



# CHRISTIAN HERITAGE

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## A C A D E M Y

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FAMILY HANDBOOK  
2019-2020

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[chaknights.org](http://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 Operations
Mrs. Melanie Cassady	Associate Director of Admissions and Public Relations
Ms. Nancy Castillo	Associate Director of Athletics
Mrs. Jessica Hacker	Associate Director of Academics

### **SCHOOL HOURS**

During Regular School Year:

School Office Hours ~ 8:15 a.m. - 3:45 p.m.

School Hours ~ 8:20 a.m. - 3:15 p.m.

Before-Care Hours ~ 7:15 a.m. - 7:45 a.m.

After-Care Hours ~ 3:30 p.m. - 5:30 p.m.

\*Please call the school office after 8:15 a.m. See Tuition and Fee Schedule for before/after school care costs.

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# *Parent Partnership*

## **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 citizens.

## **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 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 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.

## **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 any school administrator 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 dispute 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](http://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.

### K4 Program

Our K4 program is developmentally appropriate, Biblically-based, academic program that includes Bible time (with stories, songs, and memory verses), letter 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, choir, 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

### 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	<b>24 credits required</b>

### 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	<b>26 credits required</b>

\* 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

## Course Offerings (Secondary)

### BIBLE:

Bible I, II, III, IV

\*Adv. Bible

### ENGLISH:

English 9, 10, 11, 12

\*Adv. English

### MATH:

Algebra IA, I, II

Geometry

PreCalculus

\*Calculus

### HISTORY:

World History I, II, III

Government

### FOREIGN LANGUAGE:

Spanish I, II, III

### SCIENCE:

Earth Science

Biology I, \*II

Chemistry

\*Physics

### COMPUTER TECHNOLOGY:

Microsoft Office Course

### HEALTH/PE I, II

\*Weighted courses (+0.50)

## 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.

## Elective Courses - Liberty University Online Academy

Online electives are available through Liberty University Online Academy (LUOA) for students in 9th through 12th grades. This is a wonderful way to expand students' opportunities and further enrich their experience at CHA. There are elective options for 1-semester courses for

0.5 high school elective credit as well as 2-semester courses for 1.0 high school credit. There is an additional tuition cost for these optional elective courses.

Students enrolling in an online elective are expected to complete the course on their own time, with their own technology, and according to the individual course guidelines. Participating students may also utilize a given study hall period in their daily class schedule to work on their online course in our secondary computer lab as space is available.

We believe these online electives are a wonderful way to expand the academic opportunities for our students and further enrich their experience here at CHA.

## **Dual Enrollment - College at Southeastern**

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. 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 K5-2nd in addition to reading assignments and an average of 10 minutes times the student's grade level for Grades 3rd-12th. When a student does not complete their homework they will receive a consequence from that classroom teacher.

## **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.

## **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 and third 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.

#### ParentsWeb Communication System

ParentsWeb 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 ParentsWeb 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](http://www.chaknights.org).

## *Student Code of Conduct*

### **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.

### **Student Code of Conduct**

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 CHA 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?"

It is the expectation of the administration that students adhere to the CHA Code 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 of the CHA Code of Conduct 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 and Core Values or involve harassing, mocking, making fun of, or bullying students at the school or school personnel.

Students at CHA **agree**:

1. To strive for excellence as a student in all that they say or do.
2. To obey the Bible in speech and conduct.
3. To respect and cooperate with those in authority at the school.
4. To abstain from alcohol, drugs, and tobacco.
5. To abstain from sexual immorality, witchcraft, dissension, and honor code violations.
6. To dress in accordance with the CHA dress code.
7. To submit to and uphold all school policies.
8. To remember that they are a student of CHA wherever they are.
9. To avoid behavior, on or off campus, that dishonors Christ, the school, the church, their family, and themselves.
10. To be accountable for any negative behavior, on or off campus, at any time during the year.

## Student 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.

## BOYS AND GIRLS:

### PANTS:

- Khaki (tan; not green), gray, black, 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.
- Pants should fit casually; they should not be tight or immodest. Pants worn to school should not be tan colored jeans.

### SHIRTS:

- Polo style or button-down shirts (short or long sleeve) must have collars. Must be solid colors or basic patterns: plaids, stripes, polka dots.
- CHA t-shirts may be worn on any day – These include CHA Knight wear, CHA sports teams & conference championship shirts, CHA chapel shirts, etc.
- Boys' (Grades 5-12) shirts must be tucked in at all times except for recess and PE.

**SHOES:** No high-heels, military-style footwear, flip flops, light up shoes, 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 and dresses.

### GIRLS:

- **JUMPERS:** Khaki, gray, black, navy, or basic patterns. Must touch the knee when standing.
- **SKIRTS/SKORTS**— May be worn that touch the knee when standing. Skirts are still required to touch the knee when wearing leggings/tights.

**Basic Patterns Include: Stripes, Plaid, and Polka dots.**

## SWEATERS/HOODIES/JACKETS:

- ¼ zip Pullovers and Sweaters are permitted without a collared shirt and must be in solid colors or basic patterns.
- Cardigans and Light Jackets (no hoods) are permitted with a collared shirt. Must be solid colors or basic patterns. No sweatshirts.
- CHA hoodies without a collared shirt are permitted in classrooms.
- Outer coats and non-CHA hoodies are not to be worn in the classroom.

## MISCELLANEOUS:

### BOYS AND GIRLS:

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

### GIRLS:

- Two ear piercings per ear are the only visible piercings allowed
- Excessive make-up or jewelry is not allowed.

### BOYS:

- Hair must be worn moderate, neat and clean. Length must be above eyebrows, off shirt collar, shorter than middle of ears.
- Must be clean-shaven on a daily basis
- No ear piercings or visible piercings

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

**SPIRIT DAYS:** On Fridays, students may choose to pay \$1 to wear jeans (not frayed or torn, should fit casually; they should not be tight or immodest). Students not in jeans should be in regular dress code attire. Crocs will be allowed on Spirit Days as well.

## 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 Management / Discipline**

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 detention.

## **Disciplinary 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 a behavioral probationary period and will inform parents of the action being taken. Although the following list is not meant to be exhaustive, it serves as a guideline of the kinds of behavior that will not be tolerated.

### **Less Serious Offenses**

These include but are not limited to:

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

Less-serious offenses may have the following consequences:

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

## Serious Offenses

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 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

Serious offences may have the following consequences:

First Offense	Admin Conference w/ 1-2 Days ISS/OSS
Second Offense	Admin Conference w/ 3-5 Days ISS/OSS
Third Offense	Expulsion

***\*The listed consequences for the various offenses are guidelines only and do not bind the teachers or administration in any specific instance.***

## Lunch Detention

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 Detention

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.

## *Co-curricular / Extra Curricular* **Activities**

### **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.

### **Clubs**

Clubs and organizations allow students to discover and pursue their passions outside of the classroom. They help students connect with other students over a common interest, develop leadership skills and identify their spiritual gifts. CHA offers a variety of club options to secondary students, including drama, art, lego engineering, A.O.K. (acts of kindness), and more.

### **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 ten 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.

#### 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 - 5: 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 6 - 12: When a student has been tardy to school or classes five times in any given quarter (excluding excused tardies), the student will be assigned lunch detention by the office. After the seventh tardy to school or classes any given quarter (excluding excused tardies), the Associate Director of Academics will facilitate a meeting with the parents to address the persistent tardiness.

## **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. 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.....

- Secondary Students (Grades 6-12): 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.
- Elementary Students (K4-Grade 5): 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.

*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 \$100,000 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 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.

## **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 elementary student pick up. To make changes to the list, or to obtain additional car tags, please contact the main office.

#### Morning drop off procedures (7:45 a.m. - 8:20 a.m.):

Elementary students should be dropped off in the designated area in front of Founders Hall. The teacher on porch duty will direct them to the assigned room to stay with the teacher on duty there until 8:10 a.m.

Secondary students should be dropped off in the designated area in front of Heritage Hall and report to the assigned classroom until 8:10 a.m. dismissal to their homeroom.

Families electing to use our Before School Care program may drop off students at the lower elementary cafeteria from 7:15 a.m. to 7:45 a.m.

#### Afternoon pick-up procedures (3:15 p.m. - 3:30 p.m.):

Parents will be directed by teachers regarding the traffic pattern to pick up students. Families with elementary students only will pull into the left lane of traffic. Families with secondary and elementary students will pull into the right lane of traffic to pick up their secondary student first, then their elementary student.

At 3:30 p.m., all students remaining will be sent to After School Care to wait for their rides. These students will need to be picked up by 5:30 p.m. from the lower elementary school cafeteria door.

**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.

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.

## *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 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 to CHA Code of Conduct guidelines.

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](http://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 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:

- **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.

## **Behaviour 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

### Annual Tuition

Grades K4 and K5	\$3,900
Grades 1-12	\$5,900
Part-time Secondary:	\$800 per class
Dual Enrollment Course:	\$365 per class
Online Elective:	\$650 for 2 semester course \$350 for 1 semester course

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

### Additional Fees

Application fee (Due with application)	\$50 / child
Enrollment fee (Due upon enrollment)	\$75 / child
Athletic fee	\$125 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 Option**

Annual Prepay

Pay full tuition bill by the first day of school

Semi- Annual

Tuition divided into two payments (August / Jan)

Monthly

Payments automatically withdrawn monthly through E-cashier (10-12 month) starting in July, (12 month) August, 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](http://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 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 after

care. These devices must be turned off and kept in the student's locker or bookbag during these hours. The first time a student is caught breaking this rule, 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 pick it up. Thereafter, a parent must come to the office to pick it up. Parents should not text students during school 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.