



CHRISTIAN HERITAGE

A C A D E M Y

————— FAMILY HANDBOOK —————



chaknights.org | 540.483.5855 | 625 Glennwood Drive, Rocky Mount, VA 24151

Welcome to the Christian Heritage Community!

First and foremost, welcome. You are joining a community with a strong tradition of academic excellence and collective discipleship. As a Christian school, our educational philosophy, curriculum, methodology, and policies are shaped by what we believe.

Since 1980, we have grown in faith and learning and our academy has expanded significantly. Throughout the growth, our primary focus has always remained on God and our students. As partners, working together to raise your children up in Christ, we hope you will find the information in this handbook informative. It should serve as a guide to help you understand our policies and practices and ensure we are all working toward the same goals.

We encourage you and your family to take advantage of the opportunities available to you as a part of the Christian Heritage family and we look forward to serving with you.

Administration

Mr. Tony Quist	Head of School
Mrs. Cindy Spencer	Director of Finance
Mrs. Melanie Cassady	Director of Academy Relations
Ms. Nancy Castillo	Associate Director of Athletics
Mrs. Jessica Hacker	Associate Director of Academics
Mrs. Amy Gebelein	Executive Administrative Assistant

School Hours

School Office Hours	8:15 a.m. - 3:45 p.m.
School Hours	8:20 a.m. - 3:15 p.m.
AfterCare Hours	3:45 p.m. - 6:30 p.m. (provided in partnership with YMCA)

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Parent Partnership

Vision Statement

We share in our generation's biblical responsibility to introduce students of the next generation to Jesus Christ and the absolute truth of God's word so that they can know and follow God's will for their lives.

Mission Statement

We partner with families to encourage, equip, and educate children towards their God-given potential with excellence.

School Verse

"Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength." Mark 12:30

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 K3 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 to be one of cooperative responsibilities. 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 distinctly 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.

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 Head of School. 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. Open communication between parents and the staff and administration of CHA is essential to discuss any problems and concerns. 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.

TEACHER

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...



ASSOCIATE DIRECTOR

Contact the Associate Director of Academics who will schedule and facilitate a conference with the teacher involved. If still not resolved, proceed to...



HEAD OF SCHOOL

Contact the Head of School who will facilitate a conference with the teacher and the Associate Director of Academics.

Families wishing to discuss any problems or concerns regarding the Head of School may submit their grievances in written form, sealed and addressed to the "Board of Directors", to the main desk for delivery.

4. A continually contentious or critical spirit will be grounds for dismissal from the academy.
5. Parents are asked to be active participants in the school community (room parents, teacher-aides, school event transportation, teacher appreciation events, and other school activities) and to promote the academy positively.

Christian Conflict Resolution

In honor of our parent partnerships, Christian Heritage Academy desires to work with families to resolve disputes without litigation. Claims or disputes arising from or related to this agreement and a child's enrollment at CHA will be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, (www.iccpeace.com).

If mediation is not reached, the parties will mutually agree to an outside arbitrator or if not agreed upon then one will be picked by The Institute for Christian Conciliation. Judgment upon an arbitration decision shall be binding and may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. In that case, judgment upon an arbitration award may be entered by any court having competent jurisdiction, in conformity with the laws of Virginia and venue for mediation/arbitration will be in Franklin County, Virginia.

Christian Heritage Academy considers the filing of a lawsuit as noncooperation and will consider the circumstances in evaluating further enrollment.

Academic Program

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

Academically we are a "traditional" school in that in the elementary grades we offer the basics of reading (with an emphasis on phonics), writing, cursive handwriting, 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.

K3 Program

Our K3 program is full of academic learning experiences that are Biblically-based and developmentally appropriate for 3-year olds. The day involves Bible time (with applicable

Bible truths, songs, and memory verses), phonics time (an introduction to the letters of the alphabet and their sounds), numbers time (number sense is introduced with counting and number recognition), as well as language development activities (where social skills are built through science, health, and social studies concepts).

K3 will have designated art and music times, as well as plenty of time for gross motor development during their recess times. Activities throughout the day will include fine motor development, such as painting, gluing, cutting, working with play-dough, building with blocks, planting, cooking, and more.

K4 Program

Our K4 program is a developmentally appropriate, Biblically-based, academic program that includes Bible time (with applicable Bible truths, songs, and memory verses), phonics time (which introduces each letter and sound), number time (with lots of fun counting and number sense) and even some science and health activities. We also have music, library, art, and physical education.

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

Graduation Requirements

<u>Standard Diploma:</u>		<u>Advanced Diploma:</u>	
Bible	4 credits	Bible	4 credits
English	4 credits	English	4 credits
History	4 credits	History	4 credits
Math	3 credits	Math	4 credits
Science	3 credits	Science	4 credits
Health/PE	2 credits	Health/PE	2 credits
Electives	3 credits	Electives	2 credits
Personal Finance / Economics	1 credit	Personal Finance / Economics	1 credit
		Foreign Language	3 credits
TOTAL 24 CREDITS		TOTAL 28 CREDITS	

Note: Students who entered 9th grade prior to 2021-2022 will only be required to complete 24 credits for a standard diploma and 26 credits for an advanced diploma.

Proposed Tracking for Standard Diploma

GRADE	BIBLE	ENGLISH	HISTORY	MATH	SCIENCE	HEALTH/PE	ELECTIVES
8				Algebra I			
9	Bible I	English 9	World History I	Geometry	Earth	Health/PE I	Online Choices
10	Bible II	English 10	World History II	Algebra II or Personal Finance / Economics	Biology	Health/PE II	Online Choices
11	Bible III	English 11	US History		Chemistry or Anatomy		Online Choices or Work-Based Program
12	Bible IV	English 12	Government				Online Choices or Work-Based Program

Proposed Tracking for Advanced Diploma

GRADE	BIBLE	ENGLISH	HISTORY	MATH	SCIENCE	HEALTH/PE	LANGUAGE	ELECTIVES
8				Algebra I				
9	Bible I	English 9	World History I	Geometry	Earth	Health/PE I		Online choices
10	Bible II	English 10	World History II	Algebra II	Biology	Health/PE II	Spanish I	
11	Bible III	English 11	US History	PreCalculus	Chemistry		Spanish II	Online choices and Personal Finance / Economics
12	Bible IV	English 12	Government	or Calculus	or Anatomy or Physics		Spanish III	Online choices

Note: 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.

* 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.

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 administration.
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.

Christian Heritage Academy Online (CHAO) Program

Christian Heritage Academy Online opens doors to new opportunities for parents and students by offering a greater level of flexibility in Christian education. The program offers biblically integrated courses for all grades, elective courses for middle and high school, and dual enrollment college credits. Students who wish to explore the flexibility of this approach while

pursuing their high school diploma may also pursue options for more than 10 different Associate Degrees.

Full-Time (FT) / Part-Time (PT) Students

All students must take a minimum of three academic courses, including one Bible course, in order to enroll at CHA. Those students who take five courses or more are considered full-time students while fewer than five courses, but no less than three courses, would be considered part-time. The courses may be taken on-campus, at home through CHAO, or a combination of both in a hybrid arrangement. Part-time students are eligible to participate in extracurricular activities.

Dual Enrollment - College at Southeastern (C@SE)

The standards of learning and expectations in our government class meet the necessary accreditation standards for dual enrollment and college credit through the College at Southeastern. The work a senior completes in the government class for high school credit may be counted towards college credit as well by completing the necessary paperwork given by the Associate Director of Academics during the first semester. College transcripts are provided upon successful completion of the course at the end of the year. We are excited to offer this great opportunity to further the enrichment and expansion of our academic opportunities for our seniors.

Homework

CHA believes homework is an appropriate and necessary component of a successful academic experience. However, research has shown that too much homework is counterproductive. A very general guideline regarding the amount of homework daily is 30 minutes for reading and simple concept review (bible verses, spelling words, math facts, etc) in Grades K5-6th. Students in Grades 7th-8th should expect no more than 60 minutes (cumulative) of study, review, or reading. When a student does not complete their homework they will receive a consequence from that classroom teacher.

*Students in Grades 9th-12th will be assigned homework through their CHAO courses. Maintaining an adequate pace in completing assignments will be important for successfully progressing through the class. Traditional homework time during the evening may be used to catch up on online assignments in order to maintain pace.

Exams - Secondary

Mid Year: Secondary students will take two ninety-minute exams on each exam day.

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. Students taking courses through CHAO are not eligible for exam exemption.

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.

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 an 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.

Parent/Teacher Communication

Conferences

A formal conference day is scheduled during the first grading period to provide opportunities to meet with teachers. 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.

Family Portal Communication System

Family Portal is an integrated web-based communication system that is used by Christian Heritage Academy to enhance communication with our families. In ParentsWeb you can:

1. Follow your student's grades
2. Check the calendars for activities
3. Check your student's attendance

Families will receive their Family Portal account information following their official acceptance to CHA and can access the communications system using the Parent Login link at the top of the school website at www.chaknights.org.

Student Expectations & Conduct

Expected Student Outcomes

As we pursue our mission to partner with families to encourage, equip, and educate children towards their God-given potential with excellence we will:

Encourage their Hearts - CHA graduates will experience the love of Jesus and be taught to love others the same way through our faculty and staff. We pray that this encouragement will prepare them to be:

Faithful Stewards - who use their gifts and talents to serve others generously, care for God's creation vigilantly and cultivate an awe of God inspirationally.

Humble Influencers - who demonstrate self-control in attitude and behavior when submitting to authorities and exhibiting leadership in such a way that glorifies God.

Equip their Souls - CHA graduates will be disciplined to have a Christ-like impact on the world around them. We pray that this equipping will prepare them to be:

Spiritual Discerners - who understand the creation, fall, and redemption of man according to absolute truth as revealed in Scripture and through Jesus Christ.

Ethical Citizens - who make decisions from a biblical worldview while respecting persons of all ages, races, cultures, faiths, and values.

Educate their Minds - CHA graduates will receive a quality education through a program of high academic standards that prepares them for college and career. We pray that this education will prepare them to be:

Lifelong Learners - who build upon an excellent education by applying effective methods for mastering new concepts and developing new skills throughout their entire lives.

Effective Communicators - who respectfully listen to understand and speak to articulate when sharing ideas, opinions, and truths.

Critical Thinkers - who work to create solutions for relevant problems through effective strategies.

Core Values of Conduct

In order to cultivate a school culture and climate of excellence that's Christ-centered and mission-driven, we have established seven Core Values of Conduct for all members of the CHA community, especially students, to abide by consistently.

KNOWLEDGE

We share God's gift of knowledge with thanksgiving and reverence.

NURTURE

We maintain a nurturing environment by showing love, grace, and mercy towards others.

INTEGRITY

We resolve to operate with moral integrity that glorifies the Lord.

GRATITUDE

We show gratitude as God's creation by striving for excellence.

HONOR

We honor the Lord's authority in a Christ-centered Community.

TRUTH

We commit to Truth as revealed in Scripture and through Jesus Christ.

STEWARDSHIP

We serve as stewards of God's resources and opportunities.

Our students are expected to abide by the Core Values of Conduct at any time at which they are under the direct supervision of Christian Heritage Academy and its employees, including attending or traveling to a school function or activity. Violations outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration when those violations reflect negatively on Christian Heritage Academy's mission or involve harassing, mocking, making fun of, or bullying students at the school or school personnel.

Students at CHA **agree to:**

1. Strive for excellence as a student in all that they say or do.
2. Obey the Bible in speech and conduct.
3. Respect and cooperate with those in authority at the school.
4. Abstain from alcohol, drugs, and tobacco.
5. Abstain from sexual immorality, witchcraft, dissension, and honor code violations.
6. Dress in accordance with the CHA dress code.
7. Submit to and uphold all school policies.
8. Avoid behavior, on or off campus, that dishonors Christ, the school, the church, their family, and themselves.
9. Be accountable for any negative behavior, on or off campus, at any time during the year.

CHA 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 the 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 threefold purpose of 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.

2021 - 2022 Dress Code Details

Pants:

- Khaki, gray, black or navy pants 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.
- Pants should fit casually; they should not be tight or immodest.

Shirts:

- Shirts must have sleeves and must be solid colors or basic patterns - plaid, stripe, or polka dot.
- Any CHA shirt may be worn on any day.

Shoes:

- No high-heels, flip flops, light up shoes, or shoes that have interior rollers.
- Tennis shoes are required for all PE classes.

Socks:

- Required for boys.
- Girls may wear solid colored tights or leggings (tights without feet) and may be worn under skirts and dresses.

Boys:

- For grades 5th -12th, shirts must be tucked in at all times except for recess and PE.
- Must be clean shaven on a daily basis.
- Hair must be neat and clean (combed). Hair should be worn off the collar and out of the eyebrow.
- No ear piercings or visible piercings.

Sweaters/Hoodies/Jackets:

- ¼ zip Pullovers, sweaters, cardigans, and light jackets (no hoods) are permitted and must be in solid colors or basic patterns.
- Only CHA hoodies are permitted in classrooms.
- Outer coats and non-CHA hoodies are not to be worn in the classroom.

General:

- Hats must be removed while indoors.
- No unnatural hair dyes.
- Any visible tattoos must be covered.
- Body piercings are not permitted at school or any school function.

Fridays/Knight Pride Days:

- Students may wear jeans (not frayed or torn, should fit casually; they should not be tight or immodest) and are encouraged to wear Knight Pride shirts.

Athletic Teams:

- On occasion, school teams may incorporate "Game Day" dress to be approved by the coach and Head of School.

Girls:

- Jumpers/dresses/skirts/skorts must be solid colors or basic patterns (stripes, plaids and polka dots). Must touch the knee when standing (even with tights/leggings).
- Two ear piercings per ear are the only visible piercings allowed.
- Excessive make-up or jewelry is not allowed.

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.

Elementary Discipline System (K3 - Grade 4)

Each elementary teacher will utilize a standardized classroom discipline system that ensures consistency across elementary grade levels and eases student transition from one grade level to the next. An explanation of your student's discipline system will be communicated by the teacher at the beginning of the year.

Demerit Discipline System (Grades 5-12)

A demerit-based system has been designed to ensure consistency and communication in the administration of our discipline process for grades 5-12. Grades 5 & 6 will have a modified demerit system that is age-appropriate and designed for their transition years between elementary and middle school. This system will be communicated to students and parents through those teachers at the beginning of the school year.

Disciplinary Offenses & Demerits

Attitudes and behaviors considered to be violations of our Core Values of Conduct may include but are not limited to:

1 Demerit Offenses

- Disobeying classroom or school rules
- Causing a disturbance
- Failure to complete assigned work
- Unwholesome words or conversation
- Unkindness/mistreatment of other students
- Dress code violation
- Undesignated tardiness to school/class
- Cell-phone or electronic device usage

5 Demerit Offenses

- Disrespect shown towards authority
- Being in an inappropriate or unsupervised location
- Cheating / Lying / Stealing / Gossiping
- Swearing
- Abuse or destruction of school property
- Actions causing safety concerns
- Bullying

**Although the attitudes and behaviors listed above are not meant to be exhaustive, they do serve as a guideline on the types of attitudes and behaviors that will not be tolerated at CHA.*

Disciplinary Consequences

Disciplinary consequences will be administered based on accumulated demerits within a single quarter. Students with fewer than 5 demerits at the end of a given quarter will have their demerits reduced to zero.

- **5 Demerits - Head of School Meeting**
The student and parent(s) will meet with the Head of School to clarify core value expectations and discuss repentance, forgiveness, and restoration.
- **7 Demerits - 5-day Suspension of Privileges and Extracurricular Activities**
The Head of School will notify the student and parent(s) of the suspension, along with any pertinent arrangements or details, by email.
- **10 Demerits - Head of School Meeting**
The student and parent(s) will meet with the Head of School to discuss withdrawal or expulsion.

We believe the relationship between student, teacher, parent, and school administration to be one of cooperative responsibility -- a partnership. As such, a student's continued accumulation of demerits will serve as an indication of an unwillingness to share in that cooperative responsibility. CHA reserves the right to deny continued enrollment to any student who displays an attitude or behavior that is not in harmony with our stated values and mission.

Expulsions

The following situations are immediate grounds for which a student may be expelled from school: sexual immorality; bullying; 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 considered 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 administrative team for re-enrollment for the following school year with specific stipulations in place.

Co-curricular / Extra Curricular **Activities**

Chapel

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.

Athletics

The Mission of the Athletic Program at CHA is to bring glory to God through competitive sports, developing not only physical strength, but a depth of faith, strength of character and leadership skills required for a lifetime of service to Jesus Christ. Students are encouraged to learn about any sport in which they are interested. Athletes will be given the Athletic Handbook to review and sign.

Knights In Training is our Athletic program for second through fifth grades. There are multiple sports offered throughout the school year to introduce a variety of sports. There are many benefits to an elementary level athletic program such as development of motor skills, building self confidence, sportsmanship, fun and excitement with friends and development of social skills.

SGA

The Student Government Association (SGA) is a vital component of our school community, charged with the responsibilities of being an example of Christ, praying for the students and the faculty, upholding biblical principles and school policy, seeking to increase school spirit and positive attitudes, and following their constitution. Elections will be held annually and students wishing to run will be given eligibility requirements prior to the election.

Operating Policies & Procedures

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.

Absences

An absence is considered excused when a student is absent due to a death in the family, medical or dental appointments, student illness, previously arranged absences or administrative approval. Parents will be notified if a student has accumulated 10 or more absences from school or any class.

Secondary students may not receive credit 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 administrative review and approval. Absences due to school initiated activities (including the days allowed for college campus visitations in junior and senior years) 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.

Absences due to COVID-19

Any absence that is due to adhering to the CHA COVID-19 Health & Mitigation Plan is considered excused and will not be counted towards a student's total absences.

Previously Arranged Absences

A previously arranged absence must be arranged through the school office and should be a week in advance of the days to be missed.

College Campus Visitations

Students in 11th grade will be allowed three (3) school related absences for the express purpose of visiting colleges, universities, trade schools, or military services. Students in 12th grade will be allowed four (4) school related absences with the option to request additional days from the administration. Unused days will not roll over from junior to senior year.

Students must fill out the College Visit Request Form and return it to either the college counselor or the Associate Director of Academics prior to the scheduled visit in order to receive an exemption for this absence.

During their college visits, students should have the college representative with whom they are working sign the College Visit Verification Form and should return this form to the college counselor upon returning to school. A college visit will not be exempted without the College Visit Verification form.

Tardiness

When a student is tardy to school, he/she must sign in at the office before going to class. In individual classes, students must be present for at least half of the class period to be counted as present in class.

Excused Tardy

An excused tardy is a lateness due to a death in the family, medical or dental appointments, student illness, previously arranged tardies or administrative approval.

Undesignated Tardies

Grades K4 - 6: A parental notice will be sent when the student has been tardy to school 5 times during any given quarter. After 7 tardies during any given quarter, the Associate Director of Academics will facilitate a meeting with the parents to address the persistent tardiness.

Grades 7 - 12: Undesignated tardiness to school or class is considered a disciplinary offense. Students will receive 1 demerit for every undesignated tardy to school or class in a single quarter. Disciplinary consequences for undesignated tardiness will be administered in accordance with the Secondary Discipline System.

Leaving School

Students wishing to be dismissed from school during the day must be signed out on the daily sign out sheet in the office before leaving and must have parent/guardian written permission, confirmed by the office. If students return to school, they must sign in at the office before returning to class.

Making Up Work Due to Absence

Attendance does affect performance and making up work is an essential component.

- **Elementary Students (K4-Grade 6):** For elementary students, parents and teachers will work together to formulate a plan for completion. Please email the teachers directly to receive the make-up work.
- **Secondary Students (Grades 7-12):** For single day absences, missed work should be made up within two days of the absence. For multiple-day absences, missed work should be made up within four days of the absence. Students are responsible for obtaining the make-up work from their teachers.

For extended absences, parents should contact teachers to formulate a plan to make up missed work.

General Information

Field/School Trips

Field trips are an integral part of the curriculum at CHA. Parents will be notified about the details of the trip such as place, departure/arrival times, and cost. An additional fee is typically charged for the trip. Students not attending the field trip may be required to complete an alternate assignment or project.

Eligibility:

1. The student must have proven himself worthy with a good behavioral performance.
2. 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.

Fundraising Programs and Policies

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.

Each year, CHA raises over \$130,000 to supplement the school's annual budget. Therefore, fundraising is not an optional activity for our community of faculty, staff, families, and students.

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 CHA fundraising model is an outside-the-box type of solution that benefits more from a family's participation rather than their actual giving. Programs like Box Tops for Education, Coke Rewards, and Kroger's Community Rewards allow CHA to receive cash donations from items families have already purchased for their kitchen and pantry.

In addition to these CHA fundraising efforts, supporting families during times of hardship has always been a strong characteristic of CHA. We work with families on a case-by-case basis to alleviate some of the financial strain of their extenuating circumstances. We believe that these efforts to carry one another's burdens (Galatians 6:2) glorify the Lord and bring about His blessings to everyone involved.

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 5-12 are assigned a locker at the beginning of the school year. Lockers are to be kept clean and are subject to periodic inspection. Due to space and safety limitations, bookbags are not permitted in the classrooms and must be kept in the lockers. Our student expectations of behavior prohibit any student from opening 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 ice cream, 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.

In the event that a student forgets to pack a lunch, a limited selection of items will be available to choose from. A lunch charge will be recorded for such items.

At times special hot lunch sign up forms will be sent home. Those wishing to purchase these meals must complete and return the forms and payment by the designated due date.

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.

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. This privilege does not apply to field trips, athletic events, or other school activities. The administration reserves the right to revoke the driving privilege for any transportation-related student conduct violations including but not limited to speeding, reckless driving, and/or repetitive failure to follow on-campus traffic procedures.

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 student pick up in all grades. To make changes to the list, or to obtain additional car tags, please contact the main office.

Camelot Campus Morning Drop off procedures:

7:30 a.m. - 7:45 a.m

K3 - 1st Grade students must be escorted by the guardian through the South Main Entry of Franklin Heights inside the building, to the designated area.

7:45 a.m. - 8:20 a.m

K3 - 1st Grade students should be dropped off at the South Main Entry of Franklin Heights Church. Teachers will be directing students to their classrooms from the point of drop off.

Cooper Campus Morning drop off procedures:

(7:30 a.m. - 7:45 a.m.)

K4 - 4th Grade students must be escorted by the guardian to the cafe of Founders. Parking is available outside the double glass doors of the cafe.

5th - 12th Grade students should be dropped off at the Castle cafe. Students must enter through the front double glass doors of the Castle.

7:45 a.m. - 8:20 a.m

K4 - 4th Grade students should be dropped off in the designated area in front of Founders Hall. The teacher on porch duty will direct them to their homeroom teacher.

5th - 12th Grade students should be dropped off in the designated area in front of Heritage Hall and report to their homeroom teacher.

Students arriving to school in the student-driver parking lot must report to their homeroom and teacher immediately upon arrival. Congregating in the parking lot is prohibited this year.

Camelot Campus pick-up procedures:

½ Day (12:00 p.m. - 12:15 p.m.)

Parents will park in the South Main parking lot and come into the building to retrieve students.

Full Day (3:15 p.m. - 3:30 p.m.)

Students should be picked up at the South Main Entry of Franklin Heights Church. Teachers will be loading students into vehicles. For student safety, make sure car seats are accessible from the passenger side of the vehicle.

Cooper Campus pick-up procedures (3:15 p.m. - 3:30 p.m.):

Families with students in K4 - 4th Grade only will pull into the left lane of traffic to pick up their student from Founders Hall. For student safety, make sure car seats are accessible from the passenger side of the vehicle.

Families with students in 5th - 12th Grade will pull into the right lane of traffic to pick up their student from Heritage Hall. If families have additional students in K4 - 4th Grade, they may proceed from Heritage Hall into the right lane in front of Founders Hall.

All students must be picked up by 3:45 p.m. AfterCare services will be provided on campus from 3:45 p.m. - 6:30 p.m. through a partnership with the YMCA.

General driver procedures for the safety of ALL students:

1. No backing up during school hours and drop off/dismissal times.
2. Maximum safe speed during school hours is 10 mph.
3. No parking is allowed along the driveway during school hours.
4. No cell phone usage by drivers when circling the campus for pick up.

Medication/Student Illness/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.

Please refer to the CHA COVID-19 Health & Mitigation Plan for procedures on sicknesses, symptoms, and proper protocols for staying home or returning to school.

Campus Safety & Security

Fire, tornado, emergency evacuation, and lockdown drills are performed on a routine basis to help ensure the safety of our students and staff should a situation arise. In the event of emergency situations, a text communication system will provide notification and instructions to all members of the school community.

Keeping our students and staff members safe each day is a top priority. Efforts to maintain campus security include locking all exterior doors, routine law enforcement patrols and walkthroughs, and emergency response training. In addition, all campus visitors must sign in at the office to receive the required visitor's sticker.

If a student will be leaving early for any reason, the person picking up the student must sign the student out. If an adult other than the parent is not picking up the student, written permission must be given by the parent to school personnel for the student to be able to leave the campus.

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 canceled unless otherwise notified.

Campus Visitors

Christian Heritage Academy encourages parents to come and actively participate in your child's classroom or other areas of the school. All visitors are required to sign in with the office upon arrival. Any visitor under the age of 20 requesting to attend a lunch period will need to have permission from the office 24 hours prior to visiting. The requesting student will need to pick up a form from the office and return it 24 hours prior to the requested visit.

Mandated Reporting

The safety and wellbeing of our students and members of our school community are always our top priority. Pursuant to § 63.2-1509B of the Code of Virginia, school officials having a reason to suspect that a child has been abused or neglected, will report the matter to the Department of Social Services or the toll-free child abuse and neglect hotline.

If a report of child abuse or neglect is presented to school officials rather than observed, CHA will determine a reason to suspect after examining the following questions:

1. Are the allegations credible?
2. Is there evidence to support the allegations?
3. Did the alleged action occur?
4. Were the school's policies or procedures violated?

CHA desires to promptly investigate any report and take appropriate steps to resolve the situation in an expedient manner in the best interest of the child. Any reports made to school officials will remain confidential and are not subject to public release. The law provides for immunity from civil or criminal liabilities for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential.

Anti-Bullying Policy

The administration, faculty, and staff of Christian Heritage Academy believe that all people are created in the image of God, and so have intrinsic worth, value, and dignity. We believe we have a responsibility to provide a respectful, safe, and healthy school environment and an obligation to promote mutual respect and acceptance for our students. We recognize that love and respect are the foundation for our relationship with God and others, and that Scripture establishes the standard of how we demonstrate love and respect toward all students.

Therefore, we will not tolerate behavior that infringes on the safety and dignity of any student. Bullying is never acceptable and is strictly prohibited. Such conduct is contrary to the behavior, values, and principles taught by our Savior and are disruptive to the educational process.

The State of Virginia defines bullying as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict ([§22.1 - 276.01.](#))

Christian Heritage Academy will not tolerate any behavior that is considered bullying, intimidation, or harassment of another student(s). Such behavior includes, but is not limited to;

- **Physical** - direct physical contact including pushing, hitting, shoving, biting, hair-pulling, scratching, spitting, tripping, damaging or stealing victim's property, locking a person in room, mean faces, rude gestures, initiating or forcing inappropriate touching
- **Verbal assaults** - name-calling, put-downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium, (cell phone, internet, etc.)
- **Social** - ostracism, exclusion, ignoring, being unfriendly, alienating, social isolation, rumor spreading, damaging someone's reputation

- **Psychological** - acts that instill a sense of fear or anxiety, aggressive or menacing gestures

The Anti-Bullying Policy will be enforced in accordance with our disciplinary system.

Students who choose to initiate and/or participate in bullying activities of any kind will be subject to intervention and/or disciplinary action. Consequences can include loss of designated school privileges and opportunities, suspension, expulsion, or legal action by the police and/or courts.

Procedures to be followed for Suspected or Reported Bullying Behavior:

- Staff, student or parent/guardian reports the incident and suspected behavior immediately to a school staff member who will ensure that the incident is reported to the appropriate school administrator
- Appropriate school personnel will immediately investigate the incident and follow the established guidelines for investigation, intervention and notification of parents/guardians of all parties
- Bring resolution to the incident in a timely manner and inform all parties involved as to findings and action to be taken

Appendix 1 - 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 5: 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 student accommodations given in 504 Plans or IEP's based on available resources, equipment, and trained personnel.

Step 6: 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 7: 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 and completing the online enrollment packet.

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 Admission Policies

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

- **K3, K4, & K5 Readiness** -- Students entering our K3, K4 or K5 programs must be 3, 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.

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.

Appendix 2 - TUITION AND FEES

2021 - 2022 Tuition and Fees

GRADES	TUITION	LOCATION
K3 & K4 half day	*\$2,000	Franklin Heights
K4 - K5 full day	*\$4,200	CHA & Franklin Heights
Grades 1-12	\$6,200	CHA & two 1st grade sections at FH

ADDITIONAL FEES	
All fees are non-refundable	
Application Fee / Child	\$50 Due with Application
Enrollment Fee / Child	\$100 Due with Enrollment Packet
Athletic Fee	\$125 / Sport
Continuous Enrollment Assessed March 1 each year	\$200 / family

AVAILABLE TUITION DISCOUNTS	
15% Discount / child	Families with multiple children receive a 15% discount per child after the first child.
\$200 Discount / child	Returning families who prepay tuition before March 15. New families who prepay tuition before June 30.
\$500 Discount	*Refer a new family to enroll *Credit received in January if family is still enrolled.

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.

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. You will be prompted to apply for assistance in the CHA online application. Note: There is a **FACTS Grant and Aid Application fee** of \$35 per family (payable to FACTS).

***Tuition assistance not available for K3 - K5.**

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.**

TUITION PAYMENT OPTIONS	
Annual Prepay	Pay full tuition bill by 1st day of school.
Semi-Annual	Tuition divided into two payments due the beginning of each semester.
Monthly (12 month)	Payments automatically withdrawn monthly starting in July.
Monthly (10 or 11 month)	Payments automatically withdrawn monthly starting in August.

All families are required to establish a FACTS account. Families who pay monthly are required to pay via FACTS by linking their bank account or credit card for automatic withdrawals (ACH). www.factsmgt.com

There is a one-time, non-refundable FACTS participation fee for each FACTS account set up (payable to FACTS). The fee is \$20 for semester payment plans, and \$45 for monthly payment plans.

CHA-ONLINE (CHAO) TUITION	
K5 (3 credits)	\$2,025
Grade 1 (4 credits)	\$2,700
Grade 2-8 (5 credits)	\$3,375
Grades 9-12	\$675 / year class \$370 / semester class

CHA Online opens doors to new opportunities for students desiring the flexibility of this full-time online program to earn their high school diploma, college credits, and explore options for more than 10 different Associate Degrees as well! Visit **CHAKNIGHTS.ORG/CHAO** for more information.

OPTIONAL PROGRAM FEES (9-12th grades)	
DUAL ENROLLMENT (costs are based on credits per class)	
One credit	\$370
Two credits	\$470
Three credits	\$675
Four credits	\$875
ONLINE ELECTIVES	
Semester Course	\$370
Full Year Course	\$675
ON CAMPUS COURSE	
Semester Course	\$535
Full Year Course	\$885

Hybrid Student Option for 9-12th grades: Students may choose a mix of On-Campus and CHAO courses for greater flexibility.

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.

Appendix 3 - 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.

Appendix 4 – 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, ipads, 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 not 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.

Cell Phones / Smart Watches / Personal Technology

Electronic devices, including but not limited to cellular phones, SMART watches, iPods, iPad, tablets, etc. are not to be accessed and/or used during school hours, including before and AfterCare. These devices must be turned off and kept in the student's locker or bookbag during these hours. 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.

Appendix 5 – Social Media Policy

Purpose: The objective of this policy is to define CHA standards for social media usage, to set expectations for students and to avoid potential problems inherent with online communication and social media.

Social Media sites such as Facebook, Snapchat, Instagram, or any other website, application or tool that enables users to create and share content, can be valuable tools used for communication and fun. However the potential disruptive impact of social media engagement including postings, likes, shares, follows, comments, etc. involving content directed maliciously towards the school, other students, and/or staff at CHA is not permitted. Malicious content includes but is not limited to harassing, mocking, making fun of, or bullying students at the school or school personnel. Depending on the severity of the incident, violation of this policy may lead to corrective action, up to and including expulsion from school.

All students are expected to reflect positively on Christian Heritage Academy’s mission and Core Values by adhering to the stated expectations of student conduct even while online. *Social media activities should honor the name of Jesus Christ and reflect the biblical principle that people are created in God’s image and should be treated with kindness, dignity, and respect. Interactions should be marked by honesty and grace, as we - as an online community - seek to uphold the highest standards of Christian charity (1 Cor. 13:4–8a).* Parents are strongly encouraged to monitor their child’s social media accounts and activities.

Disclaimers:

- CHA reserves the right to monitor all traffic and interaction on the CHA network or any other public networks that pertain to CHA interests.
- Students are subject to parents/guardians and all applicable laws regarding usage of social media.
- CHA reserves the right to amend this policy at its sole discretion to address issues that arise or as a result of changes in CHA’s operation or the law.
- Students should not connect with faculty or staff through personal social media sites (e.g., friending, following, etc.).

Appendix 6 – Search & Seizure Policy

Private schools are a unique organization when it comes to the topic of search and seizure. Misconceptions of the school's authority and unfamiliarity with laws and regulations can create confusion for students and families regarding a constitutional expectation of privacy.

Private-independent school administrators and teachers, acting in loco parentis rather than as government agents, are not subject to the same constitutional prohibitions as public schools, law enforcement agencies, or other such government agents.

[\[See 'Search and Seizure Policies and Procedures' by Independent School Management in Ideas & Perspectives, volume 26, number 3.\]](#)

Christian Heritage Academy seeks to be mindful of a student's reasonable expectation of privacy while also balancing the overall safety and discipline in the school. To maintain order, on school property and at school-related events, Christian Heritage Academy may examine a student's personal belongings or person at any time should it be deemed necessary. This includes, but is not limited to, a student's backpack, purse, vehicle, cell phone or other items. Lockers, desks and parking areas are school property and the ability for students to use them is a privilege not a right.

Enrollment constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend Christian Heritage Academy will be revoked.

Appendix 7 - Parent Partnership

Christian Heritage Academy's vision, goals, and priorities drive the selection and formation of our parent partnerships. The following components have been identified for a successful parent partnership.

Within this partnership I pledge to...

Support My Partner

- Teachers & Parents - will welcome one another's perspective, experience, expertise, and professionalism with a commitment to listen for understanding and collaborate towards student success.

Be Positive & Encouraging

- Teachers will support parents by showing enthusiasm and encouragement through a positive attitude as they promote an exciting classroom environment where every child feels safe, appreciated, and valued.
- Parents will support teachers by showing appreciation and trust as they cultivate an attitude of respect within their children where every teacher is appreciated and valued.

Support The Learning Process

- Teachers will support parents by providing children with an aesthetically pleasing and positive learning environment, free from emotional distress, where a quality education is offered with high expectations in curriculum and instruction.
- Parents will support teachers by reinforcing classroom rules, expectations, and experiences that help the learning process continue at home as well as in the classroom.

Communicate Effectively

- Teachers & Parents - will engage in direct communication that is timely, authentic, and proactive in order to be an active and informed partner.