



CHRISTIAN HERITAGE

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A C A D E M Y

Family Handbook 2018-2019

Our Mission:

We resolve to graduate students trained for a life of godly service through a college preparatory curriculum of high academic standards and sound biblical truth.

WHAT IS CHRISTIAN HERITAGE ACADEMY?

First and foremost, we are a Christian school. This means that we believe that Jesus Christ is the Son of God. We also believe that the Bible is God's Word and is absolutely true in every aspect. We believe that it is applicable to every area of life including formal education of our students. Our educational philosophy, curriculum, methodology, and policies are shaped by what we believe.

C.H.A., established in 1980, is located on 39 acres of attractive, picturesque landscape named the William L. Cooper Campus after its late founder. While we are a Christian school, we are not a denominational school. We represent many different evangelical denominations. We are run by a Board of Directors of Christian leaders in Franklin County and have been a member of the Association of Christian Schools International since 1982.

Academically we are a "traditional" school in that at the elementary level we offer the basics of reading (with an emphasis on phonics), writing, arithmetic, grammar, vocabulary, history, and science. Students in the elementary grades have opportunities to participate in spelling, math, and science competitions with other ACSI schools. Our secondary program prepares students for college entrance with courses in English grammar, literature, history and government, basic and higher maths, the sciences (biology, physical science, earth science, chemistry, and physics) and Bible. Secondary extra-curricular activities include drama, student government, ACSI competitions in math, and various club activities. Our athletic program includes volleyball, soccer, track, basketball, and cross country. Bible is taught at all grade levels. We also encourage music and art appreciation at all grade levels.

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GENERAL INFORMATION

MISSION STATEMENT

We resolve to graduate students trained for a life of godly service through a college preparatory curriculum of high academic standards and sound biblical truth.

VISION STATEMENT

Christian Heritage Academy resolves to cultivate the life of every student to be an imitator of God by following the earthly example of Jesus Christ. The preparation that we provide will enable each student to grow in wisdom as a discerning thinker, an effective communicator, and a lifelong learner; to grow in stature by living a healthy, wholesome life; to grow in favor with God by showing evidence of receiving God's gift of salvation and being transformed by it; and to grow in favor with man by becoming a well-rounded and well-mannered citizen.

SCHOOL HOURS

During Regular School Year:

Faculty/Staff Devotions:	7:45 a.m. - 8:10 a.m.*
School Office Hours:	8:15 a.m. - 4:00 p.m.
School Hours:	8:20 a.m. - 3:15 p.m.

*Please call the school office after 8:15 a.m. Students may be dropped off no earlier than 7:45 a.m. and need to be picked up by 3:30 p.m. See Tuition and Fee Schedule for before/after school care costs.

PHILOSOPHY, PURPOSE, GOALS, CONCEPTS

Christian Heritage Academy is a non-profit, inter-denominational, Christian educational ministry dedicated to the task of providing a quality Christian education from K4 through grade twelve to all children whose parents wish the Christian training of the home and church to be complemented in the school. CHA desires the relationship between parent and school be one of cooperative responsibility. Our belief is that the training of children manifests itself in the physical, mental, social, and spiritual areas of life. To attain effective training in these four areas the following goals are paramount:

1. Christian philosophy of education in every subject
2. Academic excellence
3. Christian teachers, administrators, and board members
4. Daily devotions
5. Structured discipline
6. Strong morals and character training
7. Patriotism
8. Christian environment conducive to learning

STATEMENT OF FAITH

- A.** We believe that there is only one God eternally existing in three persons -- the Father, the Son, and the Holy Spirit.
- B.** We believe the Bible to be the only inspired, infallible, authoritative Word of God and accept what the Scriptures declare to be true.
- C.** We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- D.** We believe man is by nature and practice a sinner separated from God and can become God's child only by faith in Jesus Christ as evidenced by submission to the will of God as revealed in the gospel.
- E.** We believe that those who are thus born into God's family have eternal life and those who are not remain in spiritual death and will be separated from God forever in hell.
- F.** We believe the Holy Spirit lives in the believer and enables him to walk in purity of life and submission to the will of God.
- G.** We believe in the spiritual unity of all believers in our Lord Jesus Christ.

STATEMENT OF BIBLICAL LIFESTYLE

Christian Heritage Academy 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 Christlike. 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; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school.

TEACHING IN AN INTERDENOMINATIONAL SETTING

Because CHA is an interdenominational Christian school, a variety of Christian denominations may be represented by our student body as well as faculty and staff. These various denominations may vary in their interpretations of certain doctrines other than those stated in our school handbook. Included in the various doctrines are baptism, spiritual gifts, and the eternal security of the believer. However, regardless of the particular denomination, CHA requires that all students and faculty adhere to our school's Statement of Faith.

We believe that there should be a triangular relationship between the parents, their church, and CHA. We view the parents as bearing the primary responsibility for their child's education, discipline and teaching of Christian beliefs. CHA is here to support and assist the parents in these areas.

We assume that each individual family attends a church of their choosing and that their church plays a major role in the forming of their theological beliefs and interpretation of scripture. Because of that, we understand that there may be a difference in interpretation of certain aspects of the Christian life. However, regardless of the church a family may choose to attend, we expect each family to be in agreement with and supportive of our Statement of Faith.

CHA will provide an academic education of children from a Biblical worldview. We will support our parents and reinforce their teaching and training in regards to their Christian character and moral training. We will provide Bible classes with a basic curriculum which covers areas such as the character and attributes of God; the Bible's historicity, authenticity, and authority; the church's foundational epistles; certain aspects of Old Testament history; as well as encouragement towards Christian moral character. Teachers are to make every effort to stay

within these parameters and to avoid discussion with students which may involve areas where our various denominations represented may vary. When questions arise involving these areas, teachers should encourage students to talk with their parents and/or church.

Questions Regarding Salvation: Our Statement of Faith lists that we believe in Christ's "vicarious death through His shed blood." It also states that we believe that "man is by nature and practice a sinner separated from God and can become God's child only by faith in Jesus Christ as evidenced by submission to the will of God as revealed in the gospel." Included also is our belief that "those who are thus born into God's family have eternal life and those who are not remain in spiritual death and will be separated from God forever in hell." Whereas evangelism is not CHA's primary purpose, the presentation of the gospel of Christ as outlined in our Statement of Faith will occur through various chapel services, Bible curriculum, daily devotions and prayer, as well as our day to day academic teaching. If a student comes to a teacher concerning a spiritual matter, the teacher will document the matter and direct the student to their parents and/or church.

ADMISSIONS

Admissions is the first step towards successfully accomplishing our mission and resolve to graduate students trained for a life of godly service through a college preparatory curriculum of high academic standards and sound biblical truth. We prayerfully seek to enroll students who exhibit good character, a strong work ethic, and a willingness to be trained. These qualifications serve as indicators that a student's heart is oriented towards God and that they are ready to receive the full benefit of our program; built around the seven core values of knowledge, nurture, integrity, gratitude, honor, truth, and stewardship.

Our admissions process is designed to give your family full access and opportunity to learn about our program and experience the Christ-centered spirit of our school community while also allowing our team the blessing of getting to know you.

ADMISSIONS PROCESS

Step 1: Discover CHA

The admissions process begins by gathering information about our school so you can thoroughly review all that we have to offer your family. We encourage you to download our Parent Guide to aid in your research. Our Family Handbook will provide valuable information about our Statement of Faith, our standards of behavior and academics, and school policies and procedures.

In addition, our social media sites, Facebook, Twitter, and Instagram are a great way to get a glimpse of school life.

Step 2: Campus Visit

We invite you to continue your evaluation by scheduling a campus visit. Many families are impressed by the beauty of our campus, the educational environment of our classrooms, and the sense of family that can only be experienced first hand. Also during your campus visit, you'll have the opportunity to talk to students and teachers across all grade levels for a full picture of our program and the development of our students. Call our office at 540-483-5855 to schedule a personal campus tour.

Step 3: Submit Application

When you have determined that CHA would be a good fit for your family, you are ready to apply. *Applications must be completed and submitted on our website at www.chaknights.org along with the \$50 application fee.

Step 4: Apply for Financial Assistance (optional)

We believe that if God has called you to send your child to our school, finances should not stand in the way of a quality Christian education. Visit the Financial Assistance page for information and to [apply for financial assistance](#) through FACTS, our third party aid assessment company. FACTS charges a \$30 fee to process your request.

Step 6: Placement Testing

Every student applying for enrollment will take a placement test to accurately determine their placement within our program. During your campus tour, we'll schedule a time for your child/children to complete this testing on the next available testing date. Placement tests are given on a weekly basis and results are shared within a week of testing. CHA is able to honor certain levels of IEP's based on available resources, equipment, and trained personnel.

Step 7: Head of School Interview

Once testing is complete and has been reviewed, a formal interview will be scheduled with the Head of School, which must include the applicant and at least one parent or guardian. Prior to the interview, all sections of the application must be completed, the application signed, and application fee paid.

Step 8: Acceptance

A formal notice of acceptance with the tuition amount and grade placement will be presented. You may finalize the acceptance from our admissions department by selecting a method and schedule for tuition payments for the upcoming year.

New students are accepted on a trial basis for a minimum of one grading period. Evaluations are made during this period regarding the student's academic progress, discipline, and adjustment to CHA.

*Applications are considered in the order in which they are completed. When space in a class is limited, priority is given to approved applicants in order of the date of receipt of application.

GENERAL ADMISSIONS REQUIREMENTS

All families interested in enrolling students at CHA must meet the following general admission requirements:

- **K4 & K5 Readiness** -- Students entering our K4 and K5 programs must be 4 or 5 years old before September 30th respectively or have demonstrated program readiness and be toilet trained.
- **Minimum 2.0 GPA in Grades 6-12** - Students must have earned at least a 2.0 GPA or equivalent as a prerequisite for enrollment in our Secondary program, Grades 6-12.

SPECIAL NEEDS

It is our heartfelt prayer to meet the needs of every student. However, due to certain resource limitations we are not able to service all children with special needs. Admission will be based on the extent to which our resources can help your child succeed. Your communication to us about your child's needs and submission of records and testing information will help us better determine our ability to accommodate his/her challenges.

BEHAVIOR REFORM / ALTERNATIVE EDUCATION

While the core of our mission is training students, CHA does not serve as a reform school or alternative education institution. We operate with a desire to introduce students to Jesus Christ and disciple them in the truth of His word and believe the relationship between student, parent, church, and school to be one of cooperative responsibility -- a partnership. As such, CHA honors the responsibility to maintain a balance of influence among the student body and overall school community. In order to maintain that balance and respect the desires of our current partners, students will not be admitted who:

- have not left their former school in good standing

- have a need for emotional or disciplinary counseling and guidance that cannot be met by Christian Heritage Academy
- have a pending court action
- are married or have been married
- are pregnant or have a child
- are engaging in a homosexual, bisexual, or transgender lifestyle
- are engaging in drug and/or alcohol use

CHA reserves the right to deny admission to any individual who cannot benefit from enrollment based on disqualifying academic and social/emotional and behavioral abilities, or whose personal or family lifestyle is not in harmony with the stated philosophy and mission of Christian Heritage Academy.

A student's God-given racial or ethnic heritage is never a factor in admission, the administration of educational policies, or a student's participation in school-sponsored activities. Christian Heritage Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students.

CONTINUOUS ENROLLMENT

Students enrolled at Christian Heritage Academy will be continuously enrolled each year until graduation or until a formal notice of intent to withdraw is received. Each year, CHA will provide information regarding the upcoming school year's tuition rates by February and will assess a non-refundable, Continuous Enrollment fee of \$200 on March 1. A two-week period prior to that date will be designated to effectively withdraw. Withdrawals made after March 1 will result in a withdrawal fee of \$500 per student and tuition will be prorated on a daily basis if applicable. Report cards and transcripts will not be released until all financial obligations are paid in full.

Exclusions to this withdrawal fee are as follows:

- A relocation that no longer allows CHA to be a viable option because of transportation issues
- Extraordinary situations must be approved by the board.

PARENT INVOLVEMENT AND RESPONSIBILITIES

Parents are an integral part of Christian Heritage Academy's program. The primary responsibility for rearing children rests with the parents. The school seeks to work closely with the parents in training children. We expect parents to be actively involved with the school both individually with the child's teacher and corporately with the rest of the parents.

- 1.** To pay all financial commitments on time. If for any reason a payment must be late, special arrangements should be made with the Delinquent Accounts Chairman. A failure to meet those commitments may result in the dismissal of the student from the school and withholding of transcripts until the tuition has been paid in full.
- 2.** To cooperate with the school staff and other parents in seeking to apply biblical principles to every aspect of the child's education including discipline.
- 3.** To discuss any problems and concerns only with those who have the authority to effect the desired changes. The staff, administration, and board do desire to know your concerns and want you to come to them. (The board reserves the right to change or update policies as needed throughout the year.)
- 4.** Open communication between parents and the staff and administration of CHA is essential. In order to facilitate timely responses to your questions, please utilize the following procedure should you have a question or concern regarding the school or your child.

Step 1: Contact the teacher via school email to schedule a phone conference or appointment. If your issue has not been resolved after this meeting, then proceed to step two.

Step 2: Contact the office to schedule a conference with the teacher involved and his immediate supervisor, typically the head teacher or the headmaster. If still not resolved,
proceed to step 3.

Step 3: Contact the office to schedule an appointment with the Administrator, the teacher involved, and the head teacher if appropriate.

If your question has not been answered with the above attempts, you can bring your issue before the school board. The office will assist you in this process.

- 5.** A continually contentious or critical spirit will be grounds for dismissal from the academy.

6. Parents are asked to participate in as many of the Parent- Teacher Fellowships and other pertinent school functions as possible and seek to promote the academy in the community.

The Parent Teacher Fellowship is the organizational arm of CHA designed to create methods of parental involvement in all phases of the school's program. Membership in the PTF is open to administration and all parents and/or guardians of children enrolled in the academy. Please check the school website and newsletters for dates of the scheduled PTF meetings.

The PTF is composed of several committees which aid the school in various ways:

Room Parents: Various responsibilities of the room parents include helping the teachers as needed, helping with the lunch program, and helping contact parents during the assigned month to help with the PTF meetings.

Teacher- aides: Teacher- aides are parent volunteers who will assist the teacher in various ways as needed each day. Responsibilities may include listening to reading groups, grading papers, cutting out patterns, etc. If you would be interested in serving as a teacher- aide, please contact your child's teacher.

Transportation: Parent volunteers are needed to help provide rides for athletic events, field trips, and other activities.

CAMPUS/STUDENT SAFETY

Fire drills, tornado drills, emergency evacuation drills, and lockdown drills are performed on a routine basis to help ensure the safety of our students and staff should a situation arise.

All visitors, including parents, on campus must sign in at the office to receive the required visitors sticker. Due to safety concerns, student visitors are not allowed during the school day.

CHAPELS

Lower School and Upper School chapels will be scheduled throughout the year. Chapel services afford each student an opportunity to sing, pray, read God's Word, and hear special speakers involved in the work of the Lord.

FIELD/SCHOOL TRIPS

Eligibility:

1. The student must be enrolled at CHA and within the age group
2. The student must have proven himself worthy with a good behavioral performance.
3. The student must return permission slips and fees by the required date.

Seatbelts: Seatbelts must be provided for all school functions in private vehicles and the enforcement of using the seatbelt will be placed on the individual drivers.

Insurance Coverage: For volunteer drivers for athletic events, field trips, etc., the driver's personal insurance pays first and the remainder will be paid by CHA's policy. Volunteer drivers must indicate that they have adequate coverage when signing the field trip permission slip agreeing to drive.

Secondary: Students will be given permission slips several days in advance of each trip. If the permission slip is not returned by the indicated deadline, the student may not be allowed to attend the trip, and parents will be notified via a parental notification. Not returning the permission slip or not attending the field trip could result in the student having to complete an alternate assignment or project on school campus the day of the field trip.

FUNDRAISING PROGRAMS AND POLICIES

Fundraising is an integral part of Christian Heritage Academy's tuition and assistance program that helps to keep tuition affordable and sustainable for families desiring to provide a private education and a biblical worldview for their children. Each year, CHA raises approximately \$100,000 through fundraising programs managed by the Christian Heritage Foundation to supplement the school's annual budget. Therefore, fundraising is not an optional activity for our community of faculty, staff, families, and students.

The CHA fundraising model is an outside-the-box type of solution that benefits more from a family's participation rather than their actual giving. Realizing that most families are already doing all they can to pay tuition, programs like Box Tops for Education and Kroger's Community Rewards allow CHA to receive cash donations from items families have already purchased for their kitchen and pantry. With programs like this, families can generate cash for CHA without ever donating a dime.

The two key approaches of our fundraising program are the Heritage Project in the fall and the Heritage Classic 5K in the spring. These approaches are hands down the most effective way to generate new donors to support CHA every year and create a sustainable fundraising program. Through this model, CHA has been able to build a donor base of more than 1,000 supporters. Every year, families reach out to friends, family, neighbors, and colleagues through seven letters, to request sponsorships of their Heritage Project volunteer hours and Heritage Classic 5K race participation. Without these donation letters, our fundraising model simply would not work.

The Christian Heritage Foundation has worked hard to design an effective fundraising program that helps to balance the annual budget and encourages participation from every member of the school community without becoming burdensome. We are grateful for how the Lord has delivered His provisions through this program for so many years and look forward to everyone's participation for many years to come.

INCLEMENT WEATHER

Your safety and the safety of those you transport is very important to us. The final decision whether it is safe for you to drive or not rests with you.

School closings, delays, or early dismissals will be announced through the school's Alerts & Notifications system. Also CHA school closing announcements will be made on the following television stations: WSLS- TV 10 and WDBJ- TV 7.

When school is closed, all meetings and athletic activities will be cancelled unless otherwise notified.

ILLNESS OR INJURY

An emergency procedure form must be completed for each child at the time of application for enrollment. In case of illness or accident to the student, the school will contact the individuals as listed on the form. If an injury requires immediate attention, academy authorities will secure an ambulance and have the student transported to a local hospital.

No over the counter medicines (ie. Tylenol, Dimetapp, cough syrups, etc.) will be provided by the school. All medication sent from home must be stored in and administered through the school office. Medications must have a Medication Administration Form (available in the office) filled out and signed for each medicine to be administered. A student will be allowed to carry a prescription inhaler if a permission form has been signed by the parent/guardian and the child's physician and submitted to the office. This form may be obtained from the office.

In respect of others, students who are out sick (fever, viruses, lice, etc.) are to return to school after they have been symptom-free for 24 hours.

LIBRARY

1. All books will be due one week from the date borrowed for the elementary students and two weeks from the date borrowed for middle and secondary students.
2. Students may not check out a new book until they have returned or renewed the previous book.
3. K4-2nd grade students may check out one book per week. Third grade-5th grade students may check out two books at a time. Secondary students may check out no more than four books at a time.
4. If a book is not returned by its due date, a notice will be sent to the student and a one-week grace period will be given.
 5. If the overdue book is not returned after the one-week grace period, a fine of 25 cents will be incurred. This fine must be paid and the book returned before the student may check out another. The fine will increase 5 cents each day the book is not returned.
 6. Accidents do happen; if a book is lost or damaged beyond repair, there will be a replacement fee of \$10.00 for the book. No other penalty will be given.
 7. K4 students are exempt from overdue fines.

LOCKERS

Students in grades 6- 12 are assigned a locker at the beginning of the school year. Lockers are to be kept clean and are subject to periodic inspection. Lock combinations are to be turned in to the homeroom teacher and should not be shared with other students. No student may open another student's locker.

LOST AND FOUND

The lost and found is located in the main office. Items are disposed of if not claimed by the end of each grading period.

LUNCH

Students may bring their own lunch from home. Microwaveable items, such as packaged sandwiches, will be available for purchase, along with snack items such as chips, cookies, etc. Milk, juice, and soft drinks will also be available for purchase. At times special hot lunch sign up forms will be sent home. Those wishing to purchase these meals must complete and return the forms along with the money by the designated due date.

PHONE USAGE

The use of the office phone by students is restricted to emergencies and specific changes made in the school schedule where notification of parents is necessary. Cell phones must be turned off and kept out of sight until 3:30 p.m. Cell phones will be sent to the office if in sight or if being used without permission. The first time a student is caught using a cell phone, he may pick it up from the teacher who confiscates it at the end of the day. The second time, he must go to the office to get the cell phone. Thereafter, a parent must come to the office to pick it up. Parents should not text students during school hours.

SENIOR BANQUET

The annual Senior Banquet is a formal evening dedicated to honoring each year's graduating class. The banquet is open to students in grades 10 - 12. Students younger than tenth grade may attend the banquet only if they are siblings of a graduating senior. Detail policies are available in the office. These policies will be discussed and distributed to involved students as needed.

STUDENT GOVERNMENT ASSOCIATION

The responsibilities of the SGA are as follows: to be an example of Christ, to pray for the students and the faculty, to uphold biblical principles and school policy, to seek to increase school spirit and positive attitudes, and to support and follow their constitution. A copy of their constitution is available in the school office.

The SGA Executive Council is composed of four officers: president, vice president, secretary and treasurer. These are elected in May for the following school year. Qualifications for officers are: must be enrolled for the new school year as a fulltime student prior to election, must be a professing Christian, must maintain a "C" average or above, must have received no detention referral for more serious offenses as outlined in the Family-School Handbook or received an ISS/OSS during the year in which he/she is elected, and must have received no more than one detention referral for less serious offenses as outlined in the Family-School Handbook during the year in which he/she is elected. The President must have served in the Student Government for at least one year, and will be a Junior or Senior. The Vice-President must be an upcoming Junior or Senior. The Secretary and Treasurer must be an upcoming Freshman or above.

In addition to the executive council, a representative from each class (grades 6-12) is elected during the first two weeks of school. Qualifications for representatives are as follows: must be a professing Christian, must maintain a "C" average or above, must have received no detention referral for more serious offenses as outlined in the Family-School Handbook or received an

ISS/OSS during the year in which he/she is elected. Behavioral detentions will also be considered when a student chooses to run for an office and may hinder such a student's nomination.

STUDENT DRIVERS

At the beginning of the school year or when they wish to begin driving to school, students must file an application for a permit to drive to school. The board and administration reserve the right to revoke the driving privilege for any on campus driving infractions including speeding, reckless driving, and/or repetitive failure to follow on-campus traffic procedures.

TECHNOLOGY ACCEPTABLE USE POLICY

General Principles

The use of CHA's computer systems and network, including the information placed on or distributed through these systems and networks, is considered property of CHA and is provided as a privilege to its students. This privilege imposes certain responsibilities and obligations on the user and is subject to CHA's policies as well as local, state, and federal laws.

CHA defines "Acceptable Use" as any use that complies with the philosophy of Christian education and does not violate the mission of the school. Such use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It also demonstrates respect for system security, an individual's rights to privacy, intellectual property, and the ownership of data.

Guidelines

Activities expressly prohibited:

- Harassing, insulting, or intimidating others
- Violating Copyright laws
- Using the internet for commercial purposes, financial gain, or fraud
- Damage to computer systems and networks
- Viewing or displaying obscene and offensive material (includes foul language, pornography, and any other inappropriate behavior)
- Engaging in any activity that does not comply with the General Principles presented above

Administrative Access

CHA's administrators reserve the right to view, access, and remove any data placed on or distributed through the computer systems and network without the permission of the individual user at any time. CHA maintains sole ownership of all computer systems, network, and data contained within.

Parental Consent

CHA recognizes the right of the parent to request that access to the computer systems and networks be given to their child. In such case, the parent must indicate this decision when signing their child's Acceptable Use Policy form at the beginning of each school year. The parent may, at any time, choose to change this decision for the child by contacting the main office.

TRANSPORTATION

(Morning, Afternoon, and Field Trips)

To and From School:

Parents are responsible for each student's transportation to and from school. Students may only be released to those who are listed on the approved pick up form. Car tags are required for elementary student pick up. To make changes to the list, or to obtain additional car tags, please contact the main office.

A.M. drop off procedures:

Teachers are on duty at 7:45 in Founders and Heritage Hall.

Elementary students should be dropped off at the front porch of Founders. The teacher on porch duty will direct them to the assigned room to stay with the teacher on duty there until 8:10. Heritage Hall students should report to the assigned classroom until 8:10 dismissal to their homeroom.

P.M. pick up procedures:

At 3:15 parents will be directed by teachers regarding the traffic pattern to pick up students. At 3:30, students remaining will be sent to after school care to wait for their rides.'

General procedures for ALL Drivers:

1. No backing up during school hours and drop off/dismissal times.
2. Maximum safe speed during school hours is 10 mph.
3. All parking during school hours is to be done in main parking lot.

4. We request no cell phone usage by drivers when circling the campus for pick up.

ACADEMIC INFORMATION

Academically we are a "traditional" school in that in the elementary grades we offer the basics of reading (with an emphasis on phonics), writing, arithmetic, vocabulary, history, and science. Our secondary program is college preparatory. Bible is taught at all grade levels. We also offer a number of electives. Extracurricular activities including student government, athletics, and various clubs are available. New clubs and sports will be added as interest arises.

ABOUT OUR K4 PROGRAM

Our K4 program is a developmentally appropriate, Biblically-based, academic program that includes Bible time (with stories, songs, and memory verses), letter time (which introduces each letter and sounds), number time (with lots of fun counting!) and even some science and health activities. We also have library, art, and physical education. There are no grades given since this is a kindergarten- readiness program.

Activities to develop fine motor skills include painting, gluing, cutting, working with play-dough, building with blocks and even some planting and cooking fun and learning experiences.

GRADING SCALE

90-100=A 80-89=B 70-79=C 60-69=D Under 60=F

Number Grade	Letter Grade	College Prep	Honors Weighting	Dual Credit Weighting
100	A+	4.0	4.5	5.0
99-94	A	4.0	4.5	5.0
93-90	A-	3.7	4.2	4.7
89-87	B+	3.3	3.8	4.3
86-83	B	3.0	3.5	4.0
82-80	B-	2.7	3.3	3.7
79-77	C+	2.3	2.8	3.3
76-73	C	2.0	2.5	3.0
72-70	C-	1.7	2.2	2.7
69-67	D+	1.3	1.8	2.3
66-63	D	1.0	1.5	2.0
62-60	D-	.7	1.2	1.7
Below 60	F	0	0	0

COURSE OFFERINGS (Secondary)

BIBLE:

Bible I, II, 2/3, III, IV

ENGLISH:

English 9, 10, 11, 12

*Adv. English

MATH:

Algebra IA, I, II

Geometry

PreCalculus

*Calculus

Consumer Math, Accounting I, II

COMPUTER TECHNOLOGY:

Microsoft Office Certification Course

HEALTH/PE I, II

*Weighted courses (+0.50)

HISTORY:

World History I, II, III, IV

Government

FOREIGN LANGUAGE:

Spanish I, II, III

SCIENCE:

Earth Science

Biology I, *II

Chemistry

*Physics

GRADUATION REQUIREMENTS

Standard Diploma:

Bible	4 credits*
English	4 credits
History	2 credits
Government	1 credit
Math	3 credits
Science	3 credits
MS Office	1 credit
Health/PE	2 credits
Electives	<u>4 credits</u>
Total	24 credits required

Advanced Diploma:

Bible	4 credits*
English	4 credits - must have Advanced English in Jr. or Sr. year
History	2 credits
Government	1 credit
Math	4 credits**
Science	4 credits**
For. Lang	3 credits
Health/PE	2 credits
MS Office	1 credit
Electives	<u>1 credit</u>
Total	26 credits required

* Bible is required each year the student attends CHA. Transfer students in grades 9- 12 who have missed a Bible credit(s) must take other courses to fulfill the required number of credits for graduation.

**Math/Science credits—8 total credits to include Algebra I, Geometry, Algebra II, PreCalculus, Earth Science, Biology, Chemistry, and one credit of Biology II, Physics or Calculus

COURSES TAKEN AT OTHER INSTITUTIONS

Occasionally, students need credit for courses taken at other institutions in order to graduate on time. Such classes must be approved by the administration. To be eligible for Salutatorian or Valedictorian, half of a student's earned credits must have been earned at CHA. Transfer grades are counted Pass/Fail and do not count toward GPA.

Students will be allowed to take college courses for credit if:

1. The student is presently enrolled in at least two courses at CHA.
2. A request for College Dual Enrollment Form has been completed.
3. Approval for the specific course is given by the Head of School.
4. A grade of C or above is acquired in the course.
5. A college transcript is given to the office indicating courses and grades.
6. Six semester hours of college credit will equal one unit of high school credit.

EXAMS - SECONDARY

Mid Year: Secondary students will take two ninety minute exams on each exam day. On the designated exam days, secondary school will dismiss at 12:00.

Finals: Seniors with an “A” average for the school year who have missed 10 days or less in a specific class may be exempt from exam review days and the final exam in that class.

HOMEWORK

CHA believes homework is an appropriate and necessary component of a successful academic experience. Its purpose is to reinforce and practice new ideas. A very general guideline regarding the amount of homework daily is an average of 30 minutes for Grades K-4 in addition to reading assignments and an average of 10 minutes times the student’s grade level for Grades 3-12.

INCOMPLETE GRADES

An “Incomplete” grade is given only when the teacher feels there are justifiable reasons for the work to be late. The work should be completed within two weeks.

PARENT/TEACHER COMMUNICATIONS

A formal conference day is scheduled during the first grading period. On this day, conferences will be scheduled for all students K-6th grade and for all new students in grades 7-12. At the beginning of second semester, there will be another designated conference day to provide an opportunity to meet with your child’s teacher. Other conferences may be held as requested by either teacher or parents. Parents should feel comfortable to email teachers and set up a conference as they deem it necessary throughout the year.

PROMOTION - RETENTION

ACADEMIC RISK PROGRAM

Students currently enrolled in our secondary program are required to maintain a 2.0 GPA or equivalent to remain enrolled. If a student is in danger of falling below a 2.0 GPA, CHA will notify parents and discuss an academic improvement plan. If a student falls below a 2.0 GPA,

he/she will be placed in our Academic Risk Program:

- Academic Warning - If, at the end of an academic period, a student fails to earn both a period and cumulative GPA of 2.0 or higher, the student will be placed on Academic Warning for the following academic period.
- Academic Probation - If, at the end of an academic period on Academic Warning, a student fails to earn both a period and cumulative GPA of 2.0 or higher, the student will be placed on Academic Probation for the following academic period.
- Academic Dismissal - If, at the end of a academic period on Academic Probation, a student fails to earn both a period and cumulative GPA of 2.0 or higher, the student shall be subject to Academic Dismissal for the following academic period.

WITHDRAWAL FROM SECONDARY COURSES

The last day to withdraw from a secondary school level course shall be ten days after the start of the first and/or second semester. After this date students must remain in the class until the end of the semester.

ATTENDANCE

Faithful attendance at school is expected. Extended or excessive absences are a burden to teachers and students. Studies have shown that there is a link between attendance and student performance.

When the student is absent from or tardy to school, he/she must bring a note from the parent/guardian or doctor stating the reason for the absence or tardiness. The note should be given to the teacher during homeroom. Please email the teachers directly to receive the missed assignments.

MAKING UP WORK DUE TO ABSENCE

Attendance does affect performance. For extended absences, parents should contact teachers to formulate a plan to make up missed work. For secondary students, all work should be completed within four days. For elementary students, parents and teachers will work together to formulate a plan for completion. For single day absences, missed work should be made up the next day.

ABSENCES

An absence is considered excused when a student is absent due to a death in the family, medical or dental appointments, or other approved, previously arranged absences. Parents will be notified at the end of each quarter if a student has accumulated five or more absences from any class.

Secondary students may not receive credit or grades for any subject with 15 absences or more, and elementary students with 15 or more absences may not be passed to the next grade level without board approval. Absences due to school initiated activities are not counted in the student's total absences. The school reserves the right to dismiss any student who is negligent in attending school or classes.

Previously Arranged Absences: A previously arranged absence must be cleared through the school office (Grades 6-12) as well as with the teacher, and should be a week in advance of the days to be missed so that the teachers have time to make assignments. Students have up to four days to make up any missed work.

In individual classes, students must be present for at least half of the class period to be counted as present in class.

TARDINESS

When a student is tardy to school, he/she must sign in at the office before going to class.

Excused Tardy: An excused tardy is a lateness due to a medical or dental appointment. All other tardies will be undesignated.

Undesignated Tardies

Grades K4 - 5: A parental notice will be sent home when the student has been tardy to school the third time and each additional time during the grading period. Additional action will be determined by the teacher.

Grades 6 - 12: When a student has been tardy to school five times in any given quarter (excluding excused tardies), the student will be assigned a lunch detention. After the sixth tardy to school in any given quarter (excluding excused tardies), an after school detention will be assigned.

Tardiness to Class: When a student has been tardy the fifth time to classes in any given quarter (excluding excused tardies), the student will be assigned a lunch detention.

LEAVING SCHOOL

Students wishing to be dismissed from school during the day for a doctor's appointment, etc., should submit a written notice signed by a parent/guardian to their homeroom teacher. They must be signed out on the daily sign out sheet in the office before leaving and sign in when returning.

ATHLETICS/EXTRA CURRICULAR ACTIVITIES

In order for a student to participate in practices or games, he or she must be present for at least half day of school unless previous arrangements have been made with the Head of School.

ELIGIBILITY

To be eligible for participation in athletics, students must complete an annual physical and provide proof of accident insurance coverage. Students must maintain an overall "C" average with no failing grades in any subject or may be subject to athletic ineligibility by the Head of School.

SCHEDULING

Scheduling of athletic games and practices is the responsibility of the Athletic Director. Once games have been scheduled and confirmed and a season is underway, it is our policy that games will not be changed for any reason other than inclement weather. Any attempt to reschedule games for any other reason other than weather will be considered a forfeiture. This is done to eliminate unnecessary confusion among school personnel and parents.

TRAVEL

Transportation for team participants will be provided by the school bus or by privately owned vehicles coordinated by the coach. Students per vehicle will not exceed the number of working seat belts, and each passenger will wear a seat belt. For practices conducted away from school, the same rule applies. Vehicles must have adequate insurance covers. Drivers and passengers must abide by all Virginia transportation laws. No athlete will be allowed to drive to a sporting event without approval from the coach and Head of School.

UNIFORMS

Uniforms will be issued to members of athletic teams by the Athletic Director. Players are responsible for their uniforms during the athletic season. Athletes will be charged for the uniform if not returned to the school by the assigned date. Practice clothing (furnished by each athlete) will be in accordance with the school dress code.

CONDUCT AND EXPECTATIONS OF STUDENTS

We expect our students to conduct themselves in a manner worthy of a modern day Knight. A KNIGHT is characterized as being Keen, Noble, Inspiring, Giving, Helpful, and Teachable. Our students are expected to abide by the Knights Code of Conduct including consistently demonstrating proper attitudes, language and behavior, especially to anyone in authority. Just as a knight sought to bring glory to his lord, a common question our students will hear, when confronted with questionable behavior, will simply be, “Did that bring glory to the Lord?”

DISCIPLINE

Philosophy of Discipline:

Our philosophy of discipline is based on the scriptural principle of training up a child in the way he should go with the goal of bringing him to a proper response to God’s word and God’s will including repentance, forgiveness, and restoration. The process is intended to be positive in nature and motivated by love. In order to be uniform in our administration of discipline, we have adopted the following policies and procedures:

Classroom:

Each classroom teacher may use certain forms of discipline before taking more serious action. Examples of correctable actions depending on the offense, age of child, and circumstances, may be any of the following: reproof—verbal correction, isolation from other students or dismissal from class, giving written assignments, parental notifications, lunch detentions and after school detentions.

Examples of Disciplinary Offenses:

Although the following list is not meant to be exhaustive, it serves as a guideline of the kind of behavior that will not be tolerated: (Also, see “Campus Safety”)

LESS SERIOUS OFFENSES

Once the teacher or teachers have made adequate attempts to control these behaviors and the student has not responded in a positive manner, the Head of School will make a decision regarding placing the student on “the system” and will inform parents of the action being taken.

First Offense - Parental Notification

Second Offense - detention

Third Offense - parent conference

Fourth Offense - 1-5 days ISS

Fifth Offense - 1-5 days OSS

Sixth Offense - Expulsion

These include but are not limited to the following:

- Talking in class or study hall without permission
- Disobeying specific classroom or school rules
- Getting out of seat without permission
- Causing a disturbance
- Failure to complete assigned academic work
- Unwholesome words or conversation
- Critical or derogatory remarks

SERIOUS OFFENSES

First Offense - Administrative conference with student and/or parents combined with one of the following penalties: detention hall, 1- 3 days ISS, 1- 3 days OSS.

Second Offense - Administrative conference with student and parents and 1- 5 days OSS.

Third Offense - Student and parent hearing with school board, possible expulsion.

These include but are not limited to:

- Disrespect shown toward those in authority
- Acts of rebellion
- Cutting class or school
- Leaving campus without permission
- Cheating
- Lying
- Stealing
- Swearing

- Abuse or willful destruction of school property
- Actions causing safety concerns
- Critical or derogatory remarks
- Disobeying specific classroom or school rules
- Drinking/smoking
- Possession of tobacco or alcoholic beverages
- Possession of a knife or weapon of any kind
- Fighting
- Mistreatment of other students
- Immoral behavior

*The actions indicated above to deal with the various offenses are guidelines only and do not bind the teachers or administration in any specific instance.

LUNCH DETENTIONS

A student serving a lunch detention for an incomplete homework assignment will receive a grade no greater than 50% upon completion of the assignment. Lunch detention is mandatory for middle school/secondary students who have not completed previously assigned homework in any subject. Twenty minutes will be allowed to eat lunch.

AFTER-SCHOOL DETENTIONS

Detention may be given by any member on staff. Detentions will be served on Thursdays immediately after school is dismissed for the equivalent of one class period or longer if necessary.

Detentions take precedence over all other school functions.

Parents will be notified by email of the reason for the detention and when it must be served. Parents must make arrangements to pick up their child after Detention Hall. An additional detention will be given for any student that misses or is late to an assigned detention period.

SUSPENSIONS

At the discretion of the administration, certain offenses may warrant suspension. Forms of disciplinary suspension include the following:

In School Suspension (ISS):

ISS students attend school and report to the main office. Class work assigned by teachers is completed while in isolation from the student body. Lunch, restroom breaks, etc., are limited to the main office building. The ISS will count as an excused absence from class and work completed in ISS is checked for credit.

Out of School Suspension (OSS):

OSS students do not report to school and will receive zeroes on all daily work and tests given during the period of suspension. The OSS will count as an unexcused absence from class.

EXPULSIONS

The following situations are immediate grounds for which a student may be expelled from school: sexual immorality; pregnancy; possession, sale or use of illegal drugs; or possession of a loaded firearm or intentionally concealed weapon with questionable intent.

All expulsions from the academy are approved by the Board of Directors and are final unless true repentance is witnessed, necessary counseling takes place with an approved counselor, a report is filed with the school, and full restitution and apologies are made. Such students may be considered by the Board for re-enrollment for the following school year with specific stipulations in place.

CHA DRESS CODE

The Purpose of Our Dress Code:

The dress code establishes the guidelines for parents and students on appropriate school attire that will foster a productive learning environment. The purpose of our dress code is threefold:

- **To Promote Biblical Modesty** - Modesty is an attitude of the heart that is inclined towards God and committed to presenting oneself in a manner that does not expressly draw prideful and self-pleasing attention. We believe our dress code helps to train the hearts of our students while still allowing them opportunity to express their individual character and preference. [1 Tim. 2:9]
- **To Teach Honor Towards Authority** - Honor is also an attitude of the heart that is inclined towards God and committed to displaying one's value and significance of Him by respecting those whom He has placed in positions of authority. We believe our dress code contributes to training the character of our students, through yielding to authority, while still allowing them a freedom from unnecessary restraints. [Rom. 13:1]
- **To Nurture Neatness & Care** - Neatness and care are outward expressions of a personal commitment to display one's best before the Lord at all times. We believe our dress code helps our students develop the ability to be purposeful in their decisions and actions and aware of the impact of their choices. [Col. 3:23]

The dress code is a vital component of our learning environment, campus community, and institutional character. We seek to glorify God in all that we do. Therefore, the dress code applies to the school day, extra-curricular events, athletic contests, and all events on or off campus in which Christian Heritage Academy is actively participating or being represented unless otherwise stipulated. Parents are urged to screen their children's attire to help them comprehend and comply with the threefold purpose of the school dress code.

CHA will occasionally offer Dress Down Days where normal dress code requirements are suspended. On these occasions, students may wear jeans or shorts without tears and holes, long

or short sleeve t-shirts with no pictures or words, and dresses, shorts, and non-uniform skirts that meet dress code length requirements.

The administration reserves the right to evaluate the level of dress code compliance at any time and address students regarding any form of dress they consider inappropriate. Any student in violation of the dress code will be addressed according to the guidelines established in our discipline policy.

BOYS AND GIRLS:

PANTS:

- Khaki (tan; not green), gray, or navy pants with a maximum of four pockets (not cargo type), and must not be frayed, ripped or low-riding.
- Dress shorts may be worn that touch the knees and meet the same conditions as pants.
- If the pants have loops, a belt or suspenders must be worn (Grades 2 -12).
- Pants should be of casual fit, precluding jeans type pants that incorporate a tight, immodest look. The intention is simply not to wear tan colored “jeans”.

SHIRTS:

- Pullover or button down shirts (short or long sleeve) must have collars. Various color and pattern choices are permitted but should not distract, disrupt, or draw unnecessary attention within the school environment.
- Also acceptable is the official CHA logo shirt, which must be purchased through the CHA office or the approved online link.
- Boys’ (Grades 1-12) shirts must be tucked in at all times except for recess and PE.

SHOES: No high-heels, military-style footwear, flip flops, crocs, or shoes that have interior rollers. Tennis shoes are required for all PE classes.

SOCKS: Required for boys. Girls’ solid colored tights and leggings (tights w/out feet) may be worn under skirts.

GIRLS:

- **JUMPERS:** Navy, gray, khaki or blue plaid
- **SKIRTS/SKORTS:** Khaki, gray, or navy may be worn that touch the knee when standing

SWEATERS/HOODIES/JACKETS:

- Sweaters and Cardigans are permitted with a collared shirt
- School logo outerwear attire will be available for purchase through the office.
 - These items may be worn in the classroom.
 - Non-CHA logo outerwear may be worn to school but may not be part of classroom attire. Outer coats are not be worn in the classroom.

MISCELLANEOUS:

ATHLETIC TEAMS: On occasion, school teams may incorporate “Game Day” dress to be approved by the coach and Head of School.

GIRLS:

- Hats removed while indoors
- Two ear piercings are the only visible piercings allowed

UNACCEPTABLE:

Excessive makeup or jewelry (including those with inappropriate words or messages), unnatural hair dyes (orange, green, etc.), tattoos (if already applied, must be covered during school hours and functions)

BOYS:

- Hair must be worn moderate, neat and clean. Length must be above eyebrows, off shirt collar, shorter than middle of ears. No unnatural hair dyes.
- Hats removed while indoors
- Must be clean shaven on a daily basis

UNACCEPTABLE:

Earrings, visible piercings, excessive jewelry (including those with inappropriate words or messages), tattoos (if already applied, must be covered during school hours and functions)

TUITION AND FEES

ANNUAL TUITION

Grades K4 and K5 \$3,900

Grades 1-12 \$5,900

Late admissions or early withdrawals will be prorated on the amount of days enrolled.

Part-time Secondary: \$800 per class

ADDITIONAL FEES

Application fee \$50 / child
(Due with application)

Enrollment fee \$75 / child
(Due upon enrollment)

Athletic fee \$75 per sport

BEFORE / AFTER CARE PROGRAM

Before care is available from 7:15 - 7:45am daily, except for delayed schedules, at the rate of \$2.00 per child every 15 minutes.

After care is available from 3:30-5:30 daily, except for half-day dismissals and early closings, at the rate of \$2.00 per child every 15 minutes.

AVAILABLE TUITION DISCOUNTS

15% Discount / child Families with multiple children receive a 15% discount per child after the first child

\$200 Discount / child New families who prepay tuition before June 30
Current families who prepay tuition before March 15

\$500 Discount *Refer a new family to enroll
*Credit received in January if family is still enrolled.

TUITION PAYMENT OPTIONS

Annual Prepay	Pay full tuition bill by first day of school
Semi- Annual	Tuition divided into two payments (August / January)
Monthly (10-12 month)	Payments automatically withdrawn monthly through E-cashier starting in July (12 month), August (11 month), and September (10 month)

Families choosing a semi-annual or monthly payment options are required to create an E-cashier account for automatic withdrawals.

TUITION ASSISTANCE

At Christian Heritage Academy, we make every effort to ensure that no student misses out on the benefits of a Christian education due to family finances. Our goal at CHA is to make Christian education affordable to as many families as possible. As part of this effort, we offer scholarships that make private education more financially feasible for interested families. We grant tuition assistance based on household income and Federal Income tax figures. Due to a limited amount of monies that are available, early application is encouraged.

VIRGINIA EDUCATION IMPROVEMENT SCHOLARSHIP TAX CREDIT PROGRAM

Through the Association of Christian Schools International (ACSI), Renewation and the Commonwealth of Virginia scholarship funds are available for low to moderate income families for students entering K5 and Grade 1, as well as students coming from a public school and enrolling at any other grade level. For further information, please contact the Admissions Office.

In order to objectively determine a family's ability to pay tuition, Christian Heritage Academy enlists the reviews and recommendations of FACTS, a nationally based third party tuition assistance assessment service. This confidential information, coupled with available school funding, allows CHA to be accessible to as many qualified families as possible.

Families who wish to be considered for Tuition Assistance must apply through FACTS and submit an online application along with a minimal application fee at www.chaknights.org/scholarships. After tuition has been determined, families will need to set up an E-cashier account to enable automatic monthly deductions.

CONTINUOUS ENROLLMENT

Upon enrollment, families will be assessed a \$200 Continuous Enrollment fee each year on March 1 to reserve their seat for the following year and to assist the CHA administration in effectively planning for staffing and curriculum for the following school year.

TUITION PAYMENT POLICY

The following policy governs the notification, recovery, and consequences of delinquent accounts:

All non-prepay account payments will be drafted through the FACTS E-Cashier system each month on the 5th or the 20th as selected by the family. Attempts to withdraw any missed payments will be made during the next draft cycle (either the 5th or the 20th).

Once a family has missed two consecutive payments, the Head of School will make contact to determine what the issue may be with the missed payments. The family will have ten (10) business days from the date of contact to schedule a meeting with the Head of School to discuss the delinquency and implement an appropriate payment plan to bring the account current. Should notice of the delinquency go unanswered, upon completion of the ten (10) business day period, the respective student(s) will be suspended from school for a period of up to fifteen (15) days until the delinquent amount is paid in full or arrangements are made to settle the account by the end of the school year. The student suspension will not be disciplinary in nature, and therefore would not be part of the discipline record. The absences will be considered pre-arranged absences.

If arrangements are made and the agreed upon arrangements are broken, or no agreeable arrangements can be negotiated, the student(s) will be dismissed from school.

Transcripts and report cards for any student dismissed due to a delinquent account will be held until the account is settled in full.

Continuous Enrollment will be prohibited for any family with a delinquent account.

Tuition is the primary source of income that funds Christian Heritage Academy's operational budget. CHA desires to work with parents and families to resolve any issues contributing to delinquent student accounts.

Christian Heritage Academy

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