 New International Student Application** fee, which is a one-time, non-refundable, processing fee for each international student.
5. To receive the **SEVIS I-20**, the contract must be signed, with non-refundable \$500 New International Student Application fee paid. International students must pay tuition and fees IN FULL prior to beginning the first day of school. For subsequent years, one half of tuition must be paid IN FULL before the SEVIS I-20 program date is extended (by May of each year) and new I-20 issued. The second half of tuition must be paid before the end of the first semester (December).
6. ALL FIRST-YEAR INTERNATIONAL STUDENTS are automatically placed on a PROBATIONARY status during their first academic school year at CHS.
7. After this PROBATIONARY status and BEFORE a student can re-enroll and/or progress to the next grade level, student will be assessed and/or tested by CHS to make sure student is progressing both academically and with English proficiency. Re-enrollment for the next school year may not be guaranteed until May of the student's first school year.
8. Should the student's English proficiency skills NOT be acceptable by May of the student's first school year, student will NOT be re-enrolled, even though passing grades may have been obtained on the report card.
9. CHS expects that the parents will commit to his/her student attending CHS a minimum of two academic years (four semesters) IF enrollment contract is extended to student each year.
10. Parent/Guardian understands that outside tutoring must IMMEDIATELY be provided if requested by The Christian School at Castle Hills and/or if student is struggling with the English language.

11. CHS IS NOT AN ESL (English as a Second Language) school. Assignments and curriculum will not be modified in any way, and teachers will NOT be expected to provide additional assistance to student due to lack of English proficiency.
12. Each family is responsible for its own financial and housing arrangements.
13. Students from Christian ministries are encouraged to contact friends in the vicinity of CHS who may assist them in finding a host family.
14. The CHS Superintendent or School Principal must have a video conference (Skype or other method) with the student's family AND must meet each host family to discuss responsibilities as it relates to hosting the International student. CHS reserves the right for final grade-level placement once English proficiency is determined.
15. CHS must be notified IMMEDIATELY should the host family change at any time. Additional forms will be required (see below).
16. Requirements of both CHS and Student and Exchange Visitor Information System (SEVIS) must be met in order for the SEVIS I-20 to be issued. Contact your regional immigration office for all particular requirements.
17. Host families are encouraged to provide international student his/her own bedroom.
18. CHS strongly encourages the use of English ONLY in the home to further assist student in learning the English language.

**SHOULD THE HOST FAMILY CHANGE AT ANY TIME, ALL FORMS LISTED BELOW ('a' THROUGH 'i,' that are applicable) MUST BE COMPLETED IMMEDIATELY BY THE NEW HOST FAMILY AND PARENTS.** A new Health and Permission form and Background Check form must also be completed.

**REGULATIONS RELATED TO TAPPS PARTICIPATION (FOR HIGH SCHOOL STUDENTS ONLY, WHO CHOOSE TO PARTICIPATE IN EXTRACURRICULAR COMPETITIONS)**

1. The Christian School at Castle Hills (CHS) is a member of the **Texas Association of Private and Parochial Schools (TAPPS)** and comes under their rules and regulations related to participation in athletic, academic and fine arts competitions.  
**CAREFULLY READ THE TAPPS BY-LAWS – SECTION 102 – ELIGIBILITY OF FOREIGN STUDENTS.**  
<https://tapps.biz/eligibility-of-foreign-students/> In order to immediately compete in varsity-level TAPPS events, international students in grades 9-12 must be sponsored through approved Counsel on Standards for International Educational Travel (CSIET) agencies ([www.csiet.org](http://www.csiet.org)) **OR** be living with a family member (attached Affidavit from Blood Relative must be completed).
2. Students admitted to grades 9-12 must complete a **Foreign Student Application for Participation in Extra-Curricular Activities, Documentation of Living Expenses Paid, and Affidavit of Blood Relative** (if applicable).
3. TAPPS is very strict about "inducements" that cause a student to enroll in a private school in the State of Texas. NO inducements are permitted, including the following:
  - a. the school arranging for lodging or housing
  - b. the school offering financial incentives
  - c. the school offering promises of scholarships upon graduation
  - d. the school offering "gifts" of any type as incentives to attend
4. If an international student chooses to attend CHS and is found ineligible to participate in TAPPS competitions, that student will not be permitted to participate in academic, fine arts, and athletic competitions sponsored by TAPPS and may not play varsity level athletics during that year.

**SHOULD THE HOST FAMILY CHANGE, A NEW FOREIGN STUDENT APPLICATION MUST BE COMPLETED IMMEDIATELY BY THE NEW HOST FAMILY AND PARENTS.**



## STUDENT INFORMATION FOR SEVIS FORM I-20

<b>INTERNATIONAL STUDENT MAKING APPLICATION TO GRADE LEVEL (STATE GRADE):</b> ____ <input type="checkbox"/> Initial I-20 form <input type="checkbox"/> Continued attendance <input type="checkbox"/> Transfer I-20 from (name of school): _____ Enrolled at current school on: ____ / ____ / ____ (please complete Transfer Clearance Form) <input type="checkbox"/> Reinstatement of I-20 requested		The Christian School at Castle Hills 2216 Northwest Military Hwy San Antonio, Texas 78213 210-878-1000 www.castlehillsschool
Family name (surname):	Date of Birth (mm/dd/yyyy)	Susan Covarrubia, Admissions Director admissions@castlehillsschool
First name of student (given name):	Country of Citizenship:	Country of Birth:
Name that student will go by at CHS:	Original SEVIS I-20 issued on:	Admission number (from I-94 entry document):
Male / Female:	Social Security number:	Name and dates of language school in United States:
Biological Father's full name:	Biological Mother's full name:	SKYPE Address:
Permanent home street address:		Parent Phone:
City:		Parent Email:
Country:		Postal code:
School student is <b>currently</b> attending (name and address):		
If student is already in the U.S., please state school student <b>previously</b> attended before arriving in U.S. (name and address):		
Guardian/Host family name (please print):	Guardian/Host family address:	
Relationship to student:	Guardian/Host Phone:	
	Guardian/Host Email:	

### Visa Type: F-1 for Students

Dates requested to attend The Christian School at Castle Hills: \_\_\_\_\_

CHS estimates the student's average costs per academic term:

Tuition and fees	\$ _____	(see Tuition and Fees for breakdown)
Living expenses	\$ _____	(Parent will insert this information)
Total	\$ _____	

CHS has information showing the following as the student's means of support, estimated for an academic term of \_\_\_\_ months (use same number of months given in previous questions).

Student's personal funds \$ \_\_\_\_\_ (Parent must show bank statement to show means of support)

Funds from another source \$ \_\_\_\_\_ Specify type: \_\_\_\_\_

Total \$ \_\_\_\_\_ (This amount must match total amount shown above.)

Remarks: \_\_\_\_\_

Print Student Name \_\_\_\_\_ Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_ 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 Questionnaire

### THIS QUESTIONNAIRE IS FOR THE BIOLOGICAL PARENTS TO COMPLETE

We appreciate your interest in wanting to enroll your child at The Christian School at Castle Hills. The Christian School at Castle Hills seeks to lead students, in partnership with families, to know Christ and make Christ known. To help us toward this end, we ask you to complete this questionnaire and return it to us along with the completed application. (Please type or print clearly.)

WHY DO YOU WANT YOUR CHILD TO ATTEND THE CHRISTIAN SCHOOL AT CASTLE HILLS?

WHAT DO YOU EXPECT FROM THE CHRISTIAN SCHOOL AT CASTLE HILLS?

Have you read the Statement of Faith of The Christian School at Castle Hills? Please do not complete until you have read this Statement, which is located on the second page of this application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you accept that your child will experience Christian biblical teaching on a daily basis and that it is the desire of the staff and faculty that your child experiences a personal relationship with Jesus Christ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to have your child taught the essentials of the Christian faith as described in the CHS Statement of Faith?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DO YOU PROFESS TO BE A CHRISTIAN?  Yes  No

WHAT CHURCH DO YOU ATTEND?

Name of church:

Pastor:

Involvement:

PLEASE MAKE A FULL STATEMENT DESCRIBING WHAT CHRIST MEANS TO YOU.

IF NOT A CHRISTIAN, WHY DO YOU SUPPORT THIS STUDENT ATTENDING A CHRISTIAN SCHOOL?

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%)	Good (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					

What do you feel is your child's greatest strength? \_\_\_\_\_

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

Has your child been suspended or expelled from school?  Yes  No

If yes, please explain the circumstances. \_\_\_\_\_  
 \_\_\_\_\_

What grades do you plan for your student to attend Castle Hills? \_\_\_\_\_

Do you plan for your student to graduate from The Christian School at Castle Hills?  Yes  No

Name of the person completing this questionnaire \_\_\_\_\_

Father (sign & print) \_\_\_\_\_ Date \_\_\_\_\_

Mother (sign & print) \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION PACKET TO:**  
 ADMISSIONS OFFICE  
 THE CHRISTIAN SCHOOL AT CASTLE HILLS  
 2216 NORTHWEST MILITARY HWY SAN ANTONIO, TX 78213  
 MAIN PHONE: 210-878-1000 FAX: 210-878-1099



**DOCUMENTATION OF LIVING EXPENSES PAID (ROOM AND BOARD) FOR INTERNATIONAL STUDENT**

The following information must be completed by the BIOLOGICAL PARENT of international student before I-20 can be issued:

<b>Name of student:</b>
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Please check one:

- This student is not charged living expenses because he/she lives with parents.
  
- This amount is paid annually for living expenses (room and board) while student is in care of guardian/host family: \$ \_\_\_\_\_  
 Please list the Host Family Name and Home Address including zip code below

- This student lives with guardian/host family, but is not charged for room and board because of the following:

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<b>Printed name of parent:</b>	
<b>Signature of above parent:</b>	
<b>Date signed:</b>	
<b>Relationship to student:</b>	



## Guardian/Host Family Information

This information is to be completed by the guardian/host family if the student is not living with the biological parents

**Guardian/Host Family name(s):** (Circle one) Mr. and Mrs. Mr. Mrs. Ms. Miss

Address: \_\_\_\_\_

city/State/Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work/Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Host parent occupation: \_\_\_\_\_

Host parent occupation: \_\_\_\_\_

**Relationship to Student (please circle/note below):**

Host family Relative (list): \_\_\_\_\_ Other: \_\_\_\_\_

I testify that the above student is living with me and is under my jurisdiction. The student resides with me at all times during the school year, including weekends and school holidays. I further testify that the student is residing with me with full knowledge and consent of his/her parent.

**I will provide evidence of legal guardianship for this student (at a minimum, a power of attorney prepared by an attorney or other court officer assigning the natural parental rights indicated below). I will provide this documentation to the CHS Admissions office before this student can be accepted into CHS.**

I attest that in the preceding year that the student has not engaged in conduct or misbehavior resulting in removal to an alternative education program or expulsion, the student has not engaged in delinquent conduct or conduct in need of supervision nor is on probation or is on other conditional release for that conduct, nor has the student been convicted of a criminal offense or is on other conditional release for an offense. As guardian, I do hereby accept all duties, responsibilities, and obligations related to school matters including, but not limited to:

- Signing report cards, progress reports, excuse notes for absences or tardiness, and all other reports which require a parent's or guardian's signature;
- Signing consent forms for enrollment and withdrawal, travel release forms, extracurricular participation forms, field trip authorizations, medical treatment authorizations, disciplinary contracts, permits to enroll in specialized programs, authorizations regarding testing, and all other consent forms;
- Assuming the responsibility for the student's daily attendance in school to meet state-mandated attendance guidelines.
- Providing a valid, working email that will be checked daily for communication with CHS.

I attest that all statements I have made in this document are true and correct. **I AGREE TO NOTIFY THE CHRISTIAN SCHOOL AT CASTLE HILLS IMMEDIATELY IF THE STUDENT MOVES FROM MY RESIDENCE.** I also agree that I have received and read the Program Rules and Conditions of Enrollment for all International Students.

## Guardian/Host Family Questionnaire

We appreciate your interest in partnering with The Christian School at Castle Hills. The Christian School at Castle Hills seeks to lead students, in partnership with families, to know Christ and make Christ known. To help us toward this end, we ask you to complete this questionnaire and return it to us along with the completed application. (Please type or print clearly.)

Mr. and Mrs.    Mr.    Mrs.    Ms.    Miss

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PLEASE EXPLAIN WHY YOU SUPPORT THIS STUDENT ATTENDING THE CHRISTIAN SCHOOL AT CASTLE HILLS:

<b>Have you read the Statement of Faith of The Christian School at Castle Hills?</b> Please do not complete until you have read this Statement, which is located on the second page of this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Do you accept that your child will experience Christian biblical teaching on a daily basis?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you willing to have your child taught the essentials of the Christian faith as described in the CHS Statement of Faith?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

DO YOU PROFESS TO BE A CHRISTIAN?     Yes     No

WHAT CHURCH DO YOU ATTEND?

Name of church:

Pastor:

Involvement:

Will this student attend church with you on a regular basis?

PLEASE MAKE A FULL STATEMENT DESCRIBING WHAT CHRIST MEANS TO YOU.

HOW DO YOU INTEGRATE YOUR FAITH INTO YOUR FAMILY'S LIFE?

HOW DO YOU PLAN ON BEING INVOLVED IN THE CHS COMMUNITY?

WILL THIS STUDENT HAVE HIS/HER OWN BEDROOM IN YOUR OWN HOME?  Yes  No

WILL YOU COMMIT TO SPEAKING MAINLY ENGLISH IN THE HOME?  Yes  No

Signature of Guardian/Host Parent \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN COMPLETED APPLICATION TO:  
ADMISSIONS OFFICE  
THE CHRISTIAN SCHOOL AT CASTLE HILLS  
2216 NORTHWEST MILITARY HWY  
SAN ANTONIO, TX 78213  
MAIN PHONE: 210-878-1000 FAX: 210-878-1099



## GENERAL POWER OF ATTORNEY/LETTER OF GUARDIANSHIP

To be fully completed by biological parents if student is living with someone other than biological parents.

Signatures are to be notarized.

The Christian School at Castle Hills requires that a letter of guardianship be provided for all International students living with a host family or relative other than parents. We strongly suggest that a legal document prepared by a lawyer be drawn up by the parents. For those families who have not formally obtained legal counsel, the following form may be used at parents' discretion. By providing this form to the parents, this in no way holds The Christian School at Castle Hills legally liable in any way for this student and/or guardian named below.

Student's full name: \_\_\_\_\_ Birthdate: (mm/dd/yyyy) \_\_\_\_\_

Father's full name: \_\_\_\_\_ Mother's full name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Our child (student named above) has our permission to reside with the following:

Full name of guardian(s): Mr./Mrs./Ms. \_\_\_\_\_ Mr./Mrs./Ms.. \_\_\_\_\_

who lives at (full address, including city, state and zip code) \_\_\_\_\_

This guardian is a blood relative of this student:  Yes  No If yes, please state relation to student: \_\_\_\_\_

As the parents of the above-named student, we hereby appoint above-named guardian to be the true and lawful guardian for the above-named student. The above-named guardian so appointed may do and perform any act that we as the parents might perform or do if we were personally present. The guardian, by accepting or acting under this appointment, assumes all fiduciary and legal responsibilities of an agent.

In addition to the general Power of Attorney granted to the above-named guardian, it is specifically agreed and understood that above-named guardian shall have the authority to the following on behalf of the above-named student:

- To take, hold, possess, invest, lease, or otherwise manage any and all real, personal, or mixed property that we deliver to abovenamed guardian on behalf of the above-named student.
- To make, do, and transact every kind of business necessary for above-named student to receive an education at The Christian School at Castle Hills.
- To conserve, invest, disperse, or use any money that we give to above-named guardian on behalf of above-named student for the purposes intended.
- To make deposits or investments in or withdrawals from any account, holding, or interest that is necessary for above-named guardian to adequately take care of above-named student while he/she is enrolled at The Christian School at Castle Hills.
- To make all medical decisions necessary for the care of the above-named student while enrolled at The Christian School at Castle Hills.
- To set up any bank accounts that above-named guardian deems necessary to take care of above-named student while he/she is at The Christian School at Castle Hills.
- To do any act necessary to properly insure the health and education of above-named student while he/she is living with abovenamed guardian.
- To be responsible for above-named student in all aspects of school life at The Christian School at Castle Hills, including, but not limited to: day-to-day school decisions and activities, signing of all pertinent forms, being contacted by school officials with any questions or concerns, and providing all transportation to and from school and school related events in a timely manner.

If above-named **guardian** dies, becomes legally disabled, resigns, or refuses to act, then this Power of Attorney will, in all respects, terminate.

This Power of Attorney shall be effective as of today's date and shall remain in full and effect until terminated by us in writing. We agree that any third party who receives a copy of this document may act under it.

Father<sub>(sign&print)</sub> \_\_\_\_\_ Date \_\_\_\_\_

Mother<sub>(sign&print)</sub> \_\_\_\_\_ Date \_\_\_\_\_

(Notary seal)

\_\_\_\_\_  
Notary Public's Signature

Date: \_\_\_\_\_



## Medical & Field Trip Release (one per student)

This form will be on file at the school office for the **2017-2018** 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 Medical & Field Trip Release form.

**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** \_\_\_\_\_

Physician \_\_\_\_\_ Physician Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Dentist Phone \_\_\_\_\_

Health Insurance Carrier \_\_\_\_\_ Policy # \_\_\_\_\_

Name of Policy Holder \_\_\_\_\_ Relationship \_\_\_\_\_

Allergies (including reactions to medications) \_\_\_\_\_

Medication being taken \_\_\_\_\_

Preferred Hospital \_\_\_\_\_ Date of last tetanus shot \_\_\_\_\_

Are there any physical or medical conditions we should know about not already stated? \_\_\_\_\_

Student's Home Phone \_\_\_\_\_ Student's Home Address \_\_\_\_\_

Father's Name printed \_\_\_\_\_ Father's Work Phone \_\_\_\_\_ Father's Cell Phone \_\_\_\_\_

Mother's Name printed \_\_\_\_\_ Mother's Work Phone \_\_\_\_\_ Mother's Cell Phone \_\_\_\_\_

In case of emergency, who is your nearest relative or neighbor we should contact if we are unable to contact you at home or work?

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Last

First

Middle

Grade Entering for 2017-2018

### Medical Information

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

Please list medications. \_\_\_\_\_

Date of child's last visit with physician \_\_\_\_\_

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. \_\_\_\_\_

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 any and all educational testing with your application packet.)

Below, 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) \_\_\_\_\_

Please list any other health or medical issues not listed elsewhere on this form. \_\_\_\_\_

**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 school office.

The information above is true and complete to my/our knowledge.

Father/Guardian's Signature

Date

Mother/Guardian's Signature

Date



## 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?  Yes  No

Please provide a reason to your response. \_\_\_\_\_

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? \_\_\_\_\_

Why do you want to attend a school in the United States? \_\_\_\_\_

Do you agree to comply with and support the "Program Rules and Conditions of Enrollment"?  Yes  No

What do you like to do when you have free time? \_\_\_\_\_

Do you plan to attend college?  Yes  No If so, where?  In home country  In U.S.A.

What college(s) are you interested in attending? \_\_\_\_\_

Have you ever used:	<u>In the past</u>		<u>Presently</u>	
	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>No</u>
Tobacco?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drugs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcoholic beverages?	<input type="checkbox"/>	<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 applying for admission

\_\_\_\_\_  
Name Date

# Student Honor Code

(5<sup>th</sup>– 12<sup>th</sup> grade students)



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 evidence 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. **Rom. 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. **Col. 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 understand that my body 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 of any type of **immorality, homosexuality, sexual activity with students or others** 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.** **II Cor. 6:16**
5. I pledge that I will demonstrate respect love and concern for my fellow students and my teachers. **I will not hurt the feelings of others intentionally, or bully or physically harm or intimidate my fellow students.** **I Cor. 13:4-8**
6. **I will respectfully submit myself to the authority, counsel and discipline of the staff, teachers, and administrators.** **Eph. 4:22-24**
7. I agree to **support all CHS policy and procedures** as set forth in the Parent-Student Policy & Procedure Manual including the Student Honor Code, discipline, and dress code. The Parent-Student Policy & Procedure Manual is available in hard copy in the School Office, and an electronic copy is available on the school website. **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** (sign & print name) \_\_\_\_\_ Date \_\_\_\_\_

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

**Parent/Guardian** \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_ Date \_\_\_\_\_

**Host Family/Guardian** \_\_\_\_\_ Date \_\_\_\_\_



## Technology Acceptable Use Policy (one per student)

### Student's Signature

I have read the CHS Acceptable 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 Acceptable Use Policy.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (2nd Grade and above must sign)

### Parent's Signature

As a parent/legal guardian of the student signing above, I have read the Technology Acceptable 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's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

The Christian School at Castle Hills (CHS) is pleased to offer students access to a 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 or not to apply for access.

### Student Responsibilities

Students in grades K-6<sup>th</sup> 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. 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 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 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.**
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.

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.





## Parent / Guardian 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 of 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 (3) other school meetings (e.g. PTF Meeting, Booster Club, Eagle Banquet, Parent Prayer Meeting)
- ◆ make one (1) classroom observation per child annually
- ◆ volunteer five (5) hours annually

\_\_\_\_ *Init.* As members of the CHS family, we/I agree to **support the The Christian School at Castle Hills Policies and procedures** including, but not limited to, the following areas: communication, academic standards, discipline (including corporal), 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 available in hard copy in the Superintendent's Office, and/or an electronic copy is available on the website (see downloadable materials).

\_\_\_\_ *Init.* If **we/I become dissatisfied** with CHS staff, policies or decisions in any respect, **we/I will seek to resolve 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 dissention/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, 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 **conjunction with the home** to mold students to be Christ-like. On those occasions in which the atmosphere 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 sexual immorality; practicing homosexual lifestyle or 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; II Timothy 2:19-22; I Peter 1:15-16; I John 3:1-3).

Father and Mother (sign & print) \_\_\_\_\_ Date \_\_\_\_\_

Host / Guardian (sign & print) \_\_\_\_\_ Date \_\_\_\_\_



TAPPS AFFIDAVIT FROM BLOOD RELATIVE OF INTERNATIONAL STUDENT  
**THIS INFORMATION MUST BE COMPLETED BY THE BLOOD RELATIVE**

For all International students living with a blood relative, the following information must be stated and notarized before this student is eligible to participate in athletic and/or fine arts competitions at The Christian School at Castle Hills due to TAPPS requirements.

Student's name:	
Grade level:	
First day at CHS (mm/dd/yyyy):	

Name of blood relative:	
Spouse's name:	
Street address:	
City/Zip code:	
Phone:	
Email address:	

What is your relationship to student?	
How are you related to student's parent(s)?	
Other:	

**This statement affirms that I am a blood relative of the above-named student and that this student is currently residing with me. Should this student's residence change, I will immediately notify CHS, as eligibility requirements for this student may then change.**

Printed name:	
Signature of blood relative:	
Relationship to student:	
Date signed:	

State of Texas, County of \_\_\_\_\_,  
 \_\_\_\_\_ personally appeared  
 before me, and being duly sworn declared that he/she signed this  
 application in the capacity designated, if any, and further states  
 that he/she has read the above application and the statements  
 therein contained are true.

(notary seal)	
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Notary Public's Signature	<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Date



2216 Northwest Military Hwy, San Antonio, TX 78213 • Phone: 210-878-1000 • Fax: 210-878-1099 • www.castlehillsschool.org  
SEVIS ID: SNA214F00005000

## TRANSFER CLEARANCE FORM

Complete ONLY if transferring from another school in the USA under an F1 Visa

### TO THE STUDENT:

In order to transfer to The Christian School at Castle Hills from another school in the United States, it is necessary to have this form completed by the last institution you were authorized to attend by the U.S. Immigration and Customs Enforcement.

I, (printed student name) \_\_\_\_\_, give permission to release my immigration information to The Christian School at Castle Hills.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE GIVE THIS FORM TO YOUR INTERNATIONAL ADVISOR AT CURRENT SCHOOL.**

### TO THE INTERNATIONAL ADVISOR:

The above named student has made application to The Christian School at Castle Hills. Please complete the following and fax as soon as possible to Susan Covarrubia, Admissions Director, at 210-878-1001 or scan and send to admissions@castlehillsschool.org  
PLEASE DO NOT TRANSFER THIS STUDENT IN THE SEVIS SYSTEM UNTIL YOU ARE NOTIFIED THAT STUDENT HAS BEEN ACCEPTED AT THE CHRISTIAN SCHOOL AT CASTLE HILLS.

Student was enrolled in our program on: \_\_\_ / \_\_\_ / \_\_\_

Student's visa type: \_\_\_\_\_ Admission (I-94) number: \_\_\_\_\_

SEVIS ID number: \_\_\_\_\_ SEVIS Release Date: \_\_\_ / \_\_\_ / \_\_\_

- This student is in good standing and is enrolled in a full course of study.
- This student is out of status and a reinstatement to student status was filed on \_\_\_ / \_\_\_ / \_\_\_ and is pending.
- This student is out of status and must file for reinstatement to student status.
- Other comments: \_\_\_\_\_

### Current Institution name and address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Printed name and title of Designated School Official:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_





## Academic High School Profile for 2016 – 2017

### 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	567
Pupil-Teacher Ratio	Varies by individual grade beginning with 16:1 in Kindergarten
Calendar	2 eighteen-week semester grading periods (4 nine-week quarters); 5 days/week

### CLASS RANK

The Christian School at Castle Hills will only report class rank for the Valedictorian and Salutatorian for the purpose of 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 un-weighted and weighted numerical average and GPA are computed each semester. Class rankings are based on the cumulative weighted Grade Point Average (GPA). The following is our grading system: A = 90-100, B = 80-89, C = 70-79, F= below 70.

### HONORS COURSES

Honors courses are weighted as .5 points on a 4.5 scale per semester when the student earns a 90 average or higher in the semester. Students with five (5) honors courses graduate with "Honors." A student must earn a yearly average of 90 or above to earn Honors credit.

### ADVANCED PLACEMENT (AP) COLLEGE CREDIT COURSES and DUAL CREDIT

AP course are available in English Language and Composition, English Literature and Composition, Physics, Calculus AB, United States History and Spanish Language and Culture. College level dual credit courses in other subjects are available through approved online schools. Advanced Placement and Dual Credit courses are weighted as 1.0 on a 5.0 scale when a student earns an 85 average or higher in the semester. For the Advanced Honors Plan a student must earn AP credit and receive a score of 3 or above on the College Board AP exam.

### ACADEMY OF EXCELLENCE AND LEADERSHIP DEVELOPMENT

The Leadership Academy is a unique school within a school. It is a life-application based program, designed for the student who has high goals and whose college, career, or life plans are larger than most high school programs are able to support. Every participant will receive leadership training to be applied in leadership experiences. Graduates will receive 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

Serving in our community is an integral part of every campus organization; including 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, at a local Food Ministry, through a variety of local assistance programs, at a local elementary school, and at a low income housing project, as well as visiting and caroling at nursing homes and other facilities.

### STUDENT CLUBS AND ACTIVITIES

Organizations include National Honor Society, Student Council, Drama Club, Spanish Club, Spanish National Honor Society, National Thespian Society, and class officers. Activities include our Eagle Career Day, the secondary school Fall Retreat, Junior/Senior Banquet, student mixers, 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 offers our students two academic plans, the College Prep Plan and the Advanced Honors Plan.

College Prep Plan requirements (27 credits)		
In order to graduate from The Christian School at Castle Hills High School, students must meet the State of Texas Recommended High School Plan requirements, successfully complete 27 credits, 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, 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, Physics AP, Anatomy & Physiology
2	Foreign Language	Spanish I, II, AP Spanish Language and Culture, Spanish IV
1	Physical Education	General PE (PE requirements can be met through sports participation.)
1	Fine Arts Electives	Art I, Art II, Band, Choir, Theatre
1	Electives	Yearbook, Art I, Art II, Band, Choir, Theatre and additional Dual Credit or AP courses
1	Computer Technology	Advanced Computer
27	Total Credits Required	

### Advanced Honors Plan

Requires the following in addition to the College Prep Plan:

- A third year of the same foreign language (counts as the second Elective credit)
- Completion of seven (7) honors, AP, or Dual Credit courses (must meet requirements to earn Honors and AP credit)
- 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 eleventh graders 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 University	Liberty University	Southwestern University	University of North Texas
Covenant College	Mary Hardin Baylor	Stephen F. Austin University	University of Texas at Austin
Dallas Baptist	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 parents, to know Christ and to make Christ known.*

2216 NW Military Hwy. • San Antonio, TX 78213 • Phone (210) 878-1000 • Fax (210) 878-1099 • [www.castlehillsschool](http://www.castlehillsschool)

