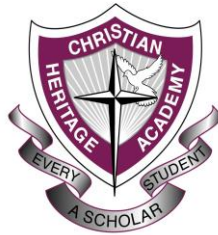


Christian Heritage Academy Elementary School (Kindergarten - Grade 5) 2016-2017



Home of the S.C.H.O.L.A.R.S.

“Students of Christian Heritage Opting for
Learning And Reaching Standards”

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ELEMENTARY SCHOOL HANDBOOK (Kindergarten – Grade 5)

OUR MISSION

“All your children shall be taught by the Lord, and great shall be the peace of your children.” (Isaiah 54:13)

Inspired by the words of the prophet Isaiah, we at Christian Heritage Academy are committed to developing the full potential of each student in a disciplined, caring, non-denominational Christian environment. We believe that academic excellence for all children can only be achieved in such an atmosphere, where each student is taught that he or she “can do all things through Christ” (Phil. 4:13). This confidence in Christ undergirds our school motto:

“EVERY STUDENT A SCHOLAR”

Our vision is to implement the school motto through a multicultural, technology-based curriculum, taught by highly qualified Christian educators who cater to individual differences and learning styles. We believe that the fulfillment of this vision also depends upon parents and guardians who are highly involved in their children’s education. As teachers, parents and guardians work together, our students will be fully equipped to excel in their chosen fields.

Our goal, in fostering the pursuit of excellence in all students, both spiritually and academically, is to prepare students to fulfill their responsibility as productive citizens, and to positively influence the course of events in the twenty-first century.

OUR HISTORY

Christian Heritage Academy was founded in September 1999 by the leading of the Holy Spirit through Bishop Albert C. and Sister Merna Delmadge. Their ministry to children began in the early 1980s when about 140 children and several adult leaders were meeting every week in their home on Eastern Parkway in Brooklyn. By the 1990s these meetings had evolved into Christian Heritage Ministries, whose mission to children has been growing continuously, culminating in the founding of Christian Heritage Academy.

The launching pad for this growth was the daily morning prayer meetings that started at Christian Heritage Church in Brooklyn in 1995, first at 6:00 a.m. and now at 5:00 a.m. It was during one of these prayer meetings that the Lord spoke to Bishop Delmadge and the congregation about starting a school. It was also during these prayer meetings that the Lord directed us to send 70 missionaries to the island of Jamaica and have a missionary conference there in the summer of 1999.

After returning from Jamaica in July 1999, the Lord miraculously enabled us to start a school for children in Kindergarten through Grade 9 using the facilities we already had at Christian Heritage Church. We immediately began to expand, starting a Pre-K program in January 2000, adding Grade 10 in September 2000 and then Grade 11 in September 2001, and purchasing buildings on Ave. J for more classroom space. We added Grade 12 in September 2002, became registered as a New York State High School during the 2002-2003 school year, and had our first High School Graduation in June 2003.

Bishop Delmadge and those working with him share a passion for providing quality education that is steeped in the values of the Christian faith and develops the full potential of every student.

EDUCATIONAL GOALS

1. **SPIRITUAL** “Let the word of Christ dwell in you richly.” (Colossians 3:16)
 - a. Students will be encouraged to come to a saving knowledge of Jesus Christ.
 - b. Students will be encouraged to follow Christ daily and reflect Christ-like character qualities in their lives.
 - c. Students will be encouraged to share their love of Christ with others.
 - d. Students will continually increase in their knowledge of Scripture.

2. **INTELLECTUAL** "Let this mind be in you which was also in Christ Jesus." (Philippians 2:5)
 - a. Students will acquire basic skills in the areas of reading, writing, speaking, and listening.
 - b. Students will acquire basic skills in the areas of mathematical concepts, computation, and application.
 - c. Students will acquire a stock of basic information concerning the earth, physical and biological sciences, will appreciate the world God has made, and will apply this knowledge and appreciation in a wise use of resources.
 - d. Students will understand the facts and flow of human and current events, and they will interpret them in the light of God's plan for humankind.
 - e. Students will be taught the facts and flow of American history, the basic principles of democracy, and the heritage of sacrifice which has made America free.
 - f. Students will be afforded the opportunity to develop skills in one or more of the arts, will be encouraged to appreciate the artistic expressions of others, past and present, and will be encouraged toward creative self-expression.
 - g. Students will understand the full range of career opportunities available to lead a productive life within God's plan, and they will be guided toward matching their aptitudes and skills with those opportunities.
 - h. Students will have the opportunity to acquire some of the basic skills needed to function effectively in a technological society.
 - i. Students will acquire skills in reasoning, academic investigation and creative and critical thinking.
 - j. Students will develop and implement the understanding that decision-making is a process requiring careful consideration of known information weighed against anticipated outcomes relative to each area of their lives.
3. **SOCIAL** "No man lives unto himself."
 - a. Students will be taught respect for parents/guardians and courtesy and love for the whole family, and they will assume responsibility within the family unit.
 - b. Students will be taught to develop and demonstrate concern for others.
 - c. Students will be taught to respect the property of others.
4. **PHYSICAL** "Present your bodies a living sacrifice unto God." (Romans 12:1)
 - a. Students will improve their coordination, grace, muscle tone, and endurance.
 - b. Students will be taught to form desirable habits in the care of the body, and they will be taught to develop respect for the body as the temple of the Holy Spirit.
5. **EMOTIONAL** "For God has not given us the spirit of fear, but of power and love." (2 Timothy 1:7)
 - a. Students will recognize the Christ-controlled personality as the source of true happiness.
 - b. Students will develop a continuous desire for learning.

CHAPEL AND DAILY BIBLE STUDY

Chapel is held for all classes at least once a week. Pastors or Christian workers serve as speakers, and worship is led by a team of musicians and singers that may include students chosen by the worship leader. In addition to the regular Chapel Services, the teachers begin the school day with devotions and teach Bible as one of the Major Subjects.

All teachers are encouraged to make prayer and Biblical instruction a regular part of the entire school day, putting into practice the vision God has given us:

“EVERY CLASSROOM A CHAPEL”

GENERAL BEHAVIOR EXPECTATIONS / DISCIPLINE

The conduct of students in school has an important effect on school achievement. While ultimate responsibility for student behavior rests with the parents and the students themselves, CHA has an obligation to provide leadership in this respect and to ensure that appropriate standards are maintained when students are under school supervision.

Believing that discipline is a process by which students are guided to develop Christ-like characteristics, each teacher maintains classroom behavior in a manner in accordance with Christian principles as set forth in Scriptures and stated school policy. Although we are partners with parents in training children, corporal punishment is viewed as a parental choice. At no time will a teacher or administrator incorporate corporal punishment into the school's disciplinary measures.

Parents and teachers need to cooperate with one another. Anything said or done which destroys mutual respect and confidence will harm the child. Parents will be contacted as soon as any behavioral problems become evident. This will foster good communication and facilitate partnering in correction.

CHA places a great deal of emphasis upon spiritual matters, Biblical truth and guidelines. In an atmosphere of clear Christian standards of conduct, there is a fine opportunity for the development of strong, stable Christian character. The following are guidelines for behavior at Christian Heritage Academy.

1. An attitude of respect for those in authority is to be maintained by all students. An appropriate title (Mr., Miss, Mrs., or Pastor) is expected to be used respectfully regardless of time or place. The use of “yes/no, ma’am/sir” is also encouraged.
2. Students will be considerate towards other students and adults. Students are expected to show good manners at all times (e.g., using the words “thank you”, “please”, and “excuse me”).
3. In keeping with the spiritual standards maintained by CHA, behaviors such as physical violence, gambling, use of tobacco, alcoholic beverages or drugs, and the unauthorized use or possession of a controlled substance are prohibited on and off the premises. If at any time a student's influence in these areas is considered harmful, or his/her presence in the school is regarded as undesirable, the school reserves the right to require his/her withdrawal.
4. Students will respect school property and other students' property. Students may use school property but may not abuse it. Any damage to school property must be paid for.
5. When students are going to another classroom or building, they are to walk, use a reasonable tone of voice, and exhibit orderly behavior.
6. Students' work areas are to be kept clean.
7. Students are to be punctual for school and class.
8. Students will do their own work.
9. Homework is to be completed and handed in on time.
10. Students will maintain a spirit of cooperation in all areas of the school program.
11. Students are asked to give polite attention to the Chapel program since this is to be viewed as a time of spiritual growth.
12. Profanity is prohibited. This includes the phrase, “Oh, my God!”

13. Food and beverages will be consumed only at lunchtime, except with special permission, or during teacher-supervised snack times or class parties.
14. Radios, tape recorders, CD players, hand held video games, and other non-school related equipment are not permitted at CHA.
15. There will be no chewing of gum during the school day.
16. The office phone can only be used for emergencies, at a rate of 25 cents per call.
17. Students will abide by all guidelines above while on school-sponsored trips away from CHA.
18. Criminal behavior on or off campus will result in immediate suspension and an expulsion review.

DAILY SCHEDULE AND TARDINESS

Students must be in school **before 8:30 a.m.** At 8:30 a.m., the teacher takes attendance and the school day begins with morning devotions. Any student who is not in his or her seat by 8:30 a.m. will be marked late.

When a student is being kept home from school, the office should be notified between 8:00 and 8:30 a.m. on the day of the absence. **If a student is absent for three or more days, a doctor's note must be sent to the office.**

Teachers or monitors are on duty to receive students beginning at 8:00 a.m. The school day ends at 3:00 p.m., so students who are being picked up by parents or guardians should be picked up at 3:00 p.m. sharp. The teachers will ensure that the children are ready at this time. Any child who is not picked up at 3:00 p.m. sharp will be sent to the After School Program and will be charged for the use of this program, a fee that must be paid when the child is picked up.

LUNCH

If parents/guardians choose not to use the school lunch program or if the school lunch program is not available, they should have their children come to school with a lunch packed at home or purchase their lunch before they drop them off at school. **Once students have been placed in our care, they will not be allowed to go to a neighborhood store.**

LUNCHES, FORGOTTEN ITEMS, AND MESSAGES DELIVERED AFTER SCHOOL BEGINS

Parents and guardians should not go directly to a student's classroom to give the student his/her lunch, a forgotten item, or a message. They should go to the office and a staff member will arrange for the article or message to be given to the student at an appropriate time.

AFTER SCHOOL PROGRAM

CHA provides an After School Program for the convenience of parents and guardians who cannot pick up their elementary students at 3:00 p.m. Participation in this program is a privilege that may be revoked if a child's attitude or behavior does not comply with the school's standards.

AFTER SCHOOL BEHAVIOR POLICY

1. Students are expected to leave school at dismissal unless involved in a CHA extracurricular event that day. Students should not be in the classrooms unless working with a teacher.
2. The dress code is in effect until a student is picked up by his/her parent/guardian or until he/she arrives home.
3. Students need faculty permission to be in a classroom, in a computer or science lab, or on the platform in the sanctuary.
4. Students should not be loitering in or around any school building.
5. General school guidelines for conduct and behavior apply.

HOMework

Homework is an integral part of a meaningful education program. Assignments are to be complete, on time, and written properly. The only acceptable excuse for not completing homework is the student's illness or a written note from a parent explaining an emergency that prevented homework from being done. The faculty and administration retain the right to determine whether an excuse is acceptable. Students must complete all assignments that were missed due to illness or an emergency, according to a schedule determined by the teacher.

SCHOOL UNIFORM

All students are required to wear the prescribed school uniform. If a student arrives without the prescribed uniform, a parent or guardian must bring the missing item(s) before the end of the school day OR take the student home. Otherwise, the student will be suspended the following day. Students are only allowed to wear snow shoes or boots when there is inclement weather. Our dress code includes, but is not limited to, the following:

Boys: The uniform consists of khaki trousers with a brown belt, a white shirt, a navy blue blazer with the school emblem, the school tie, brown leather shoes and brown socks. A maroon vest sweater can be worn instead of the blazer during warm weather or with the blazer during cold weather. On days that are hot, it is not necessary to wear the blazer or the sweater, but please keep in mind that the classrooms usually have air conditioning. On Chapel days and Field Trip days, the navy blue blazer must be worn along with the rest of the school uniform.

Girls (Kindergarten-Grade 4): The uniform consists of a gray jumper, a white blouse, a maroon cardigan with the school emblem, a maroon criss-cross tie, white socks and/or white tights, and black shoes. On days that are hot, it is not necessary to wear the cardigan, but please keep in mind that the classrooms usually have air conditioning. On Chapel days and Field Trip days, the maroon cardigan must be worn along with the rest of the school uniform.

Girls (Grade 5): The uniform consists of a gray knife-pleat skirt, a white blouse, a maroon cardigan with the school emblem, a maroon criss-cross tie, white socks and/or white tights, and black shoes. On hot days, it is not necessary to wear the cardigan, but please note that the classrooms usually have air conditioning during hot weather. On Chapel days and Field Trip days, the maroon cardigan must be worn along with the rest of the school uniform.

All Boys:

- The following are not permitted: bracelets, earrings, nose rings, necklaces or neck chains of any kind, body piercing, and tattoos.
- Students are not permitted to wear a pull-over shirt or sweatshirt over their dress shirt. Shirts must be tucked in at all times.
- No coats, outer jackets, hooded sweatshirts, caps, hats or wave caps ("doo-rags") are permitted to be worn in the school buildings.
- Hair must be cut neatly (close cropped all the way around or a low fade) and well groomed. Braids, Mohawks, or extreme hair styles of any kind are not permitted, and hair color may not be changed. If a boy is cited for having hair that is unkempt or too long, he must correct the problem by the following day.

All Girls:

- Fake nails are not permitted, and only clear nail polish may be worn.
- Makeup is not permitted.
- Tattoos are not permitted.
- No "extreme" hair styles are permitted while in school and hair color may not be changed.
- When in an upright kneeling position, skirts must touch the floor. Skirts must be worn at the waist and not pulled down to meet the length requirement.
- Blouses that show the midriff when arms are raised are not permitted and blouses must be tucked in at all times.
- Tight-fitting clothing of any kind is not permitted.
- No coats, jackets, sweatshirts, hooded sweatshirts, caps, hats, scarves or wave caps ("doo-rags") may be worn in the school buildings.
- A moderate amount of jewelry is permitted. Listed below are some guidelines concerning the use of jewelry while at Christian Heritage Academy:
 - Earrings should be no more than one (1) inch in length or width. No more than one (1) earring may be worn in each ear, and it must be worn in the earlobe.
 - A necklace may be worn, but it must be worn under the blouse.
 - No more than one (1) ring may be worn on each hand.

- No ankle bracelets or body piercing is permitted.
- No “noisy” bracelets may be worn to school.

GYM UNIFORM

All students must wear a CHA gym uniform on their gym day. The uniform consists of gray CHA sweat pants, a gray CHA T-shirt, and a gray CHA sweatshirt, all with the CHA logo in red lettering. This uniform can only be purchased at the Ideal Department Store. On days that are warm, it is not necessary to wear the sweatshirt. *Students who do not wear their gym uniform on a gym day will not be allowed to participate in gym that day and will receive a failing grade for that day's gym class.*

PERSONAL ITEMS

All clothing, as well as the student's school supplies (e.g., book bag, notebooks), should be labeled. **When students have items that are similar (e.g., suit jackets, sweaters, and the CHA sweatshirts that are worn on Gym day), it is especially important to label them.**

The following items cannot be brought to school: chewing gum, cassette or CD players, radios, toys, water pistols, toy guns, penknives or other sharp instruments, balls, firecrackers, caps used for cap guns, matches, oversized pens or pencils, and handheld video games.

CELL PHONES

Because of the importance of communication between parents and children as they travel to and from school, we allow children to bring cell phones to school. **For many reasons, including the problems that emerge when students use their cell phones during the school day, they must give their phones to their teacher when they arrive.** The cell phones are then returned at dismissal time.

LOST & FOUND

The School Office can be contacted concerning items that may be in the Lost & Found. All items with a student name will be returned to the student. If articles with no names are not claimed within a week, they may be given away or sold. **Please mark all items with the student's name and encourage daily responsibility in the children.**

TEXTBOOK POLICIES

Each student will be issued all necessary textbooks. Textbooks and books checked out from the school's library are the property of the school and are loaned to the students. Therefore, students are required to exercise great care in the use of these books. A parent or guardian must pay the cost of any book that is lost, destroyed or defaced while in a student's possession.

Any workbooks that are needed are paid for by the workbook fee and become the permanent property of the students.

SCHOOL CLUBS

One of our goals is to develop well-rounded students who excel in many areas. To help us fulfill this goal, we are setting aside one class period per week for school clubs in areas such as Home Economics, Chess, and Speech & Drama.

FINE ARTS PROGRAM

The Fine Arts Program culminates in two special programs each year, one in December and one in May. Participation is mandatory and part of the grade for each student.

EDUCATIONAL FIELD TRIPS

Since field trips are planned as an integral and exciting part of the curriculum, field trip days are considered regular school days when attendance is taken, and all students are expected to come. In addition, all students must have a signed permission slip or note before they can go on a field trip. Please note that electronic equipment is not permitted on field trips.

INCLEMENT WEATHER

A recorded message on the school's voice mail system will inform you of any delayed openings or school closings due to inclement weather. To hear this message, please call the school office at (718) 377-5682. Information will also be posted on the school's website and on Orbund, which is the school's current online information system.

PARENT-TEACHER FELLOWSHIP (PTF)

The Parent-Teacher Fellowship is a partnership between parents and teachers and a ministry to the school. Its stated goals are to support and encourage the teachers, to foster strong parental involvement, and to stimulate the students to excellence both academically and spiritually.

All parents/guardians are invited to participate fully in the activities of the PTF. These activities include but are not limited to the following:

- Bi-monthly meetings
- Supporting school functions such as Class Parties, Sports Day and the Black History Month Celebration
- Providing items requested by teachers that will enhance the educational environment

The PTF is run by a Core Committee that reports to the Principal and the CHA Board. The Board selects the President of the PTF, and the selection of the other members of the Core Committee is subject to the Board's approval. Members of the Core Committee serve two-year terms.

VISITORS AND VOLUNTEERS

All visitors and volunteers are asked to report to the school office or security personnel to sign-in and receive a visitor's badge.

Requests for visiting students to spend part or all of the day in classes will only be approved in unusual circumstances (e.g., an out-of-town guest, a student applying to CHA, an exchange student). All requests must be submitted to the administration in writing at least a day in advance.

HEALTH POLICIES

Before the beginning of each school year, all students must have the immunizations and health forms required by the New York City Department of Health. Copies of these immunization requirements can be obtained at the school office. All significant medical information should be indicated on the health forms that are submitted as part of the registration process.

If a student contracts a contagious disease, the student may not attend school and a parent or guardian must notify the school immediately. When the student returns to school, the student must present a physician's certificate of fitness before being readmitted to his or her class. **If a student is absent for three or more days, a doctor's note must be sent to the office.**

If a student becomes ill during school hours, a parent or guardian will be notified and prompt arrangements must be made for the student to be picked up. In the event of an emergency illness or injury, an ambulance will be called and a staff member will accompany the student to the hospital. A parent or guardian will be notified and the staff member will stay with the student at the hospital until the parent or guardian arrives.

No child may enter the school with any prescription or non-prescription medication. Parents/guardians must contact the school office directly concerning any need their child has in this area.

MONITOR SYSTEM

Students can be selected as classroom monitors for their own class. To be a classroom monitor, a student must be a positive role model for other students in the following areas:

- Commitment to Christ
- Academic work
- Conduct, including the following:
 - Punctuality
 - Satisfactory completion of homework assignments
 - Neatness – school uniform, personal grooming
 - Showing respect for others at all times
- Character

The monitors' duties may include but are not limited to the following: assisting the teacher in various classroom activities, cleaning the classroom, and assisting the teacher in upholding school standards in all areas.

MARKING PERIODS AND REPORT CARDS

There will be four marking periods per year. Parents/guardians will receive the report cards for the First and Third Marking Periods by coming to school to pick them up between 3:30 p.m. and 7:00 p.m. on the designated day (see the school calendar). The report cards for the Second Marking Period will be sent home with the students. The report cards for the Fourth Marking Period will be sent home with the students on the last day of school, or they can be picked up from the school office at a later time. When parents/guardians come to school to pick up the report cards, they will have an opportunity to discuss any concerns they have with the child's teacher.

GRADING SCALE

Students receive number grades (55-100) for all subjects. The passing grade for all subjects was 65 until the end of the 2014-2015 school year. As of the current school year (2015-2016), the passing grade for all subjects is 70.

S.C.H.O.L.A.R.S. PROGRAM

The S.C.H.O.L.A.R.S. Program at Christian Heritage Academy represents the high standard to which all of our students should aspire. "S.C.H.O.L.A.R.S." stands for "Students of Christian Heritage Opting for Learning And Reaching Standards." The S.C.H.O.L.A.R.S. Program is for reaching spiritual and moral standards as well as academic standards.

The following are the criteria students in Grades 4-5 must meet to attain the high standard of a S.C.H.O.L.A.R. They must:

- Confess Jesus Christ as his/her personal Lord and Savior
- Strive to live according to Christian principles
- Be willing to share his/her faith with others
- Demonstrate continual growth in Bible Knowledge
- Strive to excel academically through hard work and determination
- Set a good example in conduct, including the following areas:
 - Punctuality
 - Completion of homework assignments
 - Neatness – school uniform, personal grooming
 - Respect for others

HONOR ROLL

Students in Grades 4-5 must meet the following standards to attain the Honor Roll for a Marking Period:

- **High Honors – Headmaster's List:** 95-100 average
- **Honors – Principal's List:** 90-94 average
- **Honorable Mention:** 85-89 average

EFFORT ROLL

Students who have made excellent progress through their consistent, determined effort but who have not yet reached the Honor Roll will be acknowledged by being listed on the Effort Roll. We believe that it is important to encourage these students to continue to strive for excellence. As they continue to work hard, knowing that they “can do all things through Christ who strengthens [them],” they will reach higher levels and be part of the fulfillment of our school motto, “Every Student a Scholar.”

STUDENT ACADEMIC INTEGRITY

All work submitted by a student should be a true reflection of his/her effort and ability. If the work that is submitted to a teacher is not, then the student has violated the Biblical principles concerning the importance of honesty and integrity. Parents/guardians are encouraged to help their children, but they must not do the work for them, because such help is not training them to uphold the Biblical standard of integrity.

Cheating is considered the practice of misrepresenting the work a student does by obtaining work done by someone else and submitting that work as the student's own; or having prior access to specific questions that a student will be held accountable for on a test, exam, quiz, daily assignment, or project. This definition also includes a student that helps another student in either of the above circumstances unless permission by the teacher has been given.

Acts of cheating include, but are not limited to, the following:

- Claiming credit for work that is not the product of a student's own honest effort
- Gaining unwarranted access to materials or information for one's own use or the use of others
- Surreptitiously using or hiding materials or information
- Plagiarism (copying without giving credit)
- Using old tests, exams, quizzes, projects or answer keys to copy or memorize specific questions and answers
- Using study aids not permitted by the classroom teacher
- Providing information to, or seeking information from, another student regarding the material that is on a test, exam, quiz, or project
- Submitting school work that does not reflect a student's own work, including homework, papers, or a project downloaded from the Internet
- Knowledge of or tolerating any of the above

Any behavior that can be defined as cheating represents a violation of the mutual trust and respect that is essential to the educational process at Christian Heritage Academy. The following verses from Proverbs provide a Biblical base for the standard of academic integrity that is upheld at CHA:

“A truthful witness gives honest testimony.”

“Truthful lips endure forever.”

“He delights in men who are truthful.”

“A prudent man keeps his knowledge to himself.”

“In the way of righteousness there is life.”

SUSPENSIONS

A student may be given an in-house suspension for a class period or for a longer period of time, or be suspended from school. Before the student may return to classes, he/she may be required to appear before the Principal with his/her parents. Classroom work, quizzes and homework missed due to a suspension will receive a zero grade. Major tests or projects missed due to a suspension will receive a 25% reduction in grade.

EXPULSION

CHA retains the right to immediately remove a student for a period of one semester, one year, or permanently for a significant violation of school policy or guidelines. Grounds for expulsion can be a pattern of discipline problems or a single significant discipline violation.

SUBSTANCE ABUSE

CHA is committed to maintaining a drug- and alcohol-free campus and student body. We adhere to a policy of abstinence from all non-prescriptive mind and mood altering substances by our students both on and off campus. CHA promotes healthy living by encouraging students to make Biblically guided choices.

Student use of tobacco, alcohol, and other illicit drugs is strictly prohibited at all times. This includes school hours and trips as well as non-school hours, weekends, summer months, etc.

Students using or in possession of any tobacco products will be suspended for a minimum of three days. A second offense will result in an expulsion review. Students using, in possession of, or under the influence of alcohol or other illicit drugs will be suspended for one week. A second offense will result in an expulsion review.

Sale or distribution of alcohol or drugs will result in an immediate, indefinite suspension and a recommendation for expulsion. The school will notify the law enforcement agency of the alleged sale or distribution.

Students who are in the presence of other students involved in the sale, distribution, or use of tobacco, alcohol or other illicit drugs may be held equally responsible.

NON-DISCRIMINATION

Christian Heritage Academy admits students of any race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies or other school-administered programs.

TUITION POLICIES

A non-refundable application fee is required of each student seeking admission to CHA. Returning students are required to pay a non-refundable registration fee for each year that they attend. The registration fee and deposit must be paid within the time period designated in order to guarantee the student's place on the class roster, and the deposit will be deducted from the tuition cost.

Tuition fees are set annually but do not cover all of the budgetary requirements of the school. Parents are, therefore, asked to make 'over-and-above' contributions to the school, as they are able. Because CHA is a tax-exempt organization, such contributions are tax-deductible.

Late Tuition Policy: Christian Heritage Academy must be compensated for the services rendered to your children in a timely fashion, so that the school can maintain its integrity by meeting its financial obligations. Therefore, if a payment for any student becomes more than 30 days overdue, the student will be suspended until the payment is made.

MAINTAINING EXCELLENT COMMUNICATION BETWEEN HOME & SCHOOL

1. CHANGE IN STUDENT INFORMATION: Parents/guardians must notify the school office immediately if their address, telephone number(s), or emergency contact information changes.

2. FRIDAY FOLDERS: Every Friday the students will come home with important information from teachers and the Administration. This information may be sent by paper or to the email account provided, or may be viewed on the Friday Folders page on the school's website and online information system called Orbund. If your child does not bring this information home, please call the School Office to receive the information that you missed.

WORKING TOGETHER FOR THE SUCCESS OF YOUR CHILD

Christian Heritage Academy is committed to spiritual formation and to the development of social and academic excellence in children. Excellence can be attained with the cooperation and dedication of the three principal partners in a student's education: parent/guardian, school, and student. The level of effort and dedication put forth by these three partners will ultimately determine each student's level of success at Christian Heritage Academy.

Our mutual goal is your child's success. We are committed to providing an education that is **"ABC"**:

- **A**cademically Excellent
- **B**iblically Based
- **C**haracter Forming

In addition, we pledge to strive to meet the expectations listed below:

- To provide a community that is Christ-centered, safe, and supportive.
- To provide academic, social, and spiritual challenges which encourage learning and promote continual growth and improvement.
- To keep parents informed of their children's progress through frequent communication.
- To provide opportunities to learn independently.
- To work for the benefit and growth of the school community through meetings with parents/guardians.

Your role as a parent/guardian is critical. Your child's success depends upon your commitment to:

- Insure that your child is in school **EVERY DAY** with necessary books, materials, and supplies. The only reason a child should be absent is serious illness.
- Make sure that your child arrives at school with ample time to organize books and supplies and be seated in class by 8:30 a.m.
- Pick up your child's report card during the designated time and discuss any concerns you have with the teacher. If you are unable to come during the designated time, come as soon as possible and arrange to discuss any concerns you have with the teacher.
- Attend parent-teacher meetings.
- Work with school staff to promote appropriate speech, behavior and social development in your child. Close cooperation and rapid response are particularly important when a child's behavior is not in accordance with the standards of Christian Heritage Academy.
- Make sure that your child is picked up on time at the end of the school day or at the end of the After School Program.
- Provide your child with a quiet distraction-free environment for homework and studies. This area should be free of **TELEVISIONS, RADIOS, TELEPHONES, VIDEO GAMES, AND YOUNG CHILDREN.**
- Provide your child with ample time in the evenings and on weekends to complete assignments and studies.
- Meet all your financial obligations and do so in a timely manner.

The final and most important ingredient for your child's success is consistent and believing **PRAYER IN THE NAME OF JESUS CHRIST.** As we pray and work closely together and have great expectations, we believe that all of our children at Christian Heritage Academy will experience the fulfillment of the promise found in Isaiah 54:13, "All your children shall be taught by the Lord and great shall be the peace of your children."