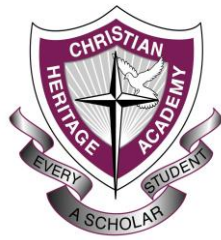


Christian Heritage Academy Upper School (Grades 6-12) 2016-2017



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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UPPER SCHOOL HANDBOOK (Grades 6 – 12)

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 Pastor 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 become proficient in the use of at least one other language, and they will have opportunities to use their newly acquired language skills in local and foreign missions.
 - g. 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.
 - h. 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.
 - i. Students will have the opportunity to acquire some of the basic skills needed to function effectively in a technological society.
 - j. Students will acquire skills in reasoning, academic investigation and creative and critical thinking.
 - k. 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, ATTENDANCE & LATENESS

Students must arrive at school **before 8:30 a.m.** At 8:30 a.m., the homeroom teacher takes attendance and the school day begins with morning devotions. Any student who is not in their seat by 8:30 a.m. will be marked late. **If a student arrives after 8:30 a.m., he or she must go to the office to get a late pass.** Arriving late due to illness, medical appointments, and appointments related to the college application process are excused. If a student is late 6 or more times during a marking period, they can be suspended. If a student is late 12 or more times in a marking period, they can be suspended with review for expulsion.

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.** Absences due to illness, medical appointments, and appointments related to the college application process are considered excused absences. Any student enrolled in high school classes who has 18 or more unexcused absences will not earn credit for their classes unless they attend summer school.

Teachers or monitors are on duty to receive students beginning at 8:00 a.m. The school day ends at 3:00 p.m. or later if a student has a class as part of our extended day program. Students who are being picked up by parents or guardians should be picked up at 3:00 p.m. sharp or the later dismissal time as determined by their schedule. The teachers will ensure that the children are ready at their dismissal time.

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. **Any student who goes to a neighborhood store during school can be suspended. Students are not permitted to loiter in a neighborhood store after dismissal.**

LUNCHES, FORGOTTEN ITEMS, & MESSAGES DELIVERED AFTER SCHOOL BEGINS

Relatives/friends should not go directly to a student's classroom to give the student their 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. Students are not allowed to have lunch delivered to them by an outside vendor during the school day, unless special permission has been given for an occasion such as a birthday celebration. They must either bring their lunch to school in the morning or use the school lunch program if it is available.

AFTER SCHOOL PROGRAM (for students in Grade 6)

CHA provides an After School Program for the convenience of parents and guardians who cannot pick up their children 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 their parent/guardian or until they arrive 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.

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 can 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 (Grades 6-8): 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.

High School Boys (Grades 9-12): On Chapel days and Field Trip days, they must wear the same uniform that boys in Grades 6-8 wear on those days (see above). On other days, the uniform consists of dress pants with a belt, a dress shirt, a tie, dress socks, and brown or black leather shoes. All of the items should match well. They may also wear a sports jacket and/or a vest sweater or other pull-over sweater. Turtleneck sweaters and sweaters with writing or logos of any kind are not acceptable.

Girls (Grades 6-8): 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 keep in mind 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.

High School Girls (Grades 9-12): On Chapel days and Field Trip days, they must wear a gray knife-pleat skirt, a white Oxford blouse with button-down collar, a navy blue blazer with the school emblem, nylons or white tights, and black shoes. No socks are permitted. The neckline of the blouse must not be lower than four (4) fingers from the lower portion of the neck (approximately 2½ to 3 inches). On other days, they may modify the uniform by wearing a navy blue knife-pleat skirt, a blue Oxford blouse with button-down collar, and a cardigan or pull-over sweater that matches the rest of their uniform. They may also wear a gray, navy blue or maroon vest, which can be purchased at the Ideal Dept. Store. Turtleneck sweaters and sweaters with writing or logos of any kind are not acceptable.

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 and well groomed (low fade, light Caesar, or dark Caesar). Braids, Mohawks, or extreme hair styles of any kind are not permitted, and hair color may not be changed. If a male student is cited for having hair (including facial 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, except for the High School girls, who may only wear natural makeup.
- 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 “noisy” bracelets may be worn to school.
 - No ankle bracelets or body piercing is permitted.

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 OR a student’s house 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, except for house T-shirts, which can only be purchased at the school office. On warm days, it is not necessary to

wear the sweatshirt. The CHA T-shirt or house T-shirt cannot be replaced by any non-CHA shirt.

Students in Grades 6-8 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. Students in high school will change into their gym uniform for their gym period. If a high school student has an unexcused absence from a gym period, they will receive a "0" for that class. Any high school student who is not in full compliance with the required dress code for gym will receive a grade of "75" or lower, depending on the extent of non-compliance.

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 our students to bring cell phones to school. However, the students are NOT allowed to use their cell phones during the school day. If a student needs to contact their parent during the school day, they will be allowed to use the office phone. If a parent needs to contact their child, they must call the office.

Before a student enters the sanctuary or classroom at the beginning of the day, their cell phone must be turned off and put away along with their headphones so that they cannot be seen. If headphones are seen, they will be confiscated and returned at our discretion. If a cell phone is seen or heard during the school day, the consequences are as follows:

- First offense: the student will receive a verbal warning and the parent will be called.
- Second offense: the phone will be confiscated, the parent will be called, and the phone must be picked up by the parent at their earliest convenience.
- Third offense: the phone will be confiscated, the parent will be called, the student will be assigned three hours of community

service, and the phone must be picked up by the parent at their earliest convenience.

- Fourth offense: the phone will be confiscated, the parent will be called, the student will be suspended for one day, and the phone must be picked up by the parent at their earliest convenience.
- Additional offense(s): disciplinary action may include suspension and/or review for expulsion.

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.

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.

Assignments to be completed outside of class take on special significance for students in Grades 6-12. Such assignments are critical for the development of the independent study and research skills that they will need to succeed in college and in their careers. Students who fail to complete these assignments cannot receive passing grades.

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. For students in **Grades 6-8**, 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. For students in **High School**, the report cards for the Fourth Marking Period will include Regents Examination scores and can be picked up from the school office on **June 30th** or 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(s).

GRADING SCALE

Students receive number grades (55-100) for all subjects. The passing grade for all subjects is 65.

HONOR ROLL

Students 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 can 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."

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 must meet to attain the high standard of a S.C.H.O.L.A.R. They must:

- Confess Jesus Christ as their personal Lord and Savior
- Strive to live according to Christian principles
- Be willing to share their 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

SCHOOL CLUBS

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

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 enrolled in a Fine Arts class.

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 other than cell

phones is not permitted on field trips, and students must follow the guidelines for cell phones outlined above.

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.

PREFECT SYSTEM

The word "Prefect" means "to place at the head" and may refer to a student monitor in a private school. It is derived from the Latin word "prafectus," meaning "to place before." The Prefect System at Christian Heritage Academy is based on the premise that it is part of the school's responsibility to prepare God's children to become future leaders. It is designed to train and encourage students in Grades 7-12 to become responsible citizens.

The Prefect System will provide an opportunity for students to develop social skills that will enable them to interact with administrators, teachers and other students. The system will also nurture them in an atmosphere that promotes a strong character and the ambition to become role models in the school, church and society.

The prefects will not be limited to just being monitors. They are expected to maintain a high academic standard and carry out their duties with the highest level of integrity. They should be honest, respectful, reliable, and committed to the task.

Prefects should display the servant-leadership style that Jesus Christ modeled and taught. Prefects are also expected to adhere to and

maintain the Christian values that are taught in the Bible and upheld by Christian Heritage Ministries.

To be nominated as a prefect, 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 – integrity in all areas

The prefects' duties may include the following:

- Upholding school standards in all areas, including the granting of rewards and consequences according to guidelines set by the Principal
- Functioning as a monitor for a class to which he or she has been assigned and assisting the teacher with marking papers, making copies, etc.
- Peer counseling

STUDENT ACADEMIC INTEGRITY

Students attending CHA are provided many opportunities to develop independent study skills. The school's philosophy of education emphasizes the importance and value of helping students to develop the skills needed for academic investigation and independent work. It is with this philosophy in mind that the following policy was written and adopted.

All work submitted by students should be a true reflection of their 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. Students who cheat will be subject to the following policy.

1. The first time a student is caught cheating, the classroom teacher will notify the parents and a zero will be given for the work.
2. The second time a student is caught cheating, the parents will be called by the administration, a zero will be given for the work, and a one-day **Suspension** will be assigned the following school day (see section entitled "Suspensions"). The student will also be placed on **Disciplinary Probation I** (see section entitled "Disciplinary Probation").
3. The third time a student is caught cheating, the parents will be called by the administration, a zero will be given for the work, and a one-day **Suspension** will be assigned the following school day (see section entitled "Suspensions"). The student will also be placed on **Disciplinary Probation II** (see section entitled "Disciplinary Probation"), and an expulsion review will be initiated.

The administration reserves the option to increase or accelerate the penalties listed above. The school's response will be based on the number of times a student violates this policy while he/she is enrolled at CHA.

The issue of students studying from old tests is a concern of the CHA faculty. Therefore, the following statement has been adopted regarding their use: "Tests are the property of the classroom teacher, and are to be considered as such when issues concerning their

possession and use are brought up. However, in the event that a teacher returns a test to a student and does not require that the test be returned, that test then becomes the property of the student.”

The following verses from Proverbs provide a Biblical base for the school’s policy concerning academic integrity:

- “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, they may be required to appear before the Principal with their parents.

Students are still responsible for classroom work, quizzes and homework missed due to a suspension. Major tests or projects missed due to a suspension can 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.

DISCIPLINARY PROBATION

The following policy has been developed to properly notify the student and the parent that a serious discipline problem exists. It is the school’s desire that this system will, in fact, aid the student in improving their behavior.

The reasons for probation include but are not limited to the following:

- Continued deliberate disobedience
- A continued rebellious spirit as determined by the faculty and administration

- Regular, detrimental, negative attitudes, words, and actions toward other students
- A serious breach of conduct committed during school or non-school hours which has an adverse effect upon the testimony of the school

When parents/guardians work together with the faculty and administration in disciplining their children before problems escalate, the disciplinary action of probation can often be avoided.

Based on the circumstances involved, the student can be placed on one of the following levels of Disciplinary Probation:

Disciplinary Probation I: The length of the probationary period is left to the discretion of the administration and will be a minimum of **9 weeks**. The following actions will be taken:

1. A letter of disciplinary status will be placed in the student's file.
2. The student is not eligible for any extracurricular activity.
3. The parents will be notified in writing, and the administration will call a conference. The purpose of the conference will be to:
 - Specifically identify the problem
 - Develop goals for the student to attain
 - Produce a strategy for meeting these goals with faculty, administrative and parental support

A contract may be developed for the purpose of clarifying the above conference items.

Disciplinary Probation II: The length of the probationary period is left to the discretion of the administration and will be a minimum of **18 weeks**. A student can be moved to Probation II if they have not performed well while on Disciplinary Probation I. Also, a student can be moved to Probation II immediately, based on the severity of the infraction. The following actions will be taken:

1. A letter of disciplinary status will be placed in the student's file.
2. The student is not eligible for any extracurricular activity.
3. The parents will be notified in writing, and the administration will call a conference. The purpose of the conference will be to:
 - Specifically identify the problem
 - Develop goals for the student to attain

- Produce a strategy for meeting these goals with faculty, administrative and parental support

A contract may be developed for the purpose of clarifying the above conference items.

At the end of each probation period, the Dean of Students will make a decision, with faculty input, as to whether the student should be taken off of probation, continue on probation, or not be permitted to continue their enrollment at CHA.

ACADEMIC PROBATION

Any student who is failing one or more subjects at the end of a marking period may be placed on Academic Probation for the following marking period. In such cases, the administration will call a conference with the parents/guardians to determine the plan of action that can best help the student and the conditions that must be met for the student to be taken off of probation. Students who fail to make adequate progress may be dismissed.

DISCIPLINARY MEASURES

Disciplinary measures may include but are not limited to the following.

1. Incident of lewd behavior, use of foul and/or abusive language (including threats), or disruptive behavior (a pattern of such behavior or a serious incident):

- First offense: A verbal warning will be given to the student and a parent/guardian will be called.
- Second offense: Parents/guardians must come to the school for a conference with the Principal.
- Third offense: The student will be suspended for three days.
- **Fourth offense: The student will be suspended for five days and a Disciplinary Review for Expulsion will be initiated.**

2. Disrespect of a faculty/staff member (a pattern of such disrespect or a serious incident), fighting (a serious incident), or any other serious incident of disorderly conduct:

- First offense: Parents/guardians must come to the school for a conference with the Principal.
- Second offense: The student will be suspended for three days.
- **Third offense: The student will be suspended for five days and a Disciplinary Review for Expulsion will be initiated.**

3. Leaving the school grounds during the school day (including going to the store in the morning after coming under our care) or cutting class:

- First offense: A verbal warning will be given to the student and a parent/guardian will be called.
- Second offense: Parents/guardians must come to the school for a conference with the Principal.
- Third offense: The student will be suspended for one day.
- Fourth offense: The student will be suspended for three days.
- **Fifth offense: The student will be suspended for five days and a Disciplinary Review for Expulsion will be initiated.**

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.**

BULLYING

Bullying, emotional or physical, will not be tolerated. Offending students will be punished. The disciplinary response will depend on the specific circumstances. In addition, any unwanted sexual or gender-based behavior that places formal or informal power over another will not be tolerated. Disciplinary options can include suspension, probation, or possible expulsion. Students who feel they are being bullied or harassed should report it to a teacher or member of the administration immediately.

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.

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.

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.

NON-DISCRIMINATION & ADMISSIONS POLICY

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.

Christian Heritage Academy views admission to the school as a privilege. If, for any reason, a student's attitude, behavior or academic performance no longer complies with our standards, the school has the right to remove the student from the school.

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 can 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":

- **Academically Excellent**
- **Biblically Based**
- **Character 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 or a medical appointment that cannot be scheduled outside of school hours.
- Make sure that your child arrives at school with ample time to be ready for devotions 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(s). 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(s).
- 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."