

CHRISTIAN HERITAGE *Academy*



2021-2022

Parent/Student
Handbook

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Section I - INTRODUCTION

The CHA Way...

Vision

The vision of Christian Heritage Academy is to train American Christian leaders for every sphere of society.

Mission Statement

The school's philosophy of education, curriculum, methodology of instruction and student activities are all designed to enable the school to accomplish its purpose. That purpose is clearly expressed in our Mission Statement:

"The purpose of Christian Heritage Academy is to assist the home and church in building a solid foundation in the life of each student—a life which is characterized by a personal salvation experience, the development of Christian character, the Christian conscience, and Christian self-government. The ultimate goal of the academy is to produce true Christian scholars who will be used of God to **propagate** the Gospel to the whole world and **restore** our American Christian Republic to its historic, Biblical foundation."

Statement of Faith

The Bible, both the Old and New Testaments, is the verbally inspired, infallible, inerrant Word of God and is our only rule in matters of faith and practice. (II Tim. 3:16, II Peter 1:21) There is one God, eternally existing in three persons—the Father, the Son, and the Holy Spirit. (Gen. 1:1, John 10:30,37-38, and John 15:26)

The heavens, earth, and all of nature were created by God and did not evolve. Man was created by a special and direct act of God and in the image of God. (Gen. 1, Gen 2:4-7, Gen. 5:1-2) We believe in the Deity of our Lord Jesus Christ, in His Virgin Birth, in His sinless life, in His miracles, in His vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:25, I John 2:1, Heb. 9:12, Col. 1:14, John 11:25, Acts 1:11, Rev. 19:11-16)

Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. All men are sinful by nature; therefore, regeneration is essential and absolutely necessary for salvation. Salvation is by grace through faith in the atoning blood of our Lord and Savior, Jesus Christ. (Gen. 3:1-7, Rom. 3:19,23, John 3:16-19, John 5:24, Eph. 2:8-10, Titus 3:5-6)

The Christian is enabled to live a Godly life by the continuing ministry of the in-dwelling Holy Spirit. (Eph. 5:18, Eph. 4:30, I Cor. 3:16, I Cor. 6:19-20) Both the saved and the lost will be resurrected—the saved into eternal life and the lost into eternal damnation. (John 5:28-19) All believers have spiritual unity in the Lord Jesus Christ. (Rom. 8:9, I Cor. 12:12-13, Gal. 3:26-28)



Statement on Marriage and Sexuality

Adopted by the Board of Trustees on 1/26/2018

Every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed toward any individual are neither in accord with Scripture nor the doctrines of the church and are to be repudiated (Ephesians 4:32; 2 Timothy 2:24).

Each person's God-given sex is determined biologically at birth (Genesis 1:27; Genesis 5:2; Matthew 19:4).

The term "marriage" as sanctioned by God in Scripture joins one man and one woman in an exclusive union. God intends sexual intimacy to only occur between a man and a woman who are married to each other. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and woman (Genesis 1:27-28; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33).

Any form of sexual immorality, including but not limited to adultery, fornication, homosexual conduct, bisexual conduct, professing to be homosexual/bisexual, bestiality, use of pornography, any attempt to change one's biological sex or to identify as anything other than one's biological sex or to express disagreement with one's biological sex, is sinful and contrary to God's Word. God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Exodus 20:14; Leviticus 18:7-23; Leviticus 20:10-21; Deuteronomy 5:18; Matthew 5:27-28; Matthew 15:19; Romans 1:21-27; 1 Corinthians 6:9-20).

Christian Heritage Academy requires all employees, volunteers, parents and students, to abide by this Statement on Marriage and Sexuality. Engaging in conduct contrary to this Statement or advocating for positions or conduct contrary to this Statement is considered a violation of school policy and is subject to disciplinary action up to and including expulsion or termination. Any disciplinary decisions will be made on a case by case basis and Christian Heritage Academy reserves the right to consider Biblically relevant factors in each decision such as a person's confession of sin, evidence of repentance, willingness to cease violating behavior and other relevant factors.

Kingdom Diversity

Our goal of pursuing Kingdom Diversity is thoroughly biblical. God inscribed the unity and diversity of the Godhead into His good creation. From the heavens above, to the ground we walk on, to the people, all of one race (Acts 17:26), who inhabit the earth, God's beauty and character were made manifest (Psalm 19:1-3, Romans 1:20, Genesis 1:26-27). Subsequently, the fall in Genesis 3 distorted the divine reflection that was embedded in creation. A symptom of humanity's fallen state is strife along lines of differences, including gender, ethnicity, and culture. Through Christ, and by the outpouring of the Holy Spirit, God's people are enabled to display God's redemptive power by simultaneously embracing and transcending the differences that enrich the tapestry of the Kingdom. Christian Heritage Academy seeks to equip our students to fulfill this God-given commission of reconciliation and love. (2 Corinthians 5:18, John 13:34-35)

The following goals have been established by Christian Heritage Academy because they are indicative of a campus that seeks to equip students to be American Christian leaders in every sphere of society:

1. Christian Heritage Academy will strive to foster a campus environment that encourages God-honoring interaction across ethnic and cultural lines.
2. Christian Heritage Academy will strive to raise historically underrepresented voices on campus by working to grow a culturally and ethnically diverse faculty, staff, and student body.
3. Christian Heritage Academy will conduct professional development with faculty and staff and continue curriculum development to train students of all ethnic and cultural backgrounds.



Philosophy of Education

Fulfilling the call that God has placed upon our school to raise up the next generation of Christian leaders to accomplish America's gospel purpose.

Philosophy, as defined by Noah Webster, means "...an explanation of the reason of things, or an investigation of the causes of all phenomena." The philosophy of education at Christian Heritage Academy is founded upon the principles found in God's Word because we desire that the explanation of the reason and cause of all things be based on truth. This philosophy gives direction as to why we teach, what we teach, and how we teach; thus our curriculum and methodology are both distinctively Christian.

As we follow the chain of Christianity moving throughout history, the links of the chain can be seen moving continually westward. Great advancements in civilization and government follow the spread of the Gospel from Asia into Europe and across the sea onto the shores of America. The United States is an established link upon that westward chain, and our forefathers realized the God-given purpose of America and its people--to spread the Gospel, to promote and propagate the principles of liberty, both internal and external, that liberty which is only found in our Lord Jesus Christ. Therefore, we strive to keep our country's Christian heritage and Gospel purpose before our students, demonstrating that our philosophy is not only distinctively Christian but also distinctively American.

Nondiscriminatory Policy

Christian Heritage Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or disability in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

Core Values

There are many externals, which draw families to a Christian school, such as academic reputation, standardized test scores, extracurricular activities, facilities, and others. While these externals tend to draw people to an institution, it is the internal or heart issues, which sustain a long-term relationship and enrich lives.

Core values are values of the heart (Prov. 4:23). These values are internal and unseen but have primary effect on external behavior. It is on core values that Christian Heritage Academy desires to focus and use as a basis for all its academic, athletic, and activity standards.

Core Value #1--The Word of God

God, the Supreme Being, is the ultimate authority in all matters. His Word (the Bible) reveals Who He is and His plan for man. Christ is the living word and further reveals God to man. The truths of God's Word are the basis for each subject taught at Christian Heritage Academy and for the school's Statement of Faith. Christian Heritage Academy values God's Word in the heart of the believer because the internalization of God's Word enables the Christian to live according to Biblical principles, develop wisdom, and serve God passionately.



The desired outcome is a student who:

- Recognizes that the Bible is the inerrant, infallible Word of God.
- Honors God's Word by knowing and obeying its truths.
- Reads, meditates on, and memorizes the Scriptures.
- Desires to glorify God and enjoy Him forever.
- Applies biblical truths to all of life and living.
- Defends the faith (apologetics).

Core Value #2--The Position of the Home and Church

Since the creation of man, institutions have been used by God to accomplish His will upon the earth, with the family and the church being the primary institutions through which He works. Training, nurturing, and disciplining of the child are the parents' primary responsibility. God commanded His people, "And these words, which I command thee this day, shall be in thine heart; And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up." Christian Heritage Academy understands that, as an institution, it exists to serve and assist the home and the church in the fulfillment of this commandment in the life of each student. Christian Heritage Academy values the importance of these two primary institutions and seeks to promote Biblical principles of family living and the position of the church in the life of each student.

The desired outcome is a student who:

- Values the family unit as instituted by God in His Word.
- Values moral purity.
- Honors his parents and spiritual leaders.
- Expresses gratitude in all things.
- Serves others in the home and in the local church.
- Seeks to restore the home and the practice of Christianity in America to their biblical foundation.
- Practices stewardship principles of time, ability, and money in the home and local church.

Core Value #3--Salvation and Its Effect

As a lamp illumines the surrounding darkness, so salvation transforms every aspect of our lives. The Scriptures tell us that "If any man be in Christ, he is a new creature; old things are passed away; behold, all things are become new." In his fallen state, man's conscience is carnally biased; man's character is selfishly flawed; and man's capacity for self-government is hindered by his own sinful desires. Once enlightened by the quickening work of Christ through the Holy Spirit, man is no longer in bondage to the desires of the flesh, and change begins to take place in his life. It is the work of the Spirit at the moment of the new birth that transforms man by changing his conscience, his capacity for self-government, and ultimately his character. Therefore, since salvation is the foundation for a truly transformed life, it is a primary goal of Christian Heritage Academy to make that message clear and to use every opportunity to share the Gospel message. Christian Heritage Academy values the Gospel message and its effect upon every aspect of an individual's life.

The desired outcome is a student who:

- Demonstrates a growing personal relationship with God following his salvation experience.



- Maintains a clear conscience before God and man.
- Practices Christian self-government in every area of life and living.
- Demonstrates Christian character qualities such as personal responsibility, initiative, truthfulness, diligence, and orderliness.

Core Value #4--Christian Scholarship

A survey of history reveals that the children of American forefathers were encouraged to practice the elements of Christian scholarship, which included inquiry, discernment and vision. Accordingly, Christian Heritage Academy has re-established the distinct historic method of teaching Christian scholarship, namely the American Christian Philosophy of Education - The Principle Approach. Through the Principle Approach, a student is taught to honor God's Word, apply God's Word to his life, and ultimately demonstrate a Christian worldview. Christian Heritage Academy values the development of Christian scholarship--producing men and women who will exert Christian influence in the home, business, the professions, academia, and the arts.

The desired outcome is a student who:

- Possesses the body of knowledge, which formed the basis of Western civilization (mathematics, science, history, literature, and the arts).
- Thinks critically and reasons Biblically.
- Values and strives for excellence in all areas of scholarship.
- Uses effectively the tools of scholarship (the 5Rs) to become a life-long learner. Practices good research skills. Reasons analytically from a Biblical point of view. Relates learning to all areas of life by solving problems from a Christian worldview. Communicates learning by speaking persuasively and writing effectively (leaving an accurate written record).
- Desires to excel at higher levels of learning.

Core Value #5--The Propagation of the Gospel

The theme of the Bible is the redemption of man. This theme unveils God's passion for the salvation of the lost. Therefore, Christian Heritage Academy values the propagation of the Gospel. Each student is instructed in his personal responsibility to spread the Gospel locally and around the world. Students and faculty are equipped and challenged to participate in both local and international missions. Believing that God established America with a distinct Gospel purpose, students are challenged to use their gifts and talents for the glory of God and the advancement of the kingdom of Christ throughout the world.

The desired outcome is a student who:

- Articulates that God loves the world and has already provided the only way for salvation - Jesus Christ.
- Articulates America's Gospel Purpose. America is the result of the work of the Gospel in individuals.
- Articulates God has Provided America with all the liberties necessary for propagating the Gospel to the world. American Christians have a responsibility to use their liberties to propagate the Gospel.
- Desires to propagate the Gospel of Jesus Christ to men and women of all nationalities, people groups, and lifestyles.
- Serves serve others in the community and the world as unto the Lord.



Core Value #6--The Restoration of the United States of America to Its historic Biblical Foundation

Americans have been given the precious heritage of *three* external liberties: religious, civil, and economic. These external liberties are the effects of spiritual liberty and liberty of conscience. As America has grown ignorant of the Biblical worldview of her forefathers, *she* also began to reject the Bible and God Himself. When God is rejected, men no longer have spiritual liberty and liberty of conscience. Therefore, the external liberties began to erode. Christian Heritage Academy values these liberties and accepts the challenge to rear generations that will help restore our republic to its Biblical foundation. The school accepts and claims Isaiah 58:12 both as a promise and a challenge: "They that shall be of thee shall build the old waste places; thou shalt raise up the foundations of many generations; thou shalt be called, the repairer of the breach, the restorer of paths to dwell in."

The desired outcome is a student who:

- Commits himself to live out a Christian world view which is founded upon a love of the Scriptures, an understanding of and love for providential history, a knowledge of American Christian history, an understanding of our republican form of government.
- Exerts influence, leadership, and statesmanship in the restoration of society to its historic biblical foundation.
 - In the home
 - In the church
 - In all other personal, cultural, and institutional aspects of society
- Practices stewardship as he takes dominion of God's creation for God's glory and man's good.

Core Value #7--Excellence in Teaching

An excellent teacher is one who has demonstrated a mastery of his subject and is skilled in teaching. Thus, he has become distinguished; his life and scholarship are a living textbook to students; and he has become an inspiration to those around him toward greater levels of achievement. Christian Heritage Academy highly values the work, contributions, and lives of its teachers. Each teacher is encouraged to continue in the process of mastering his subject by completing the requirements of the Master Teacher Program.

The desired outcome is a teacher who:

- Lives out the core values and models all student outcomes.
- Possesses such a love for his subject that students are inspired to learn.
- Knows God has called him to the ministry of teaching.
- Submits himself to demands of the Principle Approach methodology.
- Works and communicates with parents, understanding that the school is to assist the home.
- Practices self-government in his own life and expects such in his own family and his classroom.
- Completes the daily demands of the ministry.
- Relates to students with dignity and respect, affirming their value and worth as individuals.



Section 2 - GENERAL INFORMATION

Accreditation

Accreditation is from the following agencies: ACSI and OPSAC (Oklahoma Private School Accrediting Commission). These are recognized by the state of Oklahoma and colleges across the nation.

Admissions Policy

The mission of CHA is “to assist the home and church in building a solid foundation in the life of each student - a life which is characterized by a personal salvation experience, the development of Christian character, the Christian conscience and Christian self-government...” Therefore, the school can best serve Christian parents whose goals are similar.

The primary purpose of the school is to minister to Christian young people. However, students from non-Christian homes will be considered for enrollment. The parents of an applicant from a non-Christian home must respect the spiritual emphasis in the school and support the school's policies. All parents and students are asked to adhere to the spirit of all policies and guidelines as established by the school.

To be admitted to CHA the scholarship level must be adequate for his success in our program. The current scholarship level of the student will be based on academic competence and demonstrated personal diligence, taking into consideration information gained from interviews, recommendations, previous records and testing. Entrance testing is required for all new students, however previous testing results may be used in lieu of new testing. Students with physical, emotional or academic limitations which the school is not prepared to meet will not be accepted. This is not intended to be a reflection on the student but to keep the school from accepting students whose needs the school cannot meet.

The student's attitudes and behavior must be such that he will not be detrimental to the student body. The applicant will not be accepted if not responsive to authority or able to exercise sufficient self-government to insure a classroom climate for learning. Students under current suspension or expulsion from other schools will not be admitted to CHA. The parents of each applicant should desire similar standards of discipline as stated by the school for the student to receive the most good from the school. Students in grades 6-12 will be required to sign a “Student Agreement” and a “Code of Conduct” upon entrance, and thereafter, on a yearly basis. Parents will be asked to sign a “Parent Agreement”.

Christian Heritage Academy does not accept formerly married or married students, or students who have fathered or conceived a child. Any student who enters one of the above-mentioned situations will be withdrawn from school immediately.

The school will observe the civil laws of Oklahoma and the United States of America as long as they are not in conflict with God's laws. It does not discriminate on the basis of race, color, national and ethnic origin, or disability in administration of its educational policies, admissions policies, and athletic and other school-administered programs. Final admission will be based on policies as stated above, classroom availability, and



signing of Parental/Student Agreements and Financial Contract. All other requirements are included in the Enrollment Procedures.

Athletic Eligibility/Enrollment

1. To be eligible to participate (practice or games) in **summer** programs the student should be enrolled (in the upcoming year) and have the enrollment fee paid by the Tuesday after graduation. This would include team camps that are mandatory for volleyball and cheer.
2. To be eligible for Fall sports the student should be enrolled and the enrollment fee paid by July 15th. This would include team camps and preseason practices for August 12 football, volleyball, cheer, and cross country.
3. The student may begin participation any time after the above is complete and the “release to participate” is given by the business office.
4. Administration will inform coaches of who is not enrolled and it will become the coaches responsibility to notify athletes of their obligation and enforce the non-participation (practice or games) until the above is completed and notification comes from administration.
5. Coaches should notify families of these policies before the sign-ups are sent out for the various activities. Coaches should also sent rosters to the business offer as soon as they are completed.

Waiting Pool Process

If a grade is full at the time of the application, a waiting pool will be created. When the interview process is complete and it is determined that the applicant is qualified candidate for admission to CHA, the applicant will be placed in a wait pool process. When an opening becomes available, all candidates for that grade are considered equally. Applicants in the wait pool must reapply for each new admission year.

Agreements

Parent Agreement

1. We understand that the mission of Christian Heritage Academy is to assist the home and church in building a solid foundation in the life of each student – a life which is characterized by a personal salvation experience, the development of Christian character, the Christian conscience, and Christian self-government. The ultimate goal of the ACADEMY is to produce true Christian scholars who will be used of God to propagate the Gospel to the whole world and restore our American Christian Republic to its historic, Biblical foundation.
2. We have read and agree to support the policies as stated in the Parent/Student Handbook including the Standard of Conduct (signature required for students in grades 5 – 12) and the Statement on Marriage and Sexuality.
3. We understand the importance of local church attendance in the Christian education of our children.
4. We pledge our loyalty to the aims and ideals of the school and will bring any question or criticism we might have directly to the teachers or administration so that it may be properly dealt with by those in authority.
5. We understand that the ACADEMY reserves the right to terminate or not renew a student’s enrollment contract if the school reasonably concludes that the actions of the student and/or his parents make such a positive and constructive relationship impossible or otherwise seriously interfere with the school’s accomplishment of its educational purposes.



6. The administrators and faculty adopt rules, regulations, and guideline; i.e. standards of dress, conduct in the classroom, and guidelines for activities away from the campus. The STUDENT must comply fully with the rules, regulations, and guidelines. Should a student choose to disobey, the administrators of the ACADEMY and the faculty serving under them shall have sole discretion in the administration of appropriate discipline. Corporal punishment may be a wise and expedient option for addressing continued and willful disobedience. After prayer and discussion with the parents, if it is agreed that corporal punishment will be administered, the parent will administer it. If the parents choose to have the administrator administer the corporal punishment, it will take place with the parent(s) present.
7. I give permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to me or my child because of any injury to my child at school or during any school activity.
8. The PARENT agrees to ensure that the STUDENT attends all classes regularly; is on the ACADEMY premises at the beginning of the school day; and has transportation from the ACADEMY premises at the close of the school day.
9. In full cooperation with the school, we will attend, if possible, all orientation and informational parent meetings.
10. The ACADEMY reserves the right to dismiss any STUDENT who does not comply fully with the rules and regulations of the ACADEMY; who is consistently absent; or who fails to maintain minimum scholastic standards.
11. I understand the deliberate misrepresentation of information will subject my child to immediate dismissal.
12. I have read the ACADEMY's Core Values and Student Outcomes as stated in the Parent/Student handbook and will commit to support the teachers and administration as they assist my family and the local church to develop these outcomes in the life of my child.
13. I will ensure the school nurse will be notified of all pertinent medical issues and that all associated paperwork for compliance be completed.
14. I agree to have my child(ren) in compliance with the immunization rules and regulation set forth by state and federal regulations upon admissions.

Student Agreement

Attending CHA is a privilege that comes with certain responsibilities. Some of those responsibilities are outlined below. To be accepted at CHA, each prospective student should carefully review the list below and then sign the agreement.

1. I will submit myself to my parents' authority.
2. I will submit myself to those in authority at CHA and/or any rule or regulations that may be adopted or changed from time to time.
3. I will remain in compliance with the CHA Standard of Conduct that I sign at the time of enrollment (both new and returning students).
4. I will obey my teachers and treat them with respect.
5. I will be kind towards and respect my fellow students.
6. I will work hard in all my classes turning in all homework and endeavoring to keep good notebooks.
7. I have read the Student Handbook and will endeavor to stay in harmony with school standards and policies.
8. I understand that CHA is a Christian school, and it is therefore obvious that I should endeavor to



- pursue the spiritual aspects of the Academy's Mission Statement.
9. I will refrain from all forms of plagiarism, especially as it applies to my student notebooks. All parts of the notebook should be my own personal work. I will not copy or use anything from an old, current, or other student's notebook unless directed to do so by a teacher.
 10. I will not publicly criticize CHA's stated philosophy of education (American Christian) or CHA's methodology of education (the Principle Approach) and will refrain from publicly condoning, supporting or otherwise promoting ideals that would be contrary to the above.
 11. When areas of conflict arise, I will bring any questions or criticism directly to the teachers or administration so that the concerns may be dealt with properly by those in authority.
 12. I have read the Dress Code as stated in the Parent/Student Handbook and will endeavor to follow the spirit and letter of the code.
 13. As a student, I have a desire to attend CHA in order to profit from the type of education CHA is offering.
 14. I will refrain from publicly criticizing or promoting ideals contrary to CHA's Core Values with Student Outcomes. I will also actively work with the faculty and administration to build those values and outcomes into my life (signature required by students in grades 11 and 12).
 15. I understand that enrollment at CHA constitutes a pledge to live by the standards of this code which have been established for my good and the good of the entire school community. Not complying with any part of the Student Agreement may be grounds for appropriate discipline. Discipline could include suspension or expulsion if deemed best for the entire student body.

Student Standard of Conduct

Christian Heritage Academy was founded upon the conviction that young people should be able to gain a solid academic education in an environment that is conducive to spiritual growth. The school holds that the **Bible** is the sole authority on all spiritual matters and that spiritual growth begins with the initial act of saving faith and continues throughout life.

As a part of its basic philosophy of education, Christian Heritage also recognizes that the **home** is primarily responsible for development of Christian character and a Christian conscience in the child, in which the **church** is essential, and that the **school** is responsible for building on this foundation.

In order to build on this foundation, Christian Heritage must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. We believe a Standard of Conduct, based upon the following Biblical passages, is necessary to provide such an environment. (I Corinthians 8:9, 12-13; 10:32) The lifestyle of the Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being. (I Corinthians 9:27)

A growing awareness of the need for spiritual growth in the light of these principles has led Christian Heritage to adopt the following standards which are believed to be conducive to an environment which will best promote the spiritual welfare of the student.

The school, therefore, expects each student to maintain Christian standards of **courtesy** (I Peter 3:8), **kindness** (Eph. 4:32), **morality** (Prov. 20:11), and **honesty** (Philippians 4:8). The school further requires each student to **refrain** from the following: including but not limited to **profanity**, **indecent language** (Eph. 5:4), **racist taunting or racial slurs** (Eph. 5:4), **gambling** (II Thess. 3:10; I Tim. 5:8, 6:9-10), **cheating** (Prov. 20:23), **stealing** (Mark 10:19; Eph. 4:28); the **use** of any type of tobacco, including vaping and e-cigs, drugs, alcohol (I Cor. 6:19-20; Eph. 5:18), or **pornographic materials** (I Cor. 6:18; II Tim. 2:22), participation in **unlawful** (Romans 13:1), **violent** (I Tim. 3:3; Titus 1:7), or **destructive acts**; involvement in **sexual immorality** (I Thess.



4:3-7) or **homosexuality** (Romans 1:26-28; I Cor. 6:9; I Tim. 1:10), including both **professing to be homosexual/bisexual** and **practicing homosexuality/bisexuality** as expressed in CHA's Statement on Marriage and Sexuality. Students must **refrain** from **condoning, supporting, or otherwise promoting** any of the above listed practices. (Slightly different for 5th—6th Grade.)

Christian Heritage Academy does not condemn others who would view these restrictions differently, but we believe that the restrictions mentioned are types of conduct which are detrimental to an environment conducive to spiritual growth.

Students are expected to abide by these standards throughout their **enrollment** at Christian Heritage Academy. This includes **both in-term** and **out-of-term** times — at **school, home, social media**, or any **other place**. Students found to be out of harmony with the Christian Heritage Academy ideals of work and life may be asked to withdraw whenever the general welfare of the student body demands it.

It should be understood that this is a **joint agreement** between the **school**, the **parent**, and the **student**. It should be obvious to the parent that the school will enforce these standards. It should also be obvious to the school that the parent enforces these standards while the student is associated with CHA **during the school term and the summer (24/7/365)**.

Any student or parent who takes the position that the “off campus” life of the student is “none of the schools business” should not be affiliated with CHA and should not seek enrollment. Our desire is not to displace parental authority or responsibility, but to cooperate in maintaining a Christian testimony for our school and a good learning environment.

Any student or parent who takes the position that the “off campus” life of the student is “none of the schools business” should not be affiliated with CHA and should not seek enrollment. Our desire is not to displace parental authority or responsibility, but to cooperate in maintaining a Christian testimony for our school and a good learning environment.

Board of Trustees Meetings

The Board of Trustees feels a deep responsibility to keep our parents informed on progress at CHA. To provide an orderly method for answering any questions, the presentation of suggestions, or any other business any parent feels should properly be brought before the Board, we are taking this opportunity to outline the recommended procedures to follow.

The monthly Board meetings generally occur the first Friday of every month. Please call the main office for the date of the current board meeting.

If you have any matter to present to the board, this should be submitted in writing to be received not later than ten days before a scheduled meeting. (A letter addressed to the board and mailed to the school office will suffice.) The matter will then be included in the agenda, and you will be given an opportunity to be heard at the meeting. Please state the topic in your letter so that anyone with a similar request might be scheduled accordingly.

Communication with Parents

Christian Heritage is an extension of the Christian homes represented by our students. God has given parents



the primary responsibility for their children. Therefore, it is the desire of the administration and faculty to keep parents well-informed, so that they will be able to participate more completely in their children's total education. The following is a list of the methods by which we may have mutual communication between parents and faculty:

- Progress Reports (sent home via email three times each quarter with all grades listed)
- FACTS FAMILY ONLINE (FFO), formerly Facts Family Online
- Crusaders Connected (Parent Memo)
- Quarterly Progress Reports/Report Cards
- Classroom Visitation (appointments scheduled through the classroom teacher or office)
- Annual Corporation Meeting
- Parent Seminars
- Parent-Teacher Conferences (formal and informal)
- Late Assignment Notification (sent home via email)

Concern/Question Procedure

As teachers, Headmasters, and staff personnel work very closely with students, it is likely that some concerns will develop during the course of the school year. It is important that a clear, two-way channel of communication be open between the home and the school if the two are to work together in the education of the child.

There is a scriptural procedure to follow if you become concerned over a specific situation. The principle, which governs the procedure to be followed in dealing with these concerns, is outlined in Matthew 18:15-20. The main idea of this principle is to go directly to the one who is most directly involved in the problem.

The following procedures are based upon the verses in Matthew 18 and are used by our faculty and staff and taught to our students. Parents are requested to use this procedure exclusively because it is the plan given in Scripture.

If you have a Concern/Question:

- Pray and seek God.
- Express concerns promptly in a spirit of reconciliation to the proper person. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23, 24).
- Tell it to the right person. Concerns about a particular situation should be expressed first to the individual in question.
- Concerns/questions should be expressed to the administrator only if you cannot work it out between yourselves.
- Express it clearly. Make sure the person you are expressing your concern/question to knows all the details of the situation. Express your concern only to the person who should hear it. Unneeded worry, harm, and hard feelings result when concerns and dissatisfactions are expressed to persons other than those directly involved.
- Pray about it. Ask God to help you express your concern in such a way that it will result in the betterment of our school, and thus in the glory and growth of His kingdom. Recommended passage



to read and meditate on would be Ephesians 4:1-3 and Colossians 3:12-13. Pray about it.

If the concern is teacher-related:

- Contact the teacher at school
 - Call the school office or email the teacher to set up a conference time.
 - Call the school office or email the teacher to have the teacher give you call. Please specify a good time to call. Emails are certainly fine to use for requesting information however please call or request a conference if there is a concern.
- If the concern is unresolved, contact the school office to request a conference with the teacher and the appropriate area-level Headmaster.
- If the concern is not resolved, contact the school office to request a conference with the School Headmaster.
- If there is still no resolution, send a written request for an appeal to the Board of Trustees.
- Our staff's time is precious. We ask you refrain from calling our staff at home unless they have requested you do so.

If the concern is school-related:

- Contact the school office to schedule a conference with the appropriate area-level Headmaster and/or the School Headmaster.

Discipline

Statement of Purpose

Our basic concept of discipline is best expressed in the principle of Christian self-government. God instructs the individual to *"Keep thy heart with all diligence; for out of it are the issues of life"* (Prov. 4:23). The responsibility is upon the individual student to voluntarily yield to the Lordship of Christ and allow Him to govern (control and direct) every area of life by the power of the indwelling Holy Spirit. Thus yielding results in internal self-government and the student will then require very little, if any, external government.

For those students who have not yet developed this internal, Christian self-government, we do have rules and procedures for the good governing of our school. The following rules and procedures also serve as a guide for all of our students. The administration reserves the right to address situations not specifically addressed in the handbook as they deem appropriate, given the facts of the circumstances involved.

Discipline Policy

CHA's discipline procedures are established to promote an environment that is conducive to learning and leading a Christ-like life. We believe that parents are the God-ordained authorities in each child's life and we desire to partner with parents to support them in their efforts to raise children with Christ-like character. In general, each teacher will have their own set of classroom rules that will be communicated clearly to the students at the beginning of the year. Students who choose to disobey these policies may lose privileges and or receive consequences to their behavior. If the behavior becomes repetitive or severe, the teacher will contact the parent and possibly send the student to the appropriate administrator. The administration reserves the right to take any disciplinary action needed to ensure an environment conducive for learning.



Classroom Discipline

In order to have an effective ministry, the teacher will need to have proper classroom government. No matter how excellent the teacher or how stimulating the material, real learning will not take place if the students are not properly governed. The following is a list of requirements and operational procedures that should be the minimum expected from a student at CHA.

1. Four General Areas
 - A. Students should always show respect to authority.
 - B. Students should show respect for their classmates.
 - C. Students should diligently work in the classroom.
 - D. Students should not be complainers.
2. Students should not show any form of disrespect to the teacher through any of these means:
 - A. Back-talk
 - B. Challenging
 - C. Facial expressions
 - D. Throwing books
 - E. Slamming doors
 - F. Continued disobedience
3. Non-negotiable
 - A. Give full attention to the speaker
 - B. Remain seated unless otherwise permitted
 - C. Show respect to authority and peers
4. Students should be on time for class.
5. Students should not deface property, i.e. desks, books, walls, lockers, etc.
6. Students should be required to bring all needed materials to class.
7. Students should not throw materials in the room; this would include trash.
8. Students should not write, pass, or receive notes during class.
9. Students should not have gum in any classroom.
10. Students should not have food, drink, or candy in the classroom unless approved by the teacher.
11. Students should not put on make-up, brush their hair, file their nails, etc., in the classroom
12. Students must work during class time. If notes are given, they must take them. If homework is given, they must begin their homework. A student cannot be idle when there is work to be done.
13. Students should never speak to, nor respond to, the intercom unless directed to do so by the teacher.
14. Students are not dismissed by the bell but by the teacher.
15. Students should not disturb or use teacher materials such as teacher desk, podium, whiteboard, grade book, erasers, etc.
16. Students should not speak to anyone (aides, teachers, visitors, etc.) entering their classroom unless asked a direct question by an adult or otherwise directed by the teacher.
17. Students should maintain good posture while at their desks. Students should not sit on, put feet on, or lean back in their desks. Students should also not sleep at their desk.
18. Cigarette lighters and laser pointers should not be carried to school.
19. Students should not appeal or argue about teacher-assigned discipline while in class.
20. Students should not bring any type of playing cards (traditional deck, Pokémon, etc.) to school.



There should also be no type of gambling.

Five-Step Discipline Plan

1. The teacher, most often, is the first point of contact in the disciplinary process. After the negative action, the teacher will speak to the student and document the behavior.
2. If the problem persists, the teacher will contact the parent to gain assistance in correcting the behavior and will document the behavior.
3. If partnering with the parent and a consequence from the teacher do not correct the behavior, the teacher will fill out a “discipline report” and send the student to the appropriate administrator.
4. The student will receive a consequence from the administrator, documentation will be done and the parent and sending teacher will be notified.
5. The administrator will deal with each situation in a timely and effective fashion. Each situation will be dealt with on an individual basis and consequences assigned that will fit the offense. Possible consequences include, but are not limited to, detention, suspension, and expulsion.

Disciplinary Concerns

Gum Chewing

Gum chewing is not allowed during the school day in any part of the facilities. There will be a \$5.00 fine assessed for chewing gum at school the first three times, \$10.00 the next three times, etc. After the 9th time, a suspension will result.

Boy-Girl Relationships

Students are not allowed to express physical signs of affection like hugging, kissing, holding hands, etc. Students should also refrain from casual physical contact. This applies on campus and at any school activity.

Marital Status

One of the purposes for the establishment of Christian Heritage Academy was to prepare young people for a lifetime of service to God, family, and nation. The Biblical principle of authority is essential in this training process. The school maintains that the parent (family) has total authority over a child and that the school has authority over the child as the parent delegates that authority to the school by enrollment.

Marriage removes a student from the immediate authority of the parents and thereby breaks the line of authority of the parents with the school. Marriage also changes a student’s primary interest, loyalties, and social needs.

For these reasons, Christian Heritage Academy does not accept married students, formerly married, or students who have fathered or conceived a child. Any student who marries or enters one or the other of the above-mentioned situations will be withdrawn from school immediately.

Dress Code Violations

If correctable, the teacher will have the student correct the violation. If non-correctable, the student will be sent to the office and the parent(s) contacted. Any student who continues to violate the dress code will be dealt with on an individual basis.



Serious Violations

Cheating

Copying or loaning any materials (except when authorized by the teacher) will be dealt with severely. This includes homework, tests, and any portion of a notebook. Intentional cheating will result in an automatic suspension from school and a possible grade reduction on the item involved in the cheating. Cheating includes, but is not limited to:

1. All copying of answers or ideas on notes, homework, quizzes or tests.
2. Gaining an unfair academic advantage over other students by such processes as:
 - a. Passing along (or willingly receiving) answers during quizzes or tests within a class period;
 - b. Conveying (or willingly receiving) quiz or test questions and/or answers to students who have yet to take tests or quizzes covering the same or similar material;
 - c. Taking “cheat sheets” (notes or textbooks) into quizzes or tests and having them in eyesight during the quiz or test.
 - d. Using the teacher’s edition of a textbook or workbook.
 - e. Using online teacher’s editions or homework answer sites.
 - f. Glancing at someone else’s test or quiz or allowing someone to glance at your test or quiz during the test/quiz administration.
 - g. Using a calculator when instructed not to do so on an assignment or quiz/test.
 - h. Instead of reading the original book or literacy work, reading the a condensed version, using online notes (i.e. spark notes or cliff notes), or seeing the film or video.
 - i. The use of electronic devices to replicate assessed information;
 - j. Group study when a teacher has specifically expressed that individual work only is required.
 - k. All plagiarism (the taking of other’s ideas or words and representing them as one’s own, e.g. without proper citation).

Cell Phone and Apple Watches

Cell phones should not be on the student’s person including purses, backpacks, etc. between 8:10 am – 3:15 pm. Students may only use their personal phone in the student locker room. A detention is assigned each time a device is seen or used during regular school hours. A cell phone will be taken away if it is seen outside of the student’s locker room between 8:10 and 3:15. If a student’s cell phone is taken away the student may pick it up from the appropriate administrator at the end of the day. After the 2nd time and subsequent times, a device is seen or used, the number of detention days is (n-1) times the offense number. For example, 2nd offense will receive one day of detention; third infraction will receive two days detention.

Students in elementary are discouraged from bringing cell phones to school. If an elementary student does need to bring a cell phone to school, it should remain in the backpack/purse in the cafeteria during morning arrival. Once in the elementary classroom, students will place cell phones into the secured storage area until the afternoon dismissal time. At dismissal, the student will retrieve his/her cell phone from the storage area in order to go home. Students may not sue cell phones in extended care.

Due to privacy issues, students are not allowed to take photographs or make video and/or audio recordings anywhere while on campus or in any vehicle, unless it is done under the supervision of a teacher. No audio or video recording is permitted in bathrooms or locker rooms under any circumstances. Students are



responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the students themselves. CHA reserves the right to examine confiscated cell phones, as well as the discretion to view material on cell phones to determine appropriate levels of disciplinary action.

Apple or smart watches are not to be used in class except to tell time. Students may not text or communicate with their watches. Each teacher can decide on whether a student may wear their smart watch during a testing period.

Disrespect

Students who commit acts of disrespect toward a teacher, such as facial, vocal, or physical reaction, are given a detention. Students who commit acts of major disrespect are sent directly to the Headmaster.

Drug, Alcohol, Tobacco, E-Liquids, Paraphernalia

The use, sale or offer to sell, purchase, distribution, manufacture, or possession of such paraphernalia by any student is strictly prohibited. A student is subject to suspension for fighting.

Falsifying Parental Signatures

It is a serious offense to falsify a parental signature, and the student is subject to suspension for so doing.

Fighting

Fighting is prohibited both on and off campus. A student is subject to suspension for fighting.

Harassment

Harassment is any conduct or comment that is directed to another student which that student knows (or ought to know) would be unwelcome. Conduct or comments that tend to demean, belittle, frighten, humiliate, or cause embarrassment. The environment at CHA is and will continue to be one where individuals are free to work and learn without fear of intimidation or humiliation as a result of the actions of others. This includes verbal or physical conduct that belittles or shows hostility or aversion toward an individual because of any real or perceived differences. Harassment can be a single incident or series of incidents; it may be in a variety of forms. Examples of harassment are:

Physical Aggression

Pushing; hitting; spitting; shoving; kicking; hair pulling; hiding personal possessions (lunch, etc.); damaging property; attacking family or friends; stealing; threatening; intimidation.

Verbal Aggression

Inappropriate teasing; name calling; offensive remarks; inappropriate jokes or innuendo; mocking; sarcasm; putdowns; leaving nasty or threatening notes or phone calls; racist or sexist taunting; daring another to do something dangerous; verbal threats against property or bodily harm; includes all forms of communication including mail, email, phone, text message blogging, notes, etc.

Non-verbal – Body Language

Inappropriate glaring; snickering; gestures; ignoring; shunning; surrounding; blocking; unwelcome physical contact such as inappropriate touching or patting.

Intimidation:

Stealing; extortion; pranks; dares; bribery; threats; anonymous phone calls; gossip.



Discrimination

Racial slurs; imitation of accent; put-downs about cultural differences; gender harassment; insults about appearances (weight, glasses, etc.), religion, age, or disability.

Social Isolation and Alienation

Shunning; excluding from a group; rumors or malicious rumor spreading; public humiliation; embarrassing gossiping; setting up someone to look foolish; spreading rumors; setting up someone to take the blame.

Cyber Harassment

Cyber bullying is defined as the use of computers, websites, the Internet, cell phones, text messaging, chat rooms, and/or instant messaging to ridicule, harass, intimidate, humiliate, or otherwise bully another student.

Objectionable Material

Materials that would be questionable to CHA's standards are not permitted at school or school-sponsored activities. The items will be confiscated.

Plagiarism

Plagiarism is the use someone else's words or ideas without giving proper credit. It includes copying directly, paraphrasing or summarizing without source documentation. This is considered stealing/cheating.

Sexting, Social Media

Students who send or post inappropriate pictures or text are in violation of the student code of conduct. These violations are considered serious and could result in either a suspension or an expulsion from school.

Standard of Conduct Violation

These violations are considered serious and could result in either a suspension or an expulsion from school.

Vandalism

Students who commit acts of vandalism at school or at school-sponsored activities are responsible for the repairs and will be subject to appropriate disciplinary action.

Weapons

Students are forbidden to bring on school property or to any school-sponsored activity *any* instrument which might be considered dangerous to himself or other students. This is a violation of Oklahoma state law and will also be considered a violation of the Standard of Conduct. The police will be called to deal with the situation. Due to prevailing conditions in America, any kidding, joking, or jesting about weapon use or possession will be considered a serious infraction. This includes small pocket knives, key-chain knife or similar devices.

Disciplinary Consequences

All disciplinary actions will be recorded in RenWeb and on a student discipline report.



Disciplinary Probation

A student can be placed on disciplinary probation due to behavior that is consistently disruptive or chronic. Probation could require regular meetings with administration and weekly teacher evaluations. The particulars of each student's probation will be documented and signed by all parties involved. Any student on probation will be evaluated at the end of each quarter by the administrative team to determine whether the student can be removed from probation, continue on probation, or dismissed from school. The administrative team will look at the student's discipline record, teacher recommendations, and any other pertinent information that is available. It is not recommended that a student is on disciplinary probation for more than a year.

Detention

A student is assigned a detention for irresponsibility and/or inappropriate conduct (discipline). Detentions are served either before or after school in a detention hall.

1. An automatic e-mail will be sent to parents on the day the detention is generated by the computer.
2. During any nine-week period, a student in grades 7-9 will be subject to a one day suspension on his fourth detention and then a three-day suspension on his sixth detention in the nine-week period. A student in grades 10-12 will be subject to a one-day suspension on his third detention during any nine-week period and a three-day suspension on his fifth detention. Any detention after the three-day suspension could result in expulsion.
3. During a school year, parents will be notified on the 5th detention. A student in grades 7 and 8 is subject to a one-day suspension after the tenth detention and a three-day suspension after the twelfth detention. After the fifteenth detention, the student will be subject to permanent expulsion. A student in grades 9-11 is subject to a one-day suspension after the 8th detention, a three-day suspension after the 10th detention, and possible permanent expulsion after the 13th detention. A senior is in an exemplary position at Christian Heritage Academy and therefore must assume more personal responsibility for his/her general deportment. A senior will be held accountable for a stricter detention policy.
4. Student Responsibility for Detention
 - a. Be in your desk by 3:25 PM or 7:30 AM.
 - b. Bring paper and pen. No borrowing of materials is allowed.
 - c. Have an ample amount of regular school homework to work on after the word list is copied.
 - d. No talking, sleeping, note-writing, or idleness during the detention time is allowed. If the student misbehaves and is dismissed, two (2) detentions will be assigned for a later time.
 - e. Do not ask to be dismissed early. Dismissal time is 4:15 PM or 8:00 AM.
 - f. Come to detention in regular school dress. No admittance if not in proper attire.

Missed Detention Policy

1. Detentions will be personally handed to students by the secondary office.
2. An automatic e-mail will be sent to parents on the day it is generated by the computer.
3. The detention can be served on Tuesday morning: 7:30—8:00 a.m., or on Tuesday afternoon: 3:25-4:15.
4. If the detention is not served, the student will be called to the secondary office and given an assignment that can be done at home.
5. The assignment, mentioned above, must be turned in, to the secondary office, by 8:10 a.m. the following Monday morning.
6. If the completed assignment is not turned in by the date and the time shown above, then a one



percent grade reduction will be taken from each semester class.

7. One detention, per semester, can be rescheduled—but must be done before the detention is to be served.
8. All other policies, relating to detentions, and not altered here, are still in effect and can be found in the Student/Parent handbook.

Expulsion

A student could be expelled for a violation of the Standard of Conduct or Student Agreement when it is determined that the student's attendance is detrimental to the student body. The Administrative Assistant and Secondary Headmaster will bring a recommendation to the Headmaster for the student to be expelled. Expulsion may be appealed to the Board of Trustees. All monies in individual accounts for the senior trip will revert to the class fund.

Grade Reductions

The **first** time there is cause for any grade reduction, one of the following two options could be chosen by the parent:

1. Receive the grade reduction as stated in the handbook section under "penalties for unexcused absences."
2. Work off the grade reduction in one of the following manners.
 - A. Three hours labor for each ½% grade reduction as directed by school personnel. The work would have to be completed in an excellent manner with little supervision.
 - B. A report would need to be written (400-500 words) on a topic appropriate to the situation. Example: if a 1% grade reduction was assigned, the student could work off the 1% by doing 6 hours labor or one report.

Option two would only be available once during any school year. The school year would be defined as the last of school one year to the last day of school the next year. No opportunity will be given to eliminate grade reductions after the first offense. The student must decide within two (2) weeks or by the end of the suspension if they are going to "work off" the grade reduction.

Physical Restraint

A school employee may physically restrain a student if the employee believes it is necessary in order to:

- Protect a person or property
- Obtain a dangerous object
- Remove a student to restore order
- Control an irrational student

Saturday School Detention

Students are subject to Saturday school for violations Standard of Conduct, discipline problems, excessive detentions, and tardies. Saturday School will be from 8am – Noon. Students may be assigned all or a portion of the morning. The time will be used for make-up work and/or community service. Students will be charged a minimum of \$10 with an additional \$5/hour to pay for administrative supervision.



Search of Students & Electronic Devices

Students, their cars, backpacks, and lockers shall be subject to searches by school officials. Searches can include but are not limited to outer clothing, pockets, and other belongings. Students also understand and agree that CHA has the right to monitor or examine any electronic device at school or any CHA Activity. CHA can also monitor or examine any postings on any public or private domain. Students are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the students themselves.

Suspension

Students are subject to off-campus suspension for violations of the Standard of Conduct, major discipline problems, excessive detentions, and tardies. This is treated as an unexcused absence. Length of the suspension will be determined by the administration and will vary based on the student's truthfulness, level of cooperation, overall student history, prior disciplinary infractions, and other factors deemed applicable to the situation.

Grade Reductions for unexcused absences that are due to assigned school discipline (suspension):

- A 1% grade reduction in the semester grade for each day in each class period missed.
- Long-term suspensions will be dealt with individually.

Video Monitoring

This equipment is used to protect students and monitor behavior on campus.

Emergency School Closings

The decision to delay school opening or close school due to weather or other unforeseen circumstances is prayerfully and carefully made, with full consideration of the various inconveniences or hazards many families may experience. **Do not call** the TV or radio stations asking for information; this adds to the congestion on the phone lines. Wait for their regular bulletins. **Do not call** the homes of the administration or faculty in order to find out whether or not we will be having school. The announcements over the TV and radio stations will be early enough to benefit everyone involved.

Notification

- **TV Stations:** We will try to notify Channels 4, 5, or 9. Also, an attempt will be made to put an announcement on our website at www.cha.org and social media (Facebook, Twitter).
- **Parent Alert:** A message sent via text message.

Schedule Modifications

- **Late Start or Early Closing:** Sometimes the morning start time is delayed to avoid the morning traffic rush. In this case, do not bring your children at the regular time due to lack of supervision by our faculty. We do not close school early. If the weather becomes severe or causes concern, you may check your child out early.



- **Extended Care:** If school is closed for the day, Extended Care is also closed. If we have a late morning start, Extended Care will still be open at 7:00 a.m. and remain open until 5:30 p.m.

Emergency Situations/Weather

Fire

Fire drills are held at various times throughout the school year. Instructions will be given by each classroom teacher early in the year for exiting the building. Directions will also be posted in each room. Students should recognize the seriousness of these drills and conduct themselves without talking or disruptive behavior.

Lockdown

Lockdown drills are held during the year in case there is an event of a severe, violent nature or an intruder is in the building.

Shelter-in-Place

A shelter in place is issued if someone is a possible threat to the school. The building is locked out of caution, but activities carry on as normal. Students do travel from the main building to other buildings under adult supervision.

Tornado

Tornado drills are also held during the year following guidelines established by the administration. Students will be relocated to the safest areas of the building. In the case of imminent weather, parents are always welcome to check students out. If there is advanced warning that imminent weather is coming, it is helpful if students are checked out at least one hour before it arrives to help with efficiency in the check out process.

FACTS/FACTS Family Online

FACTS/FACTS Family Online is the primary access point for school announcements and specific classroom information including grades, attendance and discipline. Lunch menus and lunch ordering are located here as well. FACTS Family Online is accessed through www.cha.org. A username and password are required. If you need assistance setting this up, please contact the main office.

The app is available for download on Android and Apple products for \$4.99 per year.

Please note, FACTS Family Online will have limited accessible if your financial account is 30 days or more past due.

Health Services

The Health Office is located in the Secondary Office next to the Cafeteria. The nurse serves both divisions (Elementary and Secondary) and is responsible for addressing the health needs of students and staff/faculty. The nurse is also responsible for promoting an environment of optimal wellness at Christian Heritage



Academy. Our goal is to partner with parents and guardians to provide quality care for our students. For specialized health care while in school, please contact the nurse at (405) 672-1787 x223.

Health Information and Medication Administration Forms are available and maintained through the FACTS system. Forms must be updated annually and should be updated whenever changes occur throughout the school year. For questions or help navigating the FACTS system, entering data online, or downloading forms, please contact the CHA Administrative Office.

Emergency Contact Numbers

Parents/guardians should provide all available phone numbers where they may be reached in case of student illness/injury/emergencies, as well as who should be contacted if the school is unable to reach them. Also, parents/guardians should provide student's primary medical provider information (e.g. pediatrician, family practice provider).

First Aid and Safety

1. The school will designate first aid providers annually. These individuals will be trained in first aid and CPR and will be charged with the collateral responsibility to respond to any first aid need of our students and personnel.
2. Some of our first aid providers will also be designated as Category I Employees and be trained under the standard regulating blood and other body fluids.
3. All other employees of CHA will not be included in the Exposure Control Plan because of their negligible exposure potential to blood or other potentially infectious material. Any first aid treatment given by employees other than our designated first aid providers is considered a "good Samaritan" act. However, even if first aid is provided as a "good Samaritan" act, universal precautions must be maintained, i.e. all body fluids and waste products are to be treated as if they are known to be infectious for any blood borne pathogen.
4. Therefore, we ask that all employees, regardless of their designation, abide by the following work practice procedures:
 - a. Wash hands thoroughly before and after all personal contact, even when gloves are used. Hands should be washed after contact with any used equipment as well.
 - b. If hand washing facilities are not available, clean hands with an antiseptic hand cleanser or antiseptic towelette (found in classroom kits). Wash hands with soap and water as soon as possible.
 - c. Wear disposable gloves for all potential contacts with blood and body substances. Gloves should be removed without touching the outside and discarded immediately after each use.
 - d. Treat all linen soiled with blood or body substances as infectious.
 - e. Discard disposable items including tampons, used bandages, and dressings in non-reusable trash liners.
 - f. An exposure incident to blood or other potentially infectious material through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing with soap and water and prompt reporting to a supervisor.
5. In the case of a major medical need, call the office or send someone to tell the office of the situation. If you are unable to communicate with the office and the person is unresponsive or if you need immediate assistance, call 911.



6. In the case of a minor medical need, send the individual to the appropriate office for attention.

Immunizations

All students attending Christian Heritage Academy are required to comply with the school immunization laws of Oklahoma. Immunization records should be uploaded to FACTS by a parent/guardian **before** admission to Christian Heritage Academy or given to the nurse to input in the FACTS system and maintained in a physical file of the student. Updates are generally required prior to entering Kindergarten and again prior to entering the 7th grade. If you are applying for an exemption, you must fill out the Exemption Form and submit it to the school nurse for further approval. Exemption notification must be on file at the school in FACTS system and the physical student file as per the state statute 310:535-1-2d:

A child, through his parent or guardian, may apply for an exemption from this requirement by submitting a form to the school. The school shall maintain a copy of the application in the child's records and send a copy to the Department for approval.

Virtual Doctor's Appointment During School Hours for Secondary Students

If a student has a virtual doctor's appointment during school hours, the parent must let the nurse (or Secondary Offices in the absence of the nurse) know in advance of the appointment date and time. To keep in regulations with protected health information, the student will have the appointment in the nurse's office (or Secondary Offices in the absence of the nurse). They must have their personal cell phone or computer for the appointment and the phone must return to their locker immediately after the appointment. The doctor's office must then send a doctor's note via email to the Attendance Secretary for the tardy/absence to be excused.

For more information, visit: https://www.ok.gov/health/Prevention_and_Preparedness/index.html.



Table 1

Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger, United States, 2021

These recommendations must be read with the notes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars. To determine minimum intervals between doses, see the catch-up schedule (Table 2). School entry and adolescent vaccine age groups are shaded in gray.

Vaccine	Birth	1 mo	2 mos	4 mos	6 mos	9 mos	12 mos	15 mos	18 mos	19–23 mos	2–3 yrs	4–6 yrs	7–10 yrs	11–12 yrs	13–15 yrs	16 yrs	17–18 yrs
Hepatitis B (HepB)	1 st dose	←----- 2 nd dose -----→			←----- 3 rd dose -----→												
Rotavirus (RV): RV1 (2-dose series), RV5 (3-dose series)			1 st dose	2 nd dose	See Notes												
Diphtheria, tetanus, acellular pertussis (DTaP <7 yrs)			1 st dose	2 nd dose	3 rd dose			←----- 4 th dose -----→				5 th dose					
Haemophilus influenzae type b (Hib)			1 st dose	2 nd dose	See Notes			←----- 3 rd or 4 th dose -----→ See Notes									
Pneumococcal conjugate (PCV13)			1 st dose	2 nd dose	3 rd dose			←----- 4 th dose -----→									
Inactivated poliovirus (IPV <18 yrs)			1 st dose	2 nd dose	←----- 3 rd dose -----→							4 th dose					
Influenza (IIV)																	
Influenza (LAIV4)																	
Measles, mumps, rubella (MMR)					See Notes			←----- 1 st dose -----→				2 nd dose					
Varicella (VAR)								←----- 1 st dose -----→				2 nd dose					
Hepatitis A (HepA)					See Notes												
Tetanus, diphtheria, acellular pertussis (Tdap ≥7 yrs)																	
Human papillomavirus (HPV)																	
Meningococcal (MenACWY-D ≥9 mos, MenACWY-CRM ≥2 mos, MenACWY-TT ≥2years)																	
Meningococcal B																	
Pneumococcal polysaccharide (PPSV23)																	

or

Range of recommended ages for all children

Range of recommended ages for catch-up immunization

Range of recommended ages for certain high-risk groups

Recommended based on shared clinical decision-making or *can be used in this age group

No recommendation/ not applicable

See Notes

See Notes

See Notes

See Notes

See Notes

Injury

First aid will be administered for all minor injuries. If necessary, a teacher, the secretary or the school nurse will notify the parent via phone, text, or email. In the event that a student is subject to a serious injury requiring further medical attention, parent/guardian will be contacted immediately and measures will be taken to provide appropriate care, including hospital transportation, if necessary.

Medication

The school requests that all medications be administered at home unless absolutely necessary. In the case where a student needs to take medication at school, a written permission form for ANY medication must be filled out and returned to the school nurse. Medication Administration Forms must be renewed each school year and any medication sent to the school must be picked up NLT the last day of school for summer break. After that date, all medication still left at the school will be disposed appropriately. Medications brought to the school must be checked in with the nurse or the respective secretary. Medication must be in its original container with manufacturer label or current pharmacy label. Medications presented in alternate containers will not be accepted for administration at school.

- **Over-the-Counter (OTC) Medications:** OTC medications will only be given with written authorization from the parent and will only be given in accordance with dosage guidelines on label. Doses in excess of dosing guidelines can only be given with a medical order from the prescriber. If the official medication form for the school isn't used, written authorization must include all the following: student's name, name of medication, dose, route of administration, frequency and time interval of administration (start/stop date), the conditions under which the medication should be administered, reason for the medication, parental/guardian signature and date.
- **Prescription Medications:** These medications will only be given with BOTH parent permission AND the prescriber's medical order. A Medication Administration Form or note from the prescriber must be completed and signed by the physician. If the school form is not used, the medication order must include the student's name, name of the medication, dose, route of administration, frequency and time interval (start/stop date), conditions under which the medication should be administered, reason for medication, any possible side effects of the medication. It needs to be signed by the parent/guardian granting permission for school personnel to administer the prescribed medication.
- **Self-Carry Medications:** A parent/guardian must contact the nurse to develop a specialized health plan in the even they would prefer their child carry their own Epi-Pen/Inhaler. The parent/guardian must provide provided letter stating they give their child permission to self-administer the listed medication. Students are only permitted to self-carry medications with specific documentation from the prescribing physician. An emergency action plan must be provided when a student will self-carry anaphylaxis medications. An asthma emergency action plan must be provided when a student will self-carry emergency asthma rescue medications such as an inhaler.



Student Illness

In the event that a student will be absent due to an illness, please notify the respective secretary (either Elementary or Secondary) by 8:30am.

A student may be excluded from school when contagious illnesses are reported, symptoms of contagious illness are exhibited or when a student is experiencing symptoms that prevent the student from participating in school activities. When illness is suspected at school, students will be referred to the school nurse or respective secretary where the student may be dismissed from school and may return as indicated below or when released by licensed provider.

Students with the following symptoms/illness should be kept from school if:

- ☐ **Fever or flu-like symptoms:** A fever is defined as a temperature over 100.4°F with behavior change or other symptoms of illness (i.e. rash, sore throat, nausea/vomiting, diarrhea, coughing, headache, earache, inability to participate). The student must be fever-free without the use of fever-reducing medications for at least 48 hours before returning to school.
- ☐ **Coughing:** A cough is defined as severe, uncontrolled coughing/wheezing, rapid/difficulty breathing, or mild coughing lasting more than 5 days.
- ☐ **Vomiting:** Vomiting which consists of two or more episodes in the last 48 hrs. A student may return 48 hours after last episode.
- ☐ **Diarrhea:** Diarrhea is defined as frequent, loose or watery stools during the last 48 hrs (not caused by dietary changes or medication.) A student may return 48-hours after last episode.
- ☐ **Rash:** Any rash that spreads quickly, has open weeping wounds and/or is not healing should be referred to students primary provider. A rash that is not accompanied by fever or behavior changes usually does not require exclusion from school but medical consultation is recommended. Seek medical advice before returning to school for any rash accompanied by a fever.
- ☐ **Conjunctivitis:** Conjunctivitis is defined as pink or red conjunctiva (the white part of the eyes) with thick yellow/green discharge; the student may return when signs of infection have cleared or completion of a 48-hour treatment with ophthalmic solution prescribed by a health care provider.
- ☐ **Head lice/scabies:** The student may return to school once treatment has been completed and ALL nits have been removed. If a student is found to have lice during the school day, the parent or guardian will be contacted to pick child up.
- ☐ **Impetigo:** Impetigo is a blister-like lesions which develop into pustules/weep/crust over. The student may return 48 hours after medical treatment has been initiated; lesions must remain covered for school attendance.
- ☐ **Ringworm:** Student may return after treatment has been initiated; lesions must remain covered for school attendance.
- ☐ **Vaccine Preventable Diseases** (Measles, Mumps, Rubella, Chicken Pox, Pertussis (Whooping Cough), Influenza (flu): The student may return at the discretion of the child's medical provider.



Library

The library is open daily for student and teacher use. Books are checked out for two weeks at a time. No library materials are to be taken from the library without following the proper check-out procedure. Report cards or transcripts will not be issued to those who owe book fines.

To replace a lost book (paperback or hardback), students will be charged the cost of the book plus an additional \$5.00. If the parent opts to purchase a new copy of the book instead and give it to the library, the additional \$5.00 charge will not be accrued.

Lost & Found

Lost and found articles are kept in the office and donated to charity if not claimed. Students are encouraged to check for lost items before school. Parents are welcome to check lost and found at their convenience. It is very helpful to have names on all articles of clothing, lunch boxes, school backpacks, etc. Every effort will be made to get a lost item to the owner. Only articles that are unlabeled will be donated. Unclaimed items will be donated at the end of each quarter.

Marketing/Advertising

Any non-school activity should not be promoted at school with signs, banners, pamphlets, etc., without prior approval by the Headmaster. Branding guidelines must be followed for all materials and t-shirt designs.

Fundraisers for other organizations are not permitted without prior approval of the Headmaster.

Students may sell items on their own, at school, if all the profit is going to a CHA approved organization, if approved by the Secondary Headmaster.

We request that you do not solicit business from teachers or staff on school property at any time. It takes our focus off our primary purpose - to educate the children. Also, we request that parents not use the school office or teacher's workroom as a location for catalogs or to distribute flyers or deliver products purchased at home parties or private sales without prior approval from the Area-Level Headmaster.

Music

Music is a gift from God, given to man to refresh the human spirit and to bring glory to the Lord. Christian Heritage Academy seeks to encourage the student to listen, sing, and play Christian music which brings honor to the Lord and which does not seek to conform to the standards of the music system of the world. The school music policy relates to all music selected for programs, class parties, chapels, and any school functions.



Parent Organizations

P.U.R.P.O.S.E.

Parents Utilizing Resources Providing Opportunities Serving Encouraging

P.U.R.P.O.S.E. is a volunteer organization of parents who assist, support and serve the goals and needs of CHA's total program through various activities and events. P.U.R.P.O.S.E. stands for Parents Utilizing Resources, Promoting Opportunities, Serving, Encouraging. All parents and guardians of CHA students are members of PURPOSE. PURPOSE activities include coordinating Homeroom Moms and Fall Festival activities, providing hospitality at events such as New Parent Fellowship and Graduation, organize school-wide fundraising events and use funds raised to support the mission of CHA by meeting school needs.

Booster Club

Christian Heritage Academy strives to produce American Christian leaders in every sphere of society. Within the life a student, athletics is a valuable tool to build character and relationships. The CHA Booster Club assists the school as it seeks to:

- Encourage school-spirit
- Provide a family atmosphere at events
- Foster relationships among families
- Provide a positive testimony to the community and guests
- Promote attendance at games
- Support and encourage the nine athletic programs at CHA

Personal Technology Philosophy

CHA embraces the use of technology as an effective tool to enhance learning. However, intentional opportunities to use technology does not include the use of personal devices during the school day. All electronic devices such as cellular/smart phones, iPods, iPads, Chromebooks, etc. may not be used during the school day unless it is in a classroom for an assignment under the direct supervision of a teacher. Smart watches may not be worn in class during a test. Cell phones should not be on the student's person including purses, backpacks, etc between 8:10 am – 3:15 pm. Earphones/earbuds are not allowed on the main campus between 7:30am-4:00pm. Earphones/earbuds are not allowed in the classrooms, practices, rehearsals, games, fields, or buses unless approved by the Area-Level Headmaster. Students may use their personal phone in the student locker room. Violation of the above will be receive a disciplinary action. CHA administration has the right to monitor, access, retrieve, read, and disclose information and/or data stored in any electronic device on campus.



Textbooks & Supplies

The school will issue most classroom textbooks to the students for the school term. These texts remain school property and should be treated with care. Students are required to keep textbooks covered at all times. Names should be written in ink in all textbooks. A student must pay for a lost textbook before receiving a replacement. If a book is damaged but usable, the student will be charged an appropriate fee to cover the damage. A separate list of supplies and books to be purchased will be mailed to the parents in August.

Visitors

Parents are welcome to visit at lunch and chapel services. Visitors must stop by the office to get a nametag, map, and guidelines for observing. Outside arrangements must be made for young children during classroom visitation. Because CHA has an outstanding reputation, outside visitors (such as teachers from other schools or students from local colleges or universities) may be present in classrooms and other areas of the building. These visitors will only be on campus with the prior approval of the administration.

CHA will not allow any student-aged visitor (elementary, high school, or college age) on the CHA campus with the following exceptions: 1) CHA alumni; 2) students who are under the supervision of a church staff member. As always, all visitors must check in at the front office when they arrive at CHA.

Classroom Visits:

We encourage parents to visit their child's classroom throughout the year. Please contact the school office at least 24 hours before your visit. The office will arrange a time and day to visit.

Volunteers

We welcome parent volunteers to assist in various classroom and school activities. Any person wishing to volunteer must have completed Ministry Safe Training and a background check on file.

Withdrawals

Withdrawing from school is an extremely serious matter and should only be done after speaking with the Area-Level Headmaster. At that time, proper procedures for withdrawal will be discussed and implemented, if needed.



SECTION III- ELEMENTARY

Arrival/Dismissal

Children may be dropped off beginning at 7:45 a.m. each morning. For optimal success, it is recommended for students to arrive by 8:00 a.m. Please do not drop off your child until the duty teacher is present.

Regular Schedule

	ARRIVAL	TARDY	DISMISSAL
Full Day Students	7:45 am	8:10 am	3:15 pm
Half Day Students	7:45 am	8:10 am	12:25

Wednesday Schedule

	ARRIVAL	TARDY	DISMISSAL
All Students	7:45 am	8:10 am	12:25 pm

During morning and afternoon drop-off and pick-up, parents and students should use the crosswalk.

Every car should pull forward and stop as directed by the duty teacher(s) or crosswalk guards to pick up students. For morning drop off, please pull forward to the first crosswalk. Use 1 lane. Do not pull through the parking lot until the go sign is given. Parents who must leave their car for any reason must park in the parking spaces out of the drop-off lanes. Late pick-up students will be sent to extended care and charges may be applied.

For the safety of the children, parents should not be on cell phones or distracted by other forms of communication while in the parking lot. Please have your Smart dismissal car tag hanging from your mirror each day at dismissal. Additional tags may be purchased from the elementary office.

Attendance

Absences

Students demonstrate leadership in responsibility and dependability through their attendance and promptness to school; therefore, students are expected to be in daily attendance and on time. A student must be present 6 ½ to 7 hours to be counted present for a full day. A student must be present at least 2 hours to be counted present for a half day. When a student leaves during the day and returns prior to dismissal, the actual time at school will be calculated to determine half day/full day status. (Students may leave with their parents/guardians during the 25 minutes of regular lunch time without counting against their absences.) Students who check in after 9:00 are counted as absent for a half day. Students who check out prior to 2:30 are counted as absent for a half day.

If your child is sick or needs to be gone from school, please call the elementary office to inform them of the absence. If the absence is one or two days, please do not request homework from the teacher. However, if the absence is extended to three or more days, the parent may determine the need for homework being sent



home. If homework that has been provided prior to an extended absence (illness or trip), the teacher will develop a reasonable plan for when work is due.

A student has as many days as he was absent to make up the work missed. The teacher has the authority to extend that period to a necessary amount of time and to limit what work needs to be completed and what could be omitted.

Wednesday afternoons are an excellent time for scheduling doctor, dentist, or other necessary appointments.

Tardies

Tardiness disrupts the normal teaching patterns and must be held to an absolute minimum. After the 8:10 bell, if a student is tardy for any reason, he must report to the office to receive a tardy slip. Promptness to school will be reflected each grading period on the report card.

Excessive Tardies

Excessive tardies will result in a student being placed on probation and may put future enrollment in jeopardy. Five tardies count as one absence. FACTS SIS will send you a warning after three tardies. Ten tardies and/or absences in a quarter are considered excessive; at this time a conference with the elementary Headmaster is necessary and the time missed will need to be made up.

Awards

1st – 6th Grade Awards:

- **Christian Citizenship Award:** This is the highest award presented to students at Christian Heritage Academy. Only one student in each class, grades 1-6, receives this award. The following is a list of the criteria: Christian character; dependability; friendly; helpful relationship with classmates and faculty; and application of himself academically. The teacher selects this recipient.
- **Christian Character Quality:** This award is given to one or two students from each classroom who have exhibited a particular character quality during the year. The teacher selects the recipient(s).
- **Perfect Attendance:** This is given to any student who has had no absences and a maximum of two (2) tardies.

3rd -6th Grade are eligible for the awards listed above in addition to the following:

- **Academic Honor Roll** - grade point average no lower than 3.3 with no D's or F's and no chronic late work
- **Headmaster's Honor Roll** - given to students who receive all A's F's and no chronic late work

6th Grade Student Awards:

- **Samuel Adams Award:** Two students in sixth grade will be selected by faculty and administration to receive the Samuel Adams Award. Criteria for selection includes consistently demonstrated character, leadership qualities, and academic excellence throughout the year to the best of their ability. The two recipients of this award will deliver the class speeches at the 6th grade graduation ceremony during the last week of school.



Birthdays

Each student will have his or her birthday recognized during morning announcements at school. The recognition will occur on or near the child's birthday. If your child has a summer birthday, he/she will be recognized in April and May on or near his/her "day". A parent has the option of bringing a special snack on that day. If a treat is provided, it should be arranged with the teacher when it is distributed. Birthday treats should be sent to school with the birthday child, delivered to the school office before lunch, or brought with the parent at lunch time. In order to provide more time for the enjoyment of the snack, it would be very helpful if individual servings were brought instead of food items that require cutting before serving. If cutting is required, please pre-cut item into serving pieces.

Birthday or other party invitations, thank you notes, or party favors MAY NOT be distributed at school unless every child of the same gender in a class receives one. If this is the case, the party invitations/thank you notes may be passed out with teacher assistance. Party invitations/thank you notes must be mailed if only specific children are invited. Please check class lists, being careful not to omit just one or two children when planning your birthday parties. Along this same line, candy grams, balloons, floral arrangements, clowns, etc. will not be delivered or sent to the classroom to your child.

If a student is invited to a party outside of school, NO presents or party favors should to be brought to school to be delivered at any time and on any part of the school grounds in the presence of other children. Also, parents who coordinate "sleepovers" for their children are requested to do the luggage/sleeping bag exchange out of the school building and not involve the students, teacher, or office in this personal exchange.

Carpool

Carpools are commonly used by CHA families. They are formed by individual parents. The main office will assist by providing a zip code listing of all school families.

Chapel

Chapels are held weekly to give students and teachers the opportunity to experience group worship. Chapel is held in lieu of the regular Bible period on the scheduled chapel day. Chapel speakers may include the following: missionaries, ministers, school board members, administrators, faculty, and school parents. Chapel service is not designed to take the place of regular Sunday worship at one's church. Parents are not only welcome but are highly encouraged to attend chapel. In order to maintain school decorum, parents attending chapel should sit behind the students.

Class Division

Determining the best placement of students is a challenging task. Much care is given to this process by consulting previous teacher insight, boy/girl ratios, and student needs. Therefore, the administration respectfully requests that parents do not request where they would prefer their child(ren) to be placed.



However, if a parent feels he or she has additional insight into his or her child(ren), please do not hesitate to communicate this. While all information is carefully considered, this decision rests with the administration.

Conduct

Students are expected to conduct themselves appropriately and follow biblical standards for living which include:

- respect for God and His Word
- respect for authority
- respect for the rights and feelings of others
- respect for property
- respect for oneself

Each student will be taught what is expected and should feel a sense of security in the consistency of our basic rules. When it becomes necessary for a student to receive correction, it is done prayerfully, lovingly, fairly, and swiftly.

To show respect to teachers/adults, students are expected to answer with a “yes or no, sir/ma’am,”; to allow adults to pass in front of them in the halls; and to speak when spoken to. Boys are expected to hold doors for ladies, young and old; and all ladies are expected to respond graciously. We appreciate the cooperative attitude of parents who uphold our standards of conduct and encourage their children to be a positive example to others.

We also want students to know and understand how to show honor by doing what is more than expected, having a proper attitude, and treating others as special, all for the glory of God.

Cross Walk

Students in 6th grade may serve on the cross-walk team, helping students cross traffic and opening car doors. Students and parents are asked to cooperate and respect their directions.





Elementary Dress Code

CHA is committed to training American Christian leaders for every sphere of society. Within the employment sector, there are standards of dress. CHA's dress code is a tool, which prepares students to be leaders in the workforce by teaching them to adhere to a standard as they practice Christian self-government. This policy is not intended to measure spirituality, but to foster a positive learning environment.

Dress Code Definitions for all Students

1. **Regular School Day Dress:** To be worn on Mondays, Tuesdays, and Thursdays. Boys may wear jeans and girls may wear pants.
2. **Chapel Dress Day:** To be worn on Wednesdays. Boys will wear khakis/uniform pants with a collared shirt. Girls will wear dresses or skirts with appropriate shirt.
3. **CHA Shirt Day:** May be worn on Fridays or last day of the school week. Jeans and CHA shirts may be worn. Students may wear a "regular school day" shirt OR a CHA shirt.
4. **Activity Dress:** The dress code for all extracurricular school activities—including weekend and holiday events
5. **Athletic Event Dress:** The dress code for students at after-school athletic events
6. **Cross Country Dress:** The dress code for students at Saturday races
7. **Dress Code Reminders:** Notification will be sent through the Remind app. Students and parents may sign up for notifications by entering the number 81010 and texting the message @chadc2.

Elementary Boys

General

- Clothing should have no writing or advertisement (other than a small logo), except for clothing that is purchased through CHA.
- No tattoos should be visible.
- Young men may have no pierced jewelry on any part of the body.
- Jewelry which draws undue attention should not be worn.
- No hats are to be worn in buildings.
- No actual national flags may be worn as any part of a costume including as a covering or a cape.



Hair

- Hair should be neat and clean.
- Hair should be cut above the shirt collar, the eyebrows, and the ears (not just combed off the eyebrows and ears).
- Hair should not be completely or partially shaved nor shorter than 1/8 inch (a #1 guard), but should be conservative and traditional. A short cut on the sides must be blended. No patterns can be shaved into the hair. Questions concerning this should be asked before receiving a haircut.
- Hair color should not be changed in any way.
- Faces should be cleanly shaven.

Pants

- Chapel dress is dress slacks/ traditional uniform-style cotton pants (inset pockets with no brads).
- Pant colors are limited to solid shades of brown, black, blue and olive.
- Jeans may be worn on Mondays, Tuesdays, Thursdays, and Fridays.
- Low-cut, tight, “skinny”, cargo, carpenter, or baggy jeans/pants may not be worn.
- Pant length must be no higher than the top of the ankle.
- Jeans/pants should not have holes, patches, pocket design, nor be faded, well-worn, or frayed.
- Belts must be worn on all clothing with belt loops, if visible. Pre-K boys are not required to wear a belt.
- Overalls are not to be worn.
- No elastic-bottom pants may be worn.

Shirts

- Shirts must have fold-over collars.
- Shirts must be tucked in (shirt must be long enough to remain tucked in when arms are extended).
- CHA t-shirts are not required to be tucked in.
- Long-sleeved shirts must be buttoned at the cuff or rolled no higher than the elbow.
- Thermal or thermal-looking shirts may not be worn.
- The top button on a dress shirt or the top two buttons on a pullover shirt may be left unbuttoned.
- Sweaters not tucked in must hang no lower than just below the belt.
- 1/4 - zip shirts may be worn untucked and must hang no lower than just below the belt. They may not be worn on Chapel Dress Days.
- CHA Shirt - Any shirt, sweatshirt, or hoodie produced by CHA is considered a CHA shirt.
- Solid, striped, plaid, or patterned shirts may be worn. Shirts may have a simple picture. No cartoon images (Mickey Mouse, TV characters, superheroes, etc) or movie references (Star Wars, Disney, etc) may be worn. Shirts may not have large logo names across the front.
- Shirts with hoods may not be worn.
- Shirts made of sweatshirt material may not be worn.

Outer Clothing

- Pullover hoodies may not be worn at school. CHA hoodies may be worn on CHA shirt days.



- Full-zippered hoodies and jackets may be worn any day as long as the underlying shirt meets the assigned dress code for the day.
- 1/4 -or 1/2 - zip jackets may be worn but the required day's shirt must be worn underneath the jacket.
- Unbuttoned shirts may not be worn as a jacket.

Shoes and Socks

- Socks must be worn at all times.
- Dress shoes and informal loafers must be worn for Chapel Dress. No athletic shoes.
- Shoes that require laces must have laces in place and tied.
- PK - 1st graders must wear athletic shoes every day except special events.
- Boys may not wear sandals or flip flops.
- Boys may wear cowboy boots unless they interfere with PE and/or recess.
- Work boots, combat boots, hiking boots, sandals, and house shoes or any shoe with those appearances should not be worn.
- Traditional croc-style shoes with the domed-holed toe may not be worn to school.

Shorts

- Uniform shorts may be worn before November 1 and after March 1.
- Shorts must be long uniform shorts - available from stores where they are specifically designated as "Uniform Shorts" (non-stretch material, inset pockets with no brads).
- Shorts may be worn any day, except Chapel Dress day.
- Shorts colors are limited to shades of brown, tan, black, navy, and gray.
- Shirts worn with uniform shorts must be collared shirts with the exception of Fridays. On Fridays, CHA t-shirts may be worn with the uniform shorts.
- Shirts must be tucked in except on Fridays.
- Belts must be worn on any clothing with belt loops.
- Athletic shoes must be worn with the shorts uniform.

Activity Dress/After-school Athletic Event (i.e. field trips where appropriate)

- Jeans, approved athletic pants, cargo pants, or uniform shorts may be worn.
- CHA sweatshirts and CHA t-shirts may be worn.
- CHA shirts may be worn untucked on CHA shirt days.
- On work project days overalls may be worn.

Cross Country Saturday Dress

- Shorts, which are fingertip length to the top of the side slit, may be worn to Saturday cross country games.

Elementary Girls

General

- Clothing should have no writing or advertisement (other than a small logo) except for clothing that is purchased through CHA.



- No tattoos should be visible.
- Girls may wear pierced jewelry only in the ear lobe. Gauges are not to be worn.
- Jewelry which draws undue attention should not be worn.
- No hats are to be worn in buildings.
- Undergarments must not be seen through clothing or outside of clothing.
- Traditional headbands may be worn.
- No actual national flags may be worn as any part of a costume including as a covering or a cape.

Hair

- Hair must be neat, clean, conservative, and traditional. Questions about this should be asked prior to making a questionable change in hairstyle.
- Any changes in hair color should be to a *natural* color to the student.

Dresses and Skirts

- On Chapel Dress Days, girls must wear dresses or skirts unless a notification has been sent through the Remind App indicating it is a cold weather day or a special event.
- Dress and skirt lengths are to be at or below the kneecap.
- Slits in dresses and skirts should be no more than 2 ½ inches in length (approximately the width of a lady's hand).
- Leggings to the ankle or tights are permitted and can be worn under dresses or skirts that meet the above length. Legging/tight colors are limited to solid shades of black, white and brown.
- Girls in PK - 4th grade must wear shorts under dresses and skirts on the playground and in PE class. Shorts must be worn with tights and/or leggings as well.

Pants

- Pants may be worn for Regular School Day Dress.
- Pants must be traditional uniform-style cotton pants (inset pockets with no brads).
- Pant colors are limited to solid shades of brown, black, blue and olive.
- Pants should be loose-fitting. No undergarment lines should be showing.
- Pant length must be no higher than the top of the ankle.
- Belts must be worn on all clothing with belt loops, when shirts are tucked in.
- Overalls are not to be worn.
- No elastic-bottom pants.
- Ankle-length rompers may be worn.
- Jeans may be worn on CHA Shirt Days.
- Jeans/pants should not have holes, patches, pocket design, nor be faded, well-worn, or frayed.
- Jeans may be black or medium/dark blue.
- Leather pants, corduroy, sweat pant-style pants, athletic pants, stretch pant-style pants, and pajama-style pants may not be worn.

Shirts

- No sleeveless tops.
- Tops must be modest, neat, and loose-fitting, and may be worn un-tucked (except flannel and Oxford style shirts) with no midriff showing when arms are extended overhead.
- Necklines must be modest. At minimum, tops should be no lower than the width of the palm of the



hand from the collarbone.

- Tops that are sheer, have low backs (below mid-shoulder blades), or have cutouts may not be worn, unless a top which meets dress code guidelines is worn underneath.
- Thermal or thermal-like shirts should not be worn.
- Solid, striped, plaid, or patterned shirts may be worn. Shirts may have a simple picture (i.e. flowers, butterflies, hearts, etc). No cartoon images (Minnie Mouse, princesses, TV characters, superheroes, etc) or movie references (Star Wars, Disney, etc) may be worn. Shirts may not have large logo names across the front.
- Shirts with hoods may not be worn.
- Shirts made of sweatshirt material may not be worn.

Undergarments

- Undergarments must be worn. These should include a camisole for light-weight blouses.
- Slips are needed in all circumstances where the skirt of dress is not made of heavy material.
- No undergarments may be seen including sports bra straps.

Outer Clothing

- Pullover hoodies may not be worn at school. CHA hoodies may be worn on CHA shirt days.
- Zippered hoodies and jackets may be worn any day.
- Oversized unbuttoned shirts may not be worn as a jacket.

Shoes and Socks

- Shoes must be worn properly at all times, including laces tied when applicable.
- Girls may not wear high heels (except 5th/6th grade girls on Chapel Dress Days).
- Shoes must have strapping or a body that holds the foot firmly.
- Flip-flops may not be worn.
- PK - 1st graders must wear athletic shoes (or rubber sole Toms/Mary Janes) every day except special events.
- Socks must be worn with athletic shoes.
- Athletic shoes, casual tennis shoes such as Keds or Vans, and Chacos or similar style sandals may be worn on Mondays, Tuesdays, Thursdays, and Fridays.
- Boots may be worn as long as they do not interfere with PE and/or recess.
- Work boots, combat boots, hiking boots, furry shoes, and house shoes or any shoe with those appearances should not be worn.
- Socks may not be worn with sandals on Chapel Dress Days.
- Traditional croc-style shoes with the domed-holed toe may not be worn to school.

Shorts

- Uniform shorts may be worn before November 1 and after March 1.
- Shorts must be long uniform shorts - available from stores where they are specifically designated as "Uniform Shorts" (non-stretch material, inset pockets with no brads).
- Shorts may be worn any day, except Chapel Dress day.
- Shorts colors are limited to shades of brown, tan, black, navy, and gray.
- Shirts worn with uniform shorts must be collared shirts with the exception of Fridays. On Fridays,



- CHA t-shirts may be worn with the uniform shorts.
- Belts must be worn on any clothing with belt loops.
- Athletic shoes, Toms-style slip on shoes, and Mary Jane-style shoes must be worn with the shorts uniform. Girls in grades 3-6 may wear sandals with the shorts uniform. Socks are not required with sandals or slip-on style shoes.

Activity Dress (i.e. field trips where appropriate)

- Approved athletic pants, cargo pants, or uniform shorts may be worn.
- Jeans (pants with brads), corduroy pants cut like jeans, leather pants, sweat pant-style pants, stretch pant-style pants, and pajama-style pants may not be worn.
- Pants should be loose-fitting. No undergarment lines should be showing.
- CHA sweatshirts and CHA t-shirts may be worn.
- On work project days, jeans or overalls may be worn.

After-School Athletic Event Dress

- Activity dress guidelines apply with the following addition: Jeans may be worn.

Cross Country Saturday Dress

- Shorts, which are fingertip length to the top of the side slit, may be worn to Saturday cross country games.

Enrichment Classes

Art

The opportunity to experience a variety of mediums and techniques is offered to students during regularly scheduled art classes.

Computer

Fourth, fifth, and sixth grade students attend keyboarding class. Students are taught basic keyboarding skills and are provided the opportunity to advance according to their abilities. Students in fifth and sixth grade are also taught skills in producing computer items.

Music/Band

Our music/band program is designed to teach children to praise God with reverence and with joy. Songs are chosen on the basis of their content and quality. Scripture songs are woven throughout the fabric of school life. Examples of music included are patriotic, character, and appropriate fun songs. Band is an optional activity for 5th and 6th grade students.

Physical Education

Physical education classes are conducted for students in all grades. The goals of the PE program include



character building as well as skill building. Students will have the opportunity to practice Christ-like attitudes and actions in PE class. Students are taught specific skills appropriate to their age and skill level. One of our major focuses is to keep children moving and active.

Extended Care

Before-School Care

Before School Care is available each morning to help parents who must leave students before the 7:45 a.m. supervision begins. Parents using this service should enter the elementary parking lot, release child to the extended care room and exit as the regular procedure indicates.

After-School Care

Afterschool care is also available on full days, as well as early dismissal days.

Field Trips

Christian Heritage Academy provides many wonderful field trip experiences for our students. Each field trip is planned by the teacher to coordinate with a particular area of study. Appropriate dress will be designated by the teacher. Parents who wish to be involved with transportation may volunteer to be a field trip driver. Volunteer drivers will need to supply the teacher with a copy of their driver's license and proof of insurance prior to transporting the students. The school bus is used on some field trips. Parents are asked not to bring other children on the trip, including infants, because a parent's full attention is needed for supervision of the students assigned to his/her group. Please follow the safety guidelines listed below:

- Only parents, teachers, grandparents, aunts/uncles, or school personnel are to be drivers.
- Doors should be locked.
- Children are to sit appropriately and wear seat belts.
- Students are not to engage in loud talking/singing
- No media should be engaged by parents or students (including, but not limited to, radios, movies, CD's, DVD, Ipods)
- Driver should not exceed the speed limit.
- Driver should maintain proper intervals between cars.
- Driver should refrain from cell phone use while driving for the safety of our children.

Genesis Learning Center

CHA strives to meet the needs of students with a variety of learning differences/needs/styles. We have students who possess average to above average IQ, but who also have difficulty learning to read, write, and spell. These students are obviously intelligent, but experience difficulty as information is sent from the senses and is processed by the brain. It is estimated that 10% of any given school population has difficulty with the symbols of written language or the processing of oral language. Many well known people have had learning difficulties such as Thomas Edison, Nelson Rockefeller, and Albert Einstein. Discovery is designed for one-on-one instruction with personalized emphasis on areas of needed development. This program is intensive, multi-sensory, linguistic, systematic, sequential, cumulative, process-oriented, and individualized.



Often students in PK and kindergarten are tested with the SEARCH test during the year to identify potential learning differences early in the child's educational career. After the testing, parents of those children who are noted to have potential difficulties will be notified and offered the opportunity to involve their child in the TEACH program. More information regarding this program will be available during the year or can be obtained through contact with the Genesis Learning Center.

Gifts/Surprises

In order to maximize learning and to limit peer pressure concerning special occasions, parents are encouraged to please not send floral arrangements, candy grams, etc. to their children at school. Any items sent will be held in the office for the student to pick up. Thank you for cooperating with this request. On a special day, parents are encouraged to come and have lunch with their child or send treats to share with the entire class, etc. Remember to keep it simple to avoid the "bigger and better" syndrome.

Homeroom Mothers

The homeroom mother is a critical link in bringing home and school together. This important position should be held by a person who has a servant's heart and has the time and capability to organize and lead. Some responsibilities include the following:

1. Seek to involve parents in field trips and parties.
2. Communicate party arrangements.
3. Meet and seek to involve the new families in the class.
4. Serve the classroom families when a special need arises.
5. Encourage and pray for the teacher.

It is our desire for every parent to be involved in some way in the class parties or field trips. Because it is important for parents to give their full attention to the students when helping, please do not bring small children, infants, or other siblings to class parties or field trips.

Homework

Homework is an essential part of the school program and can be given on Monday, Tuesday and Thursday evenings. Homework is not given for busy work, but to reinforce learning and develop skills. While parents may assist in seeing that homework is completed, it is to be done by the student. Each student will have an assignment planner to assist the student and parent in knowing the exact daily assignment. Information or special notes will be sent in the assignment planner. Amounts of homework that may be expected are as follows:

Beginning in 1st grade:

- Two or three times a week
- 20-30 minutes of work for average student*



Beginning in 3rd grade:

- Two or three times a week
- 30-45 minutes for average student*

Beginning in 5th grade:

- Three times a week on average. On rare occasions, some homework may require weekend work. 45 minutes to 1 hour for average student*

If your child's homework amount consistently exceeds the amount of time listed above, please advise your child's teacher so that a plan can be implemented to solve the situation.

Honor System

Each teacher is to teach the meaning and proper use of the honor system. Each student is on his honor to tell the teacher, privately, when he hears or sees:

- Swearing
- Lying
- Stealing
- Cheating
- Dangerous activities
- Harassment
- Inappropriate materials and reference

Late Homework

Teachers of students who regularly do not turn in their homework on time will notify the student's parents of the problem. Teachers may reduce points on the students work according to the following:

One day late	11 points
Two days late	25 points
Three days late	50 points

After three days, the paper may be a zero (0). A zero (0) in the grade book means that the paper was never submitted. All late work should be submitted to the teacher. Students who turn in their work after more than three days late may have their grade increased from a zero (0) at the teacher's discretion. Students who have four or more zeroes (0) in the grade book during any semester will have a conference with their parents and the elementary Headmaster to determine possible dismissal from school.

Lunch

Lunch is a special time for students to eat and visit with classmates. Students are expected to practice good manners and appropriate lunch table behavior.



Lunches are to be ordered online through Facts Family Online. The menu is available beginning Sunday for the following week and the entire week may be ordered at that point. A selection must be made by 8:30 am the day the lunch is needed. Prepaid lunch accounts are maintained online through Facts Family Online. If you have questions, please call the main office and request assistance.

The FACTS SIS Home app is available for download on Android and Apple products and lunch can be ordered through the app as well.

Hot lunches will be served Monday, Tuesday, Thursday, and Friday for \$4.00, with the exception of Fun Lunch Days. Fun Lunch days are typically \$5.00, with candy and other snack items available for purchase for an additional amount. Fun lunches will be ordered online through the students prepaid lunch account as well.

Students may bring lunches from home. Microwaves are available to students in grades 1-6 with a recommended 60-second time limit.

Milk and other drinks may be purchased by students who bring their lunches from home. Students in 6th grade may bring money to purchase drinks, cookies and chips.

Because of limited space in the cafeteria, visitors may not join students for lunch.

Mission Emphasis

Emphasis is placed on our Lord's Great Commission to "Go into all the world and preach the Gospel to every creature." CHA sponsors several student mission trips each year. Each grade level will have one of these mission teams for whom they will pray daily and with whom they can support monetarily. We want to do everything possible to relate each student's life to the needs of the world and the urgency of world missions. Also, if you have a missionary friend visiting Oklahoma who is available to share, please let your classroom teacher know.

Notebooks

Each child at Christian Heritage Academy experiences training in notebook methodology. The notebook is a written record of your child's research and reasoning in the subjects he studies. Not only do notebooks serve as a record, they provide training in the character qualities of orderliness, responsibility, thoroughness, attentiveness, and diligence.

One might ask, "Why does Christian Heritage place such an importance on notebooks?" Mr. David Holmes, our Secondary Headmaster, reminds us that there are four main reasons:

- The notebook methodology supports CHA's Mission Statement
- The notebook methodology supports CHA's Core Values
- The notebook methodology supports CHA's Philosophy of Education
- The notebook methodology supports CHA's Methodology of Education

The notebook methodology supports CHA's definition of education. The notebook is the property of the student, but it also serves as his or her evidence of learning and should be presented to the parent at the end



of each year. Students are not to damage the notebook in any way. The parent should require the student to bring home his notebook periodically so that parents can see the student's work.

- Pre-K:** The teacher will place any materials in the notebook, while allowing the students to see the procedure and encouraging students regarding the importance of their notebook.
- Kdg and 1st grade:** Notebooks at this grade level have subject dividers with no breakdown within the subject. Teachers at these grade levels may place papers in the notebook at the beginning of the year. During the year, the student should be trained to begin putting some of his work in his own notebook.
- 2nd grade:** This is a transition year in the area of the notebook. A second grader has one notebook for most subjects with only subject divisions like first grade and kindergarten, but he also has an arithmetic notebook. The arithmetic notebook is the tool used by second grade teachers to teach the student how to use his notebook like the older grades. The student will be instructed very carefully about placement of papers in his arithmetic notebook. This notebook has a breakdown of the subject on the dividers. This notebook will be graded beginning second semester.
- 3rd—6th grades:** Most subjects will have more than one divider. Each notebook will be graded during each quarter.

****Students are not allowed to use liquid paper. Notebooks should remain clear of all writing, with the exception of any labeling directed by the teacher. Tabs should be written neatly. Notebooks should be completely clear of stickers or other decorations. Students may not borrow another student's notebook to copy without permission of the teacher.**

Parent-Teacher Conferences

There are two (2) scheduled parent-teacher conferences yearly, one is required and the other is optional. See dates noted on calendar. Each conference is scheduled for 20 minutes. Character development, attitudes, study habits, and academics will be discussed. The conference day is another valuable opportunity for parents and teacher to set team strategies in the cooperative training of the child. Parents are encouraged to communicate frequently with the teacher concerning any needs of their child. Parents or teachers may request a conference at any time they think necessary. For the child to grow in all areas, it is necessary for the home and school to work closely together.

On conference days, child care arrangements need to be made for your children. With the exception of older students, students may not sit by themselves in the hall while parents conference with teachers.

Parties in Classrooms

The teacher works with the homeroom mother in the planning of three class parties per year. The homeroom mother in turn involves the other parents in at least one of the events. The parties include the Christmas party, the Valentine's Day party, and the end of school party. Since class parties are designed for a particular age



group of students, parents are requested not to bring additional children with them to the class parties.

As a Christian school, we do not celebrate Halloween. We also do not make any place for Santa Claus or the Easter bunny. We reserve our time to teach the birth of our Lord Jesus during December and to focus on the meaning of His death and resurrection prior to Easter.

Christmas Party: PK—6th Grade

Christmas is our time to focus on providing an opportunity for each class to plan, shop, and bring presents for a family or organization they have adopted. Some classes deliver presents to the family and others wrap them to be delivered by a few students and/or by the teacher. A simple party is planned by the homeroom mother with approval from the teacher and includes games and refreshments. The focus of the party is on God's gift of His Son, Jesus Christ. No gifts are exchanged among students.

Valentine's Day Party: PK—6th Grade

Valentine's Day is a fun party when boxes or bags are decorated, and each child brings every classmate a valentine. . A simple party is planned by the homeroom mother with approval from the teacher and includes games and refreshments. Parents are on hand to assist our non-reader PK and kindergarten students.

Parties in Homes of Students

At various times, parents choose to host a class party in their home. Before parents send their children to their parties, they should be aware that these parties are not affiliated with the school in any way.

Penmanship

Good penmanship is a highly valued yet much forgotten part of an excellent education. It is an outward expression of one's inward character. At Christian Heritage Academy, your child will consistently be trained and inspired toward excellence in handwriting. Manuscript will be used by students in grades K-2. During the 2nd grade year, students will begin practice in cursive. At the end of the first quarter of 3rd grade, students will be expected to write completely in cursive, with the exception of mapping and certain math functions. No typing will be allowed on submitted assignments until the second quarter of 5th grade. After this point, it is the teacher's prerogative to accept typed assignments or not. The student must pre-request permission.

Pets (Animals, Insects, etc.)

Before bringing animals to school, please bear in mind that many children are allergic to a variety of animals, dander, or contents of animal bedding. All pets (dogs, cats, hamsters, birds, reptiles, insects, etc.) must be on a leash, completely enclosed in a cage or other secure container when bringing them to school to share with a class. Even though pets are usually tame and calm in their home environment, they often become very excited when placed in a strange setting with unknown people. For this reason, all precautions should be taken. Visiting pets should not be handled by the students. Observation and information about a pet will be the focus. A pet, when shared with a classroom, is to be brought and supervised by the parent who will take the pet home following the sharing time. No pets are allowed to spend the day unless prior approval from teacher and



administration has been granted.

Pictures

Individual student pictures will be taken each fall, and additional individual and class group pictures will be taken in early spring. Fall pictures will be used in the school yearbook; therefore if your child misses the first picture day, he or she must sit for the retake pictures. Pictures may be purchased as desired. Teachers will assist in the “touch-up” of hair; however, each child must bring his own comb or brush. Under no circumstances are students allowed to share combs and brushes.

Report Cards/Progress Reports

PK—1st grade: Reports cards are digital and emailed home to parents each quarter. A hard copy is provided at the end of the year.

Grades 2-6: In our effort to communicate student progress, progress reports are emailed for students in grades 2-6 approximately 3 times per quarter with a summary report issued at the end of each quarter. Progress reports will be issued via email, except for the last quarter. At the end of the 4th quarter, each child will receive a hard copy report card for the parent’s records. Parents are encouraged to set goals with their student that are realistic and encourage the student at home in the particular areas identified. Report Cards or Progress Reports will not be issued if any financial accounts are past due.

Spiritual Life

God’s Word is taught daily to all students. Every subject is taught from a Biblically integrated point of view. Scripture memorization, verse meaning, catechisms, and character qualities are a part of the Bible class. Knowing and following Biblical principles as well as Christ-like character is to be modeled by all teachers and staff.

Students are also encouraged to be regular in church attendance. The Christian school does not take the place of the church or the home in the training of the child.

Our school is a testimony to the power of prayer. Our teachers pray daily for their students and our school. We depend on the prayer support of our school families and friends. In order to assist your family in praying for our staff, we have prepared a faculty/staff listing in the supplementary section of this handbook.

Student Activities

Students at CHA compete in a variety of competitions each year in areas such as music, speech, art, spelling, writing and math. Some activities vary from year to year, while others remain standard. Written information



will be sent home to parents so they can help students select the events in which they wish to participate.

Testing

A week is set aside each spring for achievement testing for students in 3rd through 6th grade. Families are encouraged to have their children at school each day and on time. Please do not schedule appointments for your child during this designated week (see school calendar). Make-up tests will only be given to the students who are ill and miss 1 or 2 days during the week. Scheduling time for make-up tests is very difficult for after the week is over and the class returns to a regular curriculum schedule. A copy of the test results becomes a part of the student's permanent record and a copy is given to the parents.

When possible, all Kindergarten students are administered the SEARCH test. This test assesses the student's developmental readiness in pre-reading and reading skills.

Toys

Personal toys should not be brought to school. All electronic equipment is also to remain at home. The school provides a selection of balls, jump ropes, and other items for recess and playground use. Students in grades 2-6 are allowed to bring playground equipment, as long as it is in a bag labeled with their name and is only used with teacher permission.



SECTION IV - SECONDARY

Academic Warning and Academic Probation

Students with any class grade below 60% at the end of a nine-week grading period are placed on academic warning. At that time, the student, parent, and teacher will conference and discuss strategies for improvement. This plan will be forwarded to administration. At the end of the following nine-week period, the student's progress will be evaluated. If the student fails to improve, he/she will be placed on academic probation. If, after the second consecutive nine-weeks period, the student's grades are below 60%, he/she may be dismissed from school.

Any student on probation at the end of the school year will be evaluated by the administrative team to determine whether they will be allowed to return in the fall. A student's disciplinary record, teacher recommendations, and in some cases an interview will be used to evaluate the student's future.

Students whose behavior is consistently disruptive or chronic may also be asked to leave the school without a probationary period and recommendation of dismissal will be made to the Headmaster.

Activities

Class Parties

The Back-to-School Cookout and the Christmas Party are the only pre-planned class parties for underclassmen. The Seniors and their parents have an annual class party before the beginning of the Senior year. The purpose for these class parties is to help develop fellowship and unity within the class. The class sponsors are responsible to see that the school rules and standards are upheld by the students. Activity dress may be worn to class parties. All school approved class parties are held during the school day. Parents should be aware that students will often host parties for their classmates which are not school sponsored. Christian Heritage is not responsible for the activities nor conduct at these parties except that the students are always under the School's Standard of Conduct.

Chess

Students in chess participate during FLEX period. The purpose of this enrichment activity is to promote multi-age interaction while fostering an understanding of the game.

Choir

Students in choir participate in several school programs during the year including a choir tour in the spring. Small group ensembles are available such as a mixed ensemble. Practices for these ensembles take place before or after school. A very strong emphasis is made on using the musical talent God has given the student to serve the Lord and share Christ with others.



Each One Reach One

Each One Reach One is an organization which develops student leaders through:

Growing in Christ

- Speakers from various backgrounds
- Developing mission-minded Christ followers
- Understanding God's view for mankind

Cultivating Relationships

- Safe and authentic conversations
- Encouraging cross-cultural relationships

Demonstrating Servant Leadership

- Encouraging student body through the edification of the Word
- Investing in international students
- Serving on teams

Journalism

Journalism students will produce various publications considering style, philosophy, image, audience, and message and how to communicate that purpose through layout techniques, type styles, photographs and the written word.

Lantern Ladies

Lantern Ladies is an organization which develops young ladies into leaders through:

Growing in Christ

- Bible Studies
- Devotions
- Prayer
- Senior Lantern Lady Ceremony

Cultivating Relationships

- Authentic conversations
- One-on-one opportunities
- Mentor relationships
- Big/Lil opportunities

Demonstrating Servant Leadership

- Persecuted Church Week
- Chapel Presentations
- Catching Fires

Least of These

The purpose of Least of These is to fulfill Christ's call for believers to serve the "least of these" by involving the students of Christian Heritage Academy in service projects, fundraisers, and collections.

The key verse for Least of These is Matthew 25:40, which says, "And the King will answer them, 'Truly, I say to you, as you did it to one of the least of these my brothers, you did it to me.'"

Missions

Christian Heritage Academy seeks to educate and involve each secondary student in missions. Students in grades 7-12 have the opportunity to be involved in both home and foreign missions through their class activities. Also, various mission trips are available annually for students.

Mu Alpha Theta

Mu Alpha Theta is an international honor society which develops student leaders through:

Growing in Christ

- Participation in math competitions
- Guest speakers

Cultivating Relationships

- Fellowship opportunities
- Encouraging multi-grade relationships

Demonstrating Servant Leadership

- Encouraging the study of mathematics
- Hosting Pi Week
- Tutoring students

National Honor Society

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students.



Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character. To be eligible for selection to membership in the chapter, the candidate must have been in attendance for a period of one semester. A candidate eligible for election to this chapter must be a member of the junior or senior class. He/she shall have a minimum cumulative grade point average of 3.4, beginning with grades earned in the student's freshman year. In addition, he/she shall be pursuing an honors diploma, as defined earlier under "Diploma Requirements."

Politico

Growing in Christ

- Inviting guest speakers from various political backgrounds
- Developing mission-minded Christ followers
- Understanding God's view for mankind

Cultivating Relationships

- Providing opportunities for safe and authentic conversations
- Learning to Biblically reason cultural issues

Demonstrating Servant Leadership

- Providing opportunities for students to participate in the political process
- Working towards restoring the nation
- Serving on teams

Salt & Light

Student leadership program for grades 10, 11, and 12. Please review the CHA website (<http://www.cha.org>) for details.

Student Government

Purpose: The Student Government of Christian Heritage Academy is a vital and growing part of the school. Although not a policy-making entity, the Student Government of CHA provides students with the opportunity to develop servant leadership qualities while leading their various classes in the fulfillment of the mission of CHA. The Student Government of CHA is a dual form of government with a Student Council to address concerns that relate to the entire secondary school and Class Officers which address concerns that relate to the different classes. Student Government also operates on the principle of representation as each class elects from among themselves students to represent their class. Separation of Powers is also applied in the student government with various students helping create guidelines for activities, help in the carrying out of activities and then judge those activities in the light of the mission statement of the school.

Qualifications for Student Government Offices

1. The student must have attended CHA the previous semester.
2. A student running for Student Council, either a council office or a class office, must have maintained an unweighted 3.2 GPA the first semester of the year; a student running for Class Officer must have maintained a 3.2 GPA for the same period. A Discovery student may run for any office with administrative approval.
3. A student must not be on academic or disciplinary probation. A student running for office in grades 7-12 can have no more than 5 detentions. A student cannot run for office if he has been suspended for any reason during the present school year.
4. A student should be in harmony with the objectives of CHA including Student Agreement, Core Values, the Code of Conduct, and should attend all class functions, meetings, and required school activities.
5. Students must have faculty approval to qualify for office.



Structure of Student Government

1. The Student Council is composed of elected council officers and class officers which represent the school and each class.
2. There are five council offices within the Student Council - President, Vice-President, Chaplain, Secretary, and Project Director which are voted upon by the student body. Only Juniors and Seniors may hold a council office.
3. The Class Officers are composed of four positions - President, Vice President/Representative, Chaplain/Representative, and Representative. For the position of representative, depending on the class there are a different allocated amount of representatives:
7th – 1
8th - 1
Freshmen - 2
Sophomores – 2
Juniors - 3
Seniors – 3
4. Student Government will be made up of the five council officers, the class presidents, vice presidents, chaplains, and representatives from each grade totaling a number of thirty-five individual leaders representing the school.
5. General Responsibilities of Student Government Leaders- Specific responsibilities and campaign policies will be available at the time of elections.

Yearbook

The yearbook class produces the school's yearbook, *The Crusader*, using computer-based desktop publishing to produce layouts and copy. Basic elements of layout and design are incorporated. Journalistic interviewing techniques and writing styles are studied. Students study photography techniques and take pictures of school activities. Ads are sold to the local business community to help defray production expenses.

Athletics

Athletic Philosophy

Athletics is an excellent means to teach Christian character, not only for the athletes, but also for the cheerleaders and the student body supporters. Athletic competition provides the opportunity for the training of the Holy Spirit's control over the mind, the will, and the emotions. The intense competitive nature of athletics tends to stir up the strong drives of the will and emotion. With the development of Christian character, traits such as patience, endurance, self-control, brotherly kindness, loyalty, and humility, human will and emotions can be challenged to become submissive to the control of the Holy Spirit. We believe this control is vital in the life of each student if he or she is to be a successful Christian.

Athletics also offers the opportunity for an effective witness of the transforming power of Christ in the lives of believers to the community. When non-Christian players, students, and fans see the Christian behavior and attitude expressed by Christian Heritage Academy's students and fans, it should be in sharp contrast to that of the "typical" athletic contest controlled by the attitude of the world. This will bring proper attention to Christ and witness to His power.



The student expression of CHA's athletic philosophy is printed in the school's athletic literature and is this: "Since I am an ambassador for Jesus Christ, I conduct myself in word and action just as Jesus Christ would conduct Himself. All that I do, I do with a total release of my mental and physical abilities and my emotional energies toward performing like Jesus, having in mind that Jesus is my only audience."

Note: In determining the proper attitude we should have toward players and fans of the opposing team, it will be helpful to follow two of Christ's most basic teachings to His followers: **First**, "*Thou shalt love thy neighbor as thyself*" (Matt 22:39), and **second**, "*As ye would that man should do to you, do ye also to them likewise.*" (Luke 6:30) The application of these two teachings will result in a love for others which will be a mystery and a witness to the world (John 13:35). Athletics provides an excellent opportunity to demonstrate this love.

1. SPIRITUAL GOAL FOR ATHLETES: "Since I am an ambassador for Jesus Christ, I conduct myself in word and action just as Jesus Christ would conduct Himself. All that I do, I do with a total release of my mental and physical abilities and my emotional energies toward performing like Jesus, having in mind that Jesus is my only audience."
2. SPIRITUAL GOAL FOR PARENTS AND FANS: With the strength and help of Christ, I will not, by word or action, anything which would hinder the development of Christian Character in the lives of the CHA students. I will guard my tongue and emotions and use them to encourage the athletes in a positive way.

In determining the proper attitude we should have toward players and fans of the opposing team, it will be helpful to follow two of Christ's most basic teachings: First, "*Thou shalt love thy neighbor as thyself*" (Matt. 22:39), Second, "*and as ye would that men should do to you do ye also to them likewise.*" (Luke 6:31) The application of these two teachings will result in a love for others which will be a mystery and a witness to the world (John 13:35). Athletics provides an excellent opportunity to demonstrate this love.

3. WINNING FROM GOD'S PERSPECTIVE: Winning is achieved when the players and coaches give themselves completely in playing to their maximum ability and effort with the idea that Jesus is the only one in the audience.

Athletic Handbook

All other information pertinent to athletics may be found in the Athletic Handbook if not listed below.

Extra-Curricular Eligibility

RULE 1 - Age, Physician and Parents' Certificate

Age - Any student who reaches his/her nineteenth birthday before September 1 will not be eligible for athletic competition. Any student who reaches his/her sixteenth birthday before September 1 will not be eligible if enrolled in the ninth grade or below. Any student who reaches his/her fifteenth birthday before September 1 will not be eligible for the eighth grade or below. Any student who reaches his/her fourteenth birthday before September 1 will not be eligible for the seventh grade or below.

No student shall be eligible to represent his/her school in athletics until there is on file with the principal a



physical examination and **parental consent certificate**. All physicals must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The form used should be the OSSAA standard form for physicals. Other forms can be used if they are in compliance with the OSSAA standard form.

RULE 2 - Scholastic Eligibility

Semester Grades

1. A student must have received a passing grade in all subjects in which he is enrolled during the previous semester.
2. If a student does not meet the scholastic standard, he/she will not be eligible to participate during the first six weeks of the next 18-week grading period he attends.
3. A student who does not meet the above scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six week period.
4. Students enrolled for the first time must comply with OSSAA requirements.

Student Eligibility During a Semester

1. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The school will set the day to run the eligibility check. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
2. A student must be passing all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
3. A student who has lost eligibility must be passing all subjects in order to regain eligibility.
4. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.
5. Student athletes who drop any course for any reason after three (3) weeks will be ineligible for three (3) weeks starting the day the course is dropped. Any exceptions to this must be approved by the OSSAA.
6. Student-athletes may not miss school to participate in an athletic competition if they have 9 unexcused absences in any class.

Special Provisions

1. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. He/she can regain eligibility by passing all subjects at the end of the three week period (any part of a week is considered a full week).
2. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family and natural disaster.) A maximum of two weeks is allowed for make-up work.
3. One summer school credit ($\frac{1}{2}$ unit or one subject) in a graduation-required course can be earned to



meet the scholastic standards. A student cannot fail more than one graduation required course and be eligible the coming year. However, all graduation required courses failed must be retaken to meet school graduation requirements.

4. Any other special provisions not listed here can be found on the OSSAA website at http://ossaa.com/handbook/handbook_rules.pdf
5. During the ineligible period, the student may practice, but not travel, suit up or participate with or in the co-curricular activity. If, after three weeks, the student is still ineligible the student may no longer practice with the group until they again are passing the class.

Ineligible Student Guidelines

Ineligible students due to scholastics cannot play against other schools, nor can they miss any part of the school day to watch the team play.

Multiple Sport Participation

Due to a conflict in practice and game schedules, students will not be allowed to participate in two sports during the same season.

Requirements for Participation in Summer League Activities

1. To be eligible to participate (practice or games) in summer programs the student should be enrolled in the upcoming year and have the enrollment fee paid by the Tuesday after graduation. To be eligible for Fall sports the student must be enrolled and have the enrollment fee paid by July 15th.
2. A student ineligible because of 2nd semester grades should not participate in summer league play, unless he/she is working to take care of the grades that made him/her ineligible.
3. Although the summer is somewhat more relaxed, we would like for the young men to avoid hair color, earrings, radical haircuts, etc. If you have any questions in this area, please contact the Athletic Director.

Eligibility for Transfer Students

1. Ineligible for a year from varsity athletics, but may play Junior High or Junior Varsity.
2. A student could be eligible their first year for varsity athletics if they meet the OSSAA requirements. Please speak to the school athletic director.

Athletic Letters

An athlete can letter on the high-school varsity team only. Each sport has a lettering policy. Any lettering athlete qualifies for a letter jacket. Freshmen are not eligible for letter jackets unless they have played enough quarters (or matches) to letter by playing with the first team. Example: It takes 16 quarters to letter in football; and for a freshman to earn a letter jacket, he must have played at least 16 quarters with the first offensive, the first team defensive, the kick-off team, or the punt team.

NCAA Guidelines

Student athletes desiring to participate in college athletics need to be aware of and follow NCAA guidelines. These are available in the secondary office.



Seasons and Practices

Football, volleyball, and cross country begin in mid-August before school begins.

Basketball begins after football and volleyball, no sooner than October 15.

Tennis, baseball, soccer, and golf may begin February 1 or when weather permits.

High School Practice

All sports will practice after school. Practice will be completed by 5:30 p.m. except on Wednesday, when it ends at 5:15 p.m. and on Tuesday when it is over by 6:00 p.m.

Transportation

- **To games:** The school will provide transportation to all games when needed.
- **To practice:** All athletes must complete a CHA driving/riding permit that is signed by the parents.
- **Out-of-town games:** All athletes must ride the bus home unless they have a note from their parents allowing them to ride with another parent. Athletes may not ride home with other students.

Cheerleading

We believe that a cheerleading program can be valuable if it is based on Christian principles and qualitative standards. We also believe that a solid program will be beneficial in enriching the educational experience as a whole.

Cheer Academic Requirements

1. Same as Extracurricular Eligibility (see above). This includes summer camps/competition.
2. To go to Nationals, each cheerleader must be passing all classes on the eligibility check conducted on the second Monday after Thanksgiving.
3. All Nationals expenses incurred, which cannot be recovered, must be paid by the ineligible cheerleader.

Other Cheerleading Requirements

All other requirements and information can be found in the Cheerleading Constitution which will be given to all those interested in cheerleading in late March.

Recruiting

As members of the OSSAA we cannot be involved in recruiting athletes to CHA. The following are statements from the OSSAA handbook.

What is considered recruiting?

1. A suggestion, innocent or otherwise, directed at a student who currently is not enrolled at your school would be a violation of this rule.
2. Saying things like "you look good in blue" would constitute a violation.



3. Offering incentives, such as, shoes, warm-ups, fees for camps, housing, paying bills, etc. would violate the rule.
4. Offers of any kind to a student or student's family etc. would violate the recruiting rule.

To whom does this apply?

Coaches, Athletic Directors, School Administrators, Admission's Directors, teachers or anyone associated with the school may not have contact with athletes for the purpose of providing incentives or encouraging students to change schools.

Additionally, school booster clubs, and any other outside organizations or parent groups may not offer incentives or have contact with athletes for the purpose of encouraging a student to change schools.

Attendance

General Information

Regular school attendance is extremely important for the proper functioning of the classroom and for maximum learning to take place.

A parent needs to approve **all** absences. A parent should call the office by 9:00 AM each day to explain why the student will be absent. Absences that are known in advance should be reported at the secondary office at least three (3) days before the absence. When students are checked out anytime during the day by their parents, the student must always report to the main office when leaving and returning.

Classification of Absences

Exempt Absence - An absence **does not** count toward the limit of 9 non-exempt absences per semester. If homework has been provided prior to an extended absence (illness or trip), the teacher will develop a reasonable plan for when work is due.

Exempt Absences

1. Sickness **with** a doctor's note for absences longer than four days.
2. Doctor appointments **with** a doctor's note (must be submitted no later than 14 days after the absence).
3. Participation in an official school event (i.e. student is a member of team or group).
4. Bereavement for family members or with administrative approval.
5. Approved college visit **with** note.
6. Unavoidable family emergency **with** a note.
7. Court appearances **with** a note.
8. Absences as a result of fever or vomiting that last less than four days.

Non- Exempt Absences

An absence that **does** count toward the limit of 9 absences per semester.



1. This includes any time a student misses class or is checked out with parental approval, and the absence is not one of those listed under *Exempt Absences*.
2. ***A student with more than 9 non-exempt absences cannot receive a semester credit for the particular class he missed.***
3. The statement above (2) applies even if the student makes up the work and is passing the class.
4. Examples of Non-Exempt Absences
 - A. Sickness **without** a doctor's note.
 - B. Doctor appointment **without** a doctor's note.
 - C. Approved college visit **without** a note.
 - D. Unavoidable family emergency without a note.
 - E. Court appearances without a note.
 - F. **Any** absence (parent approved or not) that does not fit under the definition of *Exempt Absence*.
5. Students who fail a course because of too many absences will be required to make up the entire semester's course work if the course is needed for graduation. Students will be charged for the computer based course used to make up the credit. The student will not be allowed to enroll in the next level course until the work is completed.
6. Perfect attendance—Having even one non-exempt absence in even one class and/or more than 3 exempt absences (with the exception of 3 and 4 under exempt absences above) would mean a student could not get a perfect attendance award.

Unexcused Absences

1. These absences will involve a disciplinary action.
2. These absences will fall into one of the following categories:
 - A. Absence is not parent approved.
 - B. Missing class after checking out for lunch.
 - C. Attending an unapproved school event and not having the same eligibility as the participants.
 - D. Missing more than one-half of a class period without proper approval.
 - E. School discipline.
 - F. Missing class for **any** reason other than those that are exempt during the semester finals period.
3. Penalties for unexcused absences
 - A. Unexcused absences that are due to assigned school discipline (suspension)
 - A 1% grade reduction in the semester grade for each day in each class period missed.
 - Long-term suspensions will be dealt with individually.
 - B. Unexcused absences that are not due to suspension
 - A 0.5% grade reduction in the semester grade for each day in each class period missed **and/or**
 - The student makes up the class time missed.
 - C. A skipped (intentionally missed) class will result in –.5% grade reduction in **every** class that day.
 - D. Non-Credit Classes
 - Each non-exempt absence above the maximum of 9 in a non-credit class will result in a detention. The student will then be able to serve the detention, write the assignment, or receive the 1% grade reduction in each of his credit classes. Any make up time or work should be completed before the end of the semester.



After-School Extracurricular Participation

To be eligible to participate in extra-curricular activity a student must be in school at least 3 of the 7 periods (or that time equivalent). This applies to all absences (including sickness), excluding those with doctor's notes and those approved by administration ahead of the absences. The student should be at school all hours not approved by administration. This pertains to athletic practices, games, banquets, programs, plays or other such activities. The student who goes ahead and participates will sit out the next event/game. If this is not possible or deemed appropriate, make up time will be given.

Early Dismissals

- A student will be granted an early dismissal for emergencies and for medical/dental appointments when those appointments cannot be scheduled outside of school hours. Requests for early dismissal should be made verbally or in writing and should be presented at the school office before departing.
- To pick up a student leaving early, the parent should report to the school office. A student who has his own transportation must report to the office before leaving.
- A student who is excused for medical or dental appointments is expected to return to school, if time permits, and is to check-in at the office immediately upon his/her return to school.

College Days

Students in 9th-12th grade have a total of 12 college visit days to use. It will be the duty of the Academic Counselor to keep track of visits for each student and coordinate excused college absences with the Attendance Secretary.

Students should notify the Academic Counselor at least 1 week prior to a college visit. Upon notification, students will receive a document to get each teacher to list assignments/test/etc. missed that day. Students should work with teachers to submit assignments early/late depending on the teacher's classroom constitution. Students should receive official documentation from the college visit and return it to the Academic Counselor to confirm excused college attendance.

School Retreats, Projects, Field Trips

School retreats, projects, and field trips are designed to allow our students educational experiences that cannot be achieved in the traditional classroom. Field trips are valuable learning experiences and are considered part of the regular school day.

Students who do not go because of a conflict involving another CHA school related event:

1. Students do not have to come to school for the time the other students are involved in the school activity. These will be recorded as an Activity Absence. Related work and tests are treated the same as those who are on the activity.

Students who miss because they choose not to go or because of a non-school related event:



2. Students can come to school and attend classes.
3. If they choose not to come to school the absence will be recorded as an (A) and will count as non-exempt. Homework and tests will be treated as any absence.

Students who are ineligible due to grades or disciplinary consequences will not be allowed to attend club field trips or ministry days. This does not include class-related trips

Semester Finals Non-Exempt Absentee Policy

- The student will be given a 0.5% grade reduction in each academic class missed per day or will be required to serve at least half of the hours missed after school, with a minimum of 3 hours for a full day's absence and a maximum of 12 hours. After half the hours are made up, and if the student has not completed all his make-up work, he will continue to stay after school, not in detention, until work is completed. Make-up time should begin immediately upon return to school. Time missed because of non-exempt illness will be under this policy if missed work/finals are not made up by the end of finals week.

Tardiness

A student who is late to any class is tardy. Tardies are considered serious; and if four or more are received during any semester period, a **detention** will be scheduled. If, during a semester, a student receives 8 tardies, the student will be given two detentions, 12 tardies will result in one absence (AU) which also carries with it a .5% grade reduction in each class, 16 tardies carries the same penalty as 12. At 20 tardies and each four after, the student will be given a one day suspension which carries with it a 1% grade reduction in each class. All these absences count towards the limit of 9 in every class. At the end of the 1st and 3rd quarters, students with 3 or less TU's will have 2 of them removed from their record.

A student who arrives more than five minutes after the tardy bell for any hour are to report to the secondary school office and have his/her name removed from the absentee list and pick up an admit to class.

Make-up Work

- When a student has an excused absence, it is the student's responsibility to make-up the work missed. The student will be given a reasonable amount of time to make-up the work missed, usually equivalent to the number of days missed; this will be determined by the individual teacher.
- A student having an unexcused absence must make-up the work missed and will not be penalized other than the normal penalty given for an unexcused absence.
- If a student is absent, a parent may request the child's homework. Requests for homework should be made by 11:00 a.m. the day requested. Every effort will be made to have the assignments ready by the end of the day. It is the parent's responsibility to pick up the homework at the office.

Make-Up Tests

A student who is only absent on the day a test is given should take that test the day he returns to school. A student checking into school after a testing period is required to take the missed test that day. This applies to all students, even those having after-school activities. It is the students responsibility to make contact with



the teacher of the missed test. The minimum penalty for a student not following this procedure will be a 10% reduction per day until the test is made up. If a student is absent any other day(s) than those mentioned, the teacher will assign the first make-up date that would be appropriate. **A student who for any reason needs to change his testing day must make that appeal to his teacher before school the day of the test.**

Total Absences Allowed

When a student accumulates twenty (20) total absences per semester in a class, excused or unexcused, they will not be granted credit for the course for the semester. (School-related and approved absences, class, and athletic, etc. do not count towards the twenty). In the case of extended illness, exceptions may be granted through written appeal to the Area-Level Headmaster. Even though a student loses credit due to excessive absences, they must continue to attend class while they are at school until the semester is over.

Automobiles

Students who drive are to park their cars in the designated student parking lot. Off-campus parking is not permitted. Students who drive should leave their cars immediately after arrival (including school events) and should not return to them without office approval until the close of the day. Volume of car stereo must be low enough so as not to disturb others. CHA reserves the right to suspend the driving privilege of any student who violates speed limits, drives in a careless or reckless manner, or consistently parks in unauthorized areas. Each student who drives must complete a "Driving Permit" form that can be obtained from the Secondary Office. CHA cannot be responsible for damage to or theft from a student's automobile. Please report any accident or incident on the CHA grounds immediately to the main office.

Awards

Academic Awards

- **Honor Roll:** To encourage academic excellence, CHA recognizes students who have done well academically by publishing a Headmasters' Honor Roll (for students with a perfect unweighted 4.0 GPA) at the end of the school year.
- **Valedictorian/Salutatorian:** To be considered for these awards students must have attended CHA from the first of the senior year. Requirements are the same as Honors Diploma/NHS. All students who meet the above two requirements and have a 4.0 GPA or above on their weighted GPA calculated using seven semesters of high school will be the Valedictorians. All students with a GPA from 3.975 to 3.9999 on their weighted seventh semester transcripts will be the Salutatorians. Valedictorians and Salutatorians may have only one WP (Withdrawal Passing) and no WF's (Withdrawal Failing) on their transcript. A Valedictorian will be awarded a CHA medal with a large red and blue ribbon. A Salutatorian will receive a medal with a large white ribbon. Students eligible for the valedictorian and salutatorian awards must complete all course work requirements by April 30th of their senior year in order to receive the award. This is in reference to any outside course work, such as an online class. Valedictorians can have no grade lower than an A.



- **Summa Cum Laude – Gold Cord:** Students who have a 4.1 (took a minimum of 5 honor classes) weighted GPA or above for all four years and earned an honors diploma. The student will be awarded a gold cord to wear at graduation.
- **Magna Cum Laude – Silver Cord:** Students who receive between a 3.95 and a 4.09 weighted GPA for all four years and earned an honors diploma. The student will be awarded a silver cord to wear at graduation.
- **Laude – White Cord:** Students who receive between a 3.90 and a 3.94 weighted GPA for all four years and earned an honors diploma. The student will be awarded a white cord to wear at graduation.

Senior Awards

- **Speeches at Graduation (Nehemiah Award):** Students selected to give the graduation speeches will be chosen from the entire senior class. The selection will be based on criteria that they best represent the senior class and the ideals of CHA. The selection will include nomination by the senior class and selection by a faculty committee.
- **Christian Heritage Award:** This award is given to a senior student by Sunnyside Baptist Church based upon the following criteria: 1. Christian character, 2. Spiritual influence, 3. Citizenship, and 4. Faithfulness in local church.
- **Jenni Kufahl Award:** This award is given to a senior who best demonstrates the qualities exemplified by Jenni as listed on her biographical sketch.

Chapel

Chapel services at CHA are scheduled on a regular basis to provide an opportunity for our students and faculty to join together in worship. The services are intended to be of a formal nature rather than a type of “pep rally.”

Normal worship activities include preaching, teaching, testimonies, skits, and singing. Those who lead in the worship service are to do so in the spirit of *“as unto the Lord.”* This attitude and spirit of worship will help lead all those joined together to *“Exalt the Lord our God, and worship at this holy hill: for the Lord our God is Holy.”* (Psa. 99:9).

Students are encouraged to participate in making chapel a special time of worship by dressing up on chapel day, bringing their Bibles to chapel, walking into chapel reverently in the manner prescribed by the school, and showing courtesy and respect to all chapel leaders through their participation and attentiveness to what is going on in chapel.

Class Rings

The first graduating class of Christian Heritage Academy, the Class of 1977, designed the class ring. They were given that responsibility, knowing that all future rings would bear the same inscription and engravings. Much thought and planning were given to this endeavor. The ring has become the main physical, identifiable link



among alumni of Christian Heritage in the traditional symbol of our oneness.

The administration recognizes the current trend in class ring marketing and has decided that the school should not follow this trend. Most schools allow their students to order any type of ring and call it a “class ring.” It is the feeling of school officials that a class ring should be just that; something that is similar and signifies a unity in purpose and spirit within the class and school.

Because of these reasons, the company that manufactures the CHA class ring has agreed to allow a limited number of options. These options will allow you to personalize your ring but still keep the unity of design that is desired. The CHA class ring is intended to be a symbol of the student’s years at Christian Heritage Academy and a reminder of what the school’s name implies -- a great heritage as an American Christian and as a graduate of CHA.

Counseling

The counseling program at Christian Heritage recognizes that the parents should be the primary counselors in the lives of their children. CHA will then work closely and in cooperation with parents in several areas of guidance. The program will seek to develop consultation between teachers, administrators, and parents in the following areas: (1) academic counseling—including problems in scheduling, determining proper levels of performance, identifying and treating learning problems, and promotion concerns; (2) general counseling to help meet spiritual, behavioral, emotional, and social needs of the student; (3) career counseling; (4) college preparatory counseling. Career counseling will involve listening to the interests of the students and helping provide information to assist them in finding answers to their questions. College counseling will involve helping students with course selection to meet college requirements, providing information about college entrance testing (Aspire Testing in 8th and 10th, PSAT, ACT, SAT), and helping with the college application process. Questions regarding any guidance should be directed to the Secondary Counselor or Headmaster.

Course Schedules

Each spring, all students who have completed reenrollment and paid reenrollment fees (with the help of teachers, administrators, and parents) plan their schedules for the coming year. Schedule changes after this time are subject to class availability.

Adding/Dropping Class

Students who enroll in a class after it has started will be assigned work to “catch them up” to the class.

Students may drop a course up to (2) weeks after the course begins if agreed upon by parent, teacher, and school Administrator and with proper documentation. If a course is dropped in the 3rd-5th weeks a WP (withdraw pass) or a WF (withdraw fail) will be recorded on the transcript. If a course is dropped after the 5th week, the grade (at that time) will be recorded on the student’s transcript and figured into their GPA without receiving a credit. A course withdrawal form must be completed before a change is permitted.

Student athletes who drop any class for any reason after three (3) weeks will be ineligible for three (3) weeks starting the day the course is dropped.



Concurrent Enrollment

Students interested in concurrent enrollment should check with the Academic Counselor before making any decisions. Students may miss the first two hours or the last two hours of a day to take a college class at a college. This is provided the student is taking five credit classes at CHA and the college course does not interfere with CHA activities.

Cursive Writing

Students will be required to use cursive writing in formal writing and other situations deemed necessary by the classroom teacher. If the student has a diagnosed problem in this area, it should be reported to the Secondary Headmaster. Consideration will be given to those students who have not learned to write in cursive in the lower grades.

Diplomas

A diploma will be awarded to any senior who successfully completes all of the graduation requirements. Any student who lacks required credits for graduation must complete them by May 1st of his senior year. A student who lacks more than one required credit (semester) will not be permitted to participate in the graduation exercise ("walk"). These required credits must be completed by September 1st of the same year to receive a CHA diploma. If the credits are not completed by this date, the student will not be able to receive a diploma at a later date. Any student who fails one or more required classes the second semester of his senior year, when added to any failed credits which were not completed by May 1st and amounting to more than one semester's credit, will not be allowed to "walk". Credits cannot be made up after May 1st to make a student eligible to "walk". Credits failed the 2nd semester of the senior year must also be completed by September 1st for the student to be awarded a CHA diploma. A student will not be allowed to make up credits after September 1st, and he will never be eligible to receive a CHA diploma. CHA does not permit students to graduate early. Diplomas will not be issued if any financial accounts are past due.

Diploma Requirements

	Regular Diploma Units	College Prep Diploma Units	Honors Diploma Units
English	4(4)	4(4)	4(4)
History[1]	2.5(2.5)	2.5(2.5)	2.5(2.5)
Bible	4	4	4
Science[2]	2(2)	3(3)	4(4)[6]
Math[3]	2(2)	3(3)	4(4)
Philosophy	1	1	1
Government	0.5(0.5)	0.5(0.5)	0.5(0.5)



Economics	0.5(0.5)	0.5(0.5)	0.5(0.5)
Restrictive Electives[4][5]	2(2)		
Foreign Language			2(2)
Computer I	1(1)	1(1)	1(1)
Fine Arts (music, art, drama, speech)	1	1	1
Electives	3.5	4.5	2.5
TOTAL	24.0(15.5)	25.0(17.5)	27.0(19.5)

(3.5 GPA) (non-weighted)

The () bracketed numbers are those units that would go towards satisfying the core requirements to attend an Oklahoma public college, 15 units are required.

[1] History - including: ½ units of Rudiments, 1 unit World History, 1 unit American History.

[2] Science - including laboratory courses of: General Physical Science, Biology.

[3] Math - Regular: Algebra I, another math.

- College Prep.: Algebra I, Algebra II, Geometry.

- Honors: Algebra I, Algebra II, Geometry, Pre-Calculus or Calculus.

[4] Regular Diploma Restricted Electives – Six (6) courses must be taken from the following. Algebra 1 must be taken. The remaining five (5) must be from math/science or foreign language classes. Two (2) electives must either be in a foreign language or from a combination of Human Anatomy and Physiology, Physics, Chemistry, or upper-level math courses beyond Algebra I and either Geometry or Algebra II. (Upper-level math courses include Geometry, Algebra II, Pre-Calculus, Algebra III, Calculus.)

[5] College Prep Diploma Restricted Electives - Two electives must be in a foreign language or from a 4th math and 4th science or extra English and History classes above those already required.

[6] An additional honors course can be substituted for the 4th year of science.

A notation will be placed on the diploma and on the graduation program as to what diploma was earned.

A keyboarding class or its equivalent may be required of all students who did not have these classes in Junior High or who cannot prove proficiency.

CHA students who skip 9th grade Physical Science and take Biology in the 9th grade must take the prescribed number of sciences in grades 9-12 to meet the requirements of the various diploma types. One of the (3) required for “college prep” or one of the (4) required for “Honors” must be either Chemistry or Physics. An honors course can still be substituted for the 4th year of science, however, one of the previous three taken must be Chemistry or Physics.

National Honor Society Requirements — The requirements are the same as for a CHA Honors Diploma.

Student athletes interested in pursuing college athletics at NCAA division I or II programs need to pay special attention to those requirements. www.ncaa.org



UNIT

A unit consists of 2 semesters' work and is equivalent to two (2) credits. A Carnegie Unit is given for the successful completion of a course that meets the equivalent of 120 clock hours within a school year. (2017-2019 standards for Accreditation of Oklahoma Schools; page 42)

Regulations

- A. A transfer student will be responsible for all required courses at his present and future grade levels. He will not be responsible for required courses in lower grade levels, if they cannot be scheduled due to course conflict, except those which are state minimal requirements.
- B. No after school athletic credits will count towards the minimum number needed for each diploma type, however, they are averaged in the GPA.
- C. Students entering CHA after the eighth-grade year and who have already taken a required course for the grade level they are entering will be expected to repeat the course if graduation requirements can be met. This would not include math or science courses. Courses the Policy would include:
 - 9th grade — English I, Bible, Rudiments
 - 10th grade — English II, Bible, Universal History
 - 11th grade — English III, Bible, Government/Economics, American History I
 - 12th grade — English IV, Sr. Seminar, Philosophy
- D. Grades for repeated classes will be put on the report cards and transcripts but will not count as a credit. Grades will also be used in GPA consideration for the report card but not the transcript. Grades will be used in figuring honor rolls, eligibility, etc. Decision on if a class is or is not counted is made by administration.
- E. Students must pass an English Proficiency Exam given by CHA or successfully pass an English Proficiency class in order to graduate from CHA, if such a class is offered. Students who need special tutoring or a special class will be charged a fee. International students can substitute a set score on the TOEFL (61) or IELTS (6).
- F. All students must take classes that total at least five units, not including athletics.
- G. Seniors must participate in the American Christian Heritage Tour (senior trip).
- H. Students must pass a Bible Proficiency Exam to graduate.
- I. Honor Classes—Various courses will be designated as “Honors”. Each honors course will add an extra 0.01 to your overall GPA. To get the 0.01 you must take the CLEP exam if it is required (psychology).
- J. All outside reading for honors credit in specified courses must purchase a hard copy of the book. All annotations, underling, or highlighting in the book are required as a part of the grade. Students are required to turn in the books as a part of their grades.
- K. Students enrolling in honors American History and/or Christian Worldview must do so within the first two weeks of the course.
- L. The courses listed in C must be taken at CHA with CHA instructors and receive a passing grade.





Secondary Dress Code

CHA is committed to training American Christian leaders for every sphere of society. Within the employment sector, there are standards of dress. CHA's dress code is a tool, which prepares students to be leaders in the workforce by teaching them to adhere to a standard as they practice Christian self-government. This policy is not intended to measure spirituality, but to foster a positive learning environment.

Dress Code Definitions for all Students

1. **Regular School Day Dress:** To be worn on Mondays and Thursdays. Boys may wear jeans and girls may wear pants.
2. **Leadership Dress Day:** To be worn on Tuesdays and Wednesdays. Boys will wear khakis/chinos and a collared shirt on both days. Girls have the option of wearing dress trousers or skirt with an appropriate shirt or a dress on Tuesdays and dresses only on Wednesdays.
3. **Executive Dress Days:** Ladies will wear dresses and Men will wear khakis/chinos and a collared shirt with a tie.
4. **CHA Shirt Day:** May be worn on Fridays or last day of the school week. Jeans and CHA shirts may be worn. Students may wear a "regular school day" shirt OR a CHA shirt.
5. **Activity Dress:** The dress code for all extracurricular school activities—including weekend and holiday events
6. **Athletic School Day Dress:** The dress code for athletes during the school day
7. **Athletic Event Dress:** The dress code for students at after-school athletic events
8. **Cross Country Dress:** The dress code for students at Saturday races
9. **Dress Code Reminders:** Notification will be sent through the Remind app. Students and parents may sign up for notifications by entering the number 81010 and texting the message @chadc2.

Secondary Boys

General

- Clothing should have no writing or advertisement (other than a small logo), except for clothing that is purchased through CHA.
- No tattoos should be visible.
- Young men may have no pierced jewelry on any part of the body.
- Jewelry which draws undue attention should not be worn.
- No hats are to be worn in buildings.
- No actual national flags may be worn as any part of a costume including as a covering or a cape.



Hair

- Hair should be neat and clean.
- Hair should be cut above the shirt collar, the eyebrows, and the ears (not just combed off the eyebrows and ears).
- Hair should not be completely or partially shaved nor shorter than 1/8 inch (a #1 guard), but should be conservative and traditional. A short cut on the sides must be blended. No patterns can be shaved into the hair. Questions concerning this should be asked before receiving a haircut.
- Hair color should not be changed in any way.
- Faces should be cleanly shaven.

Pants

- Dress slacks/ traditional uniform-style cotton pants (non-stretch material, inset pockets with no brads).
- Pant colors are limited to solid shades of brown, black, blue, and olive.
- Low-cut, tight, “skinny”, cargo, carpenter, or baggy jeans/pants may not be worn.
- Jeans/pants should not have holes, patches, pocket design, nor be faded, well-worn, or frayed.
- Belts must be worn on all clothing with belt loops, if visible.
- Overalls are not to be worn.
- Pant length must be no higher than the top of the ankle.
- No elastic-bottom pants.

Shirts

- Shirts must have fold-over collars.
- Shirts must be tucked in (shirt must be long enough to remain tucked in when arms are extended).
- Thermal or thermal-looking shirts may not be worn.
- Sweatshirts may not be worn.
- Long-sleeved shirts must be buttoned at the cuff or rolled no higher than the elbow.
- The top button on a dress shirt or the top two buttons on a pullover shirt may be left unbuttoned.
- Sweaters not tucked in must hang no lower than just below the belt.
- 1/4 - zip shirts may be worn untucked and must hang no lower than just below the belt. They may not be worn on Leadership Dress Days.
- Solid, striped, plaid, or patterned shirts may be worn. Shirts may have a simple picture. No cartoon images (Mickey Mouse, TV characters, superheroes, etc) or movie references (Star Wars, Disney, etc) may be worn. Shirts may not have large logo names across the front.
- Shirts with hoods may not be worn.
- Shirts made of sweatshirt material may not be worn.

Outer Clothing

- Pullover hoodies may not be worn at school. CHA hoodies may be worn on CHA shirt days.
- Full-zippered hoodies and jackets may be worn any day as long as the underlying shirt meets the assigned dress code for the day.
- 1/4 -or 1/2 - zip jackets may be worn but the required day's shirt must be worn underneath the jacket.
- Unbuttoned shirts may not be worn as a jacket.



Shoes and Socks

- Socks must be worn at all times.
- Dress shoes and informal loafers must be worn on Leadership Dress Days.
- Athletic shoes may be worn on Monday, Thursday, and Friday.
- Work boots, combat boots, hiking boots, sandals, and house shoes or any shoe with those appearances should not be worn.
- Shoes that require laces must have laces in place and tied.
- Traditional croc-style shoes with the domed-holed toe may not be worn to school.

CHA Shirt Day

- CHA Shirt—Any shirt, sweatshirt, or hoodie produced by CHA is considered a CHA shirt. OSSAA shirts, National Cheer shirts, etc. are not CHA shirts and may not be worn.
- Dress code jeans may be worn.
- CHA shirts may be worn untucked.
- Athletic shoes may be worn.

Activity Dress/After-School Athletic Event Dress

- CHA sweatshirts and CHA t-shirts may be worn. PE shirts may not be worn.
- CHA shirts may be worn untucked on CHA shirt days.
- Cargo pants may be worn.
- On work project days, overalls may be worn.
- Any time shorts (other than sport uniform shorts) are approved by administration (i.e. class retreats, athletic practices, gym class) to be worn, they must rest on the hip, not extend above the finger tips on the side, slit and back.

After-School Dress

- Students are to remain in regular school dress until off the school grounds.
- Students with last hour athletic classes or going to an athletic practice may be in their uniforms.
- Athletes leaving practice to attend a match or game must change into activity dress.
- Shorts, following the dress code, may be worn in the building after 4pm.

Athletic School Day Dress

- Members of a sport team may wear their designated player-pack outfit on Fridays during that sport's season. The sport season begins the Friday of the first game week and ends the Friday of the last game week.

Cross Country Saturday Dress

- Shorts, which are finger-tip length to the top of the side slit, may be worn to Saturday cross country games.



Secondary Girls

General

- Clothing should have no writing or advertisement (other than a small logo), except for clothing that is purchased through CHA.
- No tattoos should be visible.
- Girls may wear pierced jewelry only in the ear lobe. Gauges are not to be worn.
- Jewelry which draws undue attention should not be worn.
- No hats are to be worn in buildings.
- Undergarments must not be seen through clothing or outside of clothing.
- No actual national flags may be worn as any part of a costume including as a covering or a cape.

Hair

- Hair must be neat, clean, conservative, and traditional. Questions about this should be asked prior to making a questionable change in hairstyle.
- Any changes in hair color should be to a *natural* color.

Dresses and Skirts

- Dress and skirt lengths are to be at or below the kneecap.
- Slits in dresses and skirts should be no more than 2 ½ inches in length (approximately the width of a lady's hand).
- Leggings to the ankle or tights are permitted and can be worn under dresses or skirts that meet the above length. Legging/tight colors are limited to solid shades of black, white and brown.

Pants

- Uniform pants may be worn for Regular School Day Dress, CHA Shirt Days, and Activity Dress Days.
- Uniform pants must be traditional style cotton pants (non-stretch material, inset pockets with no brads).
- Dress trousers may be worn on Mondays, Tuesdays, Thursdays and Fridays. Dress trousers are defined as having a straight leg which is wider than a traditional uniform pant and a non-tapered ankle. Dress trousers may have a small "pin stripe."
- Pant/dress pant trousers colors are limited to solid shades of brown, black, blue and olive.
- Pants/dress pant trousers should be loose-fitting. No undergarment lines should be showing.
- Pants/dress pant trousers should not have holes, patches, nor be faded, well-worn, or frayed.
- Pant/dress pant trousers length must be no higher than the top of the ankle.
- Belts must be worn on all clothing with belt loops, when shirts are tucked in.
- Jumpsuits with traditional pantlegs are limited to solid shades of brown, black, blue and olive.
- Overalls may not be worn.
- No elastic-bottom pants.
- Jeans may be worn on CHA Shirt Days.
- Jeans/pants should not have holes, patches, pocket design, nor be faded, well-worn, or frayed.
- Jeans may be black or medium/dark blue.
- Leather pants, corduroy, sweat pant-style pants, athletic pants, stretch pant-style pants, and pajama-style pants may not be worn.



Shirts

- No sleeveless tops
- No oversized shirts
- Tops must be modest, neat, and loose fitting, and may be worn untucked (except flannel and Oxford style shirts) with no midriff showing when arms are extended overhead.
- Necklines must be modest (no cleavage should be showing). At minimum, tops should be no lower than the width of the palm of the hand from the collarbone.
- Tops that are sheer, have low backs (below mid-shoulder blades), or have cutouts may not be worn, unless a top, meeting dress code guidelines, is worn underneath.
- Thermal or thermal-like shirts should not be worn.
- Sweatshirts may not be worn.
- Solid, striped, plaid, or patterned shirts may be worn. Shirts may have a simple picture (i.e. flowers, butterflies, hearts, etc). No cartoon images (Minnie Mouse, princesses, TV characters, superheroes, etc) or movie references (Star Wars, Disney, etc) may be worn. Shirts may not have large logo names across the front.
- Shirts with hoods may not be worn.
- 1/4 - zip shirts may be worn untucked and must hang no lower than just below the belt. A shirt must be worn underneath. They may not be worn on Leadership Dress Days.
- Shirts made of sweatshirt material may not be worn.
- If a blouse is made of t-shirt material, it may be worn if the following criteria are met:
 - A. The cut of the material gives it the appearance of a blouse rather than a casual t-shirt.
 - B. A shirt cannot have writing on it.

Undergarments

- Undergarments must be worn. These should include a camisole for light-weight blouses.
- Slips are needed in all circumstances where the skirt or dress is not made of heavy material.
- No undergarments may be seen including sports bra straps.

Outer Clothing

- Pullover hoodies may not be worn at school. CHA hoodies may be worn on CHA shirt days.
- Full-zippered hoodies and jackets may be worn any day.
- Oversized unbuttoned shirts may not be worn as a jacket.

Shoes

- Rubber or plastic flip-flops may not be worn.
- Athletic shoes, casual tennis shoes such as Keds or Vans, and Chacos or similar style sandals may only be worn Mondays, Thursdays, and Fridays.
- Work boots, combat boots, hiking boots, furry shoes, and house shoes or any shoe with those appearances should not be worn.
- Traditional croc-style shoes with the domed-holed toe may not be worn to school.
- Wide rubber-banded shoes may not be worn on Leadership Dress days.
- Socks may not be worn with sandals on Leadership Dress Days.



CHA Shirt Day

- CHA Shirt – Any shirt, sweatshirt, or hoodie produced by CHA is considered a CHA shirt. OSSAA shirts, National Cheer shirts, etc. are not CHA shirts.
- Dress code pants may be worn.

Activity Dress (i.e. field trips where appropriate)

- Shirts must meet the regular dress code.
- CHA sweatshirts and CHA t-shirts may be worn. PE shirts may not be worn.
- Cargo pants may be worn.
- Jeans (pants with brads), corduroy pants cut like jeans, leather pants, sweat pant-style pants, athletic pants, stretch pant-style pants, and pajama-style pants may not be worn.
- Pants should be loose-fitting. No undergarment lines should be showing.
- On work project days, overalls may be worn.
- Any time shorts (other than sport uniform shorts) are approved by administration (i.e. class retreats, athletic practices, gym class) to be worn, they must rest on the hip, not extend above the finger tips on the side, slit and back.

After-School Athletic Event Dress

- Activity dress guidelines apply with the following addition: Jeans may be worn.

After-School Dress

- Students are to remain in regular school dress until off the school grounds.
- Students with last hour athletic classes or going to an athletic practice may be in their uniforms.
- Athletes leaving practice to attend a match or game must change into activity dress.
- Shorts, following the dress code, may be worn in the building after 4pm.

Athletic School Day Dress

- Members of a sport team may wear their designated player-pack outfit on Fridays during that sport's season. The sport season begins the Friday of the first game week and ends the Friday of the last game week.

Cross Country Saturday Dress

- Shorts, which are fingertip length to the top of the side slit, may be worn to Saturday cross-country games.

Gifts & Surprises

The school discourages the delivery of flowers, balloons, or other gifts for students during the school day. However, if gifts are delivered, they will be held for pickup in the school office until the end of the school day.



Grade Point Average (GPA)

Each Student's grade point average (GPA) is computed each semester, and a cumulative GPA is recorded on the transcript. Class rankings are based on the cumulative GPA. Students who have the same GPA (to the thousandth place) will have the same class rank. Example: If four students have 4.000 averages, and this was the top GPA, they would all be ranked one, the next person would be ranked five. A weighted GPA will be used to determine class rank.

Grading

In addition to our grading scale (A-F), these notations are used: "W" — Withdrawal from the course. "I" — Incomplete. Given when requirements are lacking. Unless this is made up in a reasonable time, the grade automatically changes to "F".

Extra Credit

Extra Credit will not be used to make up points for missed assignments and homework, loss of points for unexcused absences, poor test performance, etc. Teachers will use extra credit work sparingly and wisely. It will be used only to encourage students to go beyond what is normally required to expand their experience with the subject matter. Grades cannot be reconsidered after the grade is officially recorded on the semester transcript.

Homework and Tests

No homework will be due on Thursdays. No major assignments will be due on Mondays. Tests can be scheduled for a Thursday.

Late Homework Policy

When a student fails to turn in homework, the teacher will document the late assignment in FACTS SIS. This documentation will be automatically sent to the parent and will be the *only* notification of the late work. Teachers have the freedom to decide upon grade reductions; however, the reductions will normally follow the pattern shown below:

1 day late	=	25% point reduction
2 days late	=	50% point reduction
3 days late	=	0 grade given

The Teacher will put an "I" in the grade book as soon as he can when a paper is late and will then change it to the grade received or a "2" -- which indicates the late paper was given a zero (0) but was later turned in to the teacher. FACTS SIS averages an "I" as if it is a zero, so overall grade may appear lower than it will ultimately become.



Zero Day Policy

Turning in homework on time is a very important part of a student's academic and character development. A paper that is given a grade of zero (0) [see above] can be changed to a two percent grade (2%) only until Zero Day. These dates are shown on the secondary activities calendar. After these dates, a paper **cannot** be turned in and will remain a zero (0).

A student who receives more than two (2) zeros per semester cannot receive **credit** for that semester of the course. This would be true even if the zeros (0s) did not cause the student to have a failing grade. Administrators will notify students and parents at least once each semester if the student has any zero (0) grades that could cause him to fail. A student may receive a zero on regular homework but **not** on larger assignments, projects, tests, quizzes, and notebooks. All of these **must** be completed and are not included in this policy.

Zero Failure—Make-Up Policy

To make up a class failed because of the zero policy, the amount of make-up work needed to get credit for the semester will be determined by the school. It will be at least 40% of the semesters work and could be 100% depending on the student's grade in the class and the amount of zeros received. Students will be charged for the computer based course used to make up the credit. The student will not be allowed to enroll in the next level course until the work is completed satisfactorily.

Graduation and Baccalaureate

Both of these events and their practices are required for graduation and/or receiving a CHA diploma.

Lockers

Each student will be issued a locker and lock at the beginning of the school year. The locker should be kept neatly arranged, free of trash, locked, and be treated properly. Locker doors should be closed at all times. The lockers shall be recognized as the property of CHA—**not** the private property of the student and may be checked at any time by school personnel. There will be periodic locker checks. Lockers will be inspected at the beginning and end of each school year. The student will be charged for damage to his locker or extra cleaning that is needed. No contact paper or adhesive-backed pictures are allowed on the inside or outside of the lockers.

Lunch

1. School lunches are to be ordered online through Facts Family Online using a prepaid account. The menu is available beginning Sunday for the following week and the entire week may be ordered at that point. A selection must be made by 8:30 am the day the lunch is needed. Chips, drinks, and other snack items are available for cash purchase during lunch.
2. A student who leaves messes at his table, is continually late to lunch, throws food or ice, is excessively noisy, etc., will be assigned to eat at a table by himself, or another penalty will be



- assigned. A student should not “save” places in line or take “cuts” in line.
3. Food and drinks are not to be taken from the cafeteria. Unopened food may be returned to lockers.
 4. Visitors in the Lunch Room
 - A. Parents, adult relatives, pastors, and youth directors are always welcome.
 - B. Students from other schools cannot attend lunch unless there is prior permission from the administration.
 - C. Students who are interested in attending Christian Heritage Academy may visit the school and lunchroom with permission from the administration. Modest attire should be worn. These visitors should stay a maximum of ½ day, and the visit should be prearranged.
 5. Students may not order food to be delivered to the school for lunch.

Lunch Time Check-Out Policies

1. All secondary students must go to the cafeteria during the lunch period.
2. Students are required to remain on campus for lunch. Seniors have off-campus lunch privilege one day each week and are allowed to walk or drive to a local restaurant.
3. A student may be checked out to go to lunch with his own parent.
4. A student with prior written permission from his parent may be checked-out for lunch and go with an adult relative, another student’s parent, a sibling, or a CHA graduate.
5. A student may not be checked out to go get lunch off-campus. The cafeteria has several a la carte items.
6. Any student who returns late from lunch *will* receive a tardy.

Notebooks

The notebook is a valuable tool of reasoning and academic discipline that helps produce Christian scholarship in CHA students. As students are required to develop notebooks for their academic subjects, opportunity is given for the development of their powers of reasoning, response, and memory. The student grows in his responsibility for his own learning, building numerous strong qualities of character. The notebook becomes a resource for future learning, while providing evidence of lasting scholarship.

The notebook methodology supports CHA’s definition of education.

- The notebook methodology supports CHA’s Mission Statement
- The notebook methodology supports CHA’s Core Values
- The notebook methodology supports CHA’s Philosophy of Education
- The notebook methodology supports CHA’s Methodology of Education

Because of the above statements, CHA requires that students must have a **passing notebook** to receive a credit for each academic class in which a notebook is required. Notebooks are graded at least at the end of each mid-term and the end of each semester. Students who do not receive a passing grade on the notebook will be required to re-submit the notebook to be re-graded within one week. The notebook will be re-graded



and must meet the standards, set by the teacher, to receive a passing grade. Depending on individual teacher policy, the original notebook grade may or may not be changed. A re-graded notebook cannot receive a grade higher than the minimum passing grade; however, for the student to receive a credit for the course a passing grade must be obtained for the notebook. Students who do not receive a passing grade on their notebook after its second grading will be sent to speak to an administrator. A detention will be assigned and the student will be told to resubmit the notebook to the teacher, before school, two school days after the administrator speaks to the student. This process will be repeated until the notebook meets the standard set by the individual teacher. Students who continue to not have a notebook that meets the standard, set by the teacher, may be subject to further disciplinary procedures and /or failure of the course for the semester. Senior core classes (Bible, English, and Philosophy) may have their notebooks graded once a semester at the discretion of the teacher.

Online/Homeschool Classes

Classes other than those offered at school by CHA faculty must be approved by the administration. Courses must have an appropriate level of course content and rigor. Course content and completion will need to be documented by the parent. These classes must be paid for by the parent and do not change the cost of tuition. Classes that cannot be taken another way are all core Bible, English, History, Government, Economics, and Philosophy classes.

Online/Home School Class Completion Dates:

1. Classes that are pre-requisite to another course must be completed/passed before the student can enroll in the next level course.
2. Classes that are needed for graduation credit must be completed by May 1st in order for the student to “walk”.
3. Other classes have one calendar year to complete. If not completed, the student must repay the cost of the course in order to finish it or lose the credits not completed.

Parent-Teacher Conferences

Each semester Christian Heritage Academy sets aside a parent-teacher conference day for conferences initiated by the parent or the teacher. The dates of these conference days are given in the school calendar.

In addition, administrators and teachers are available for conferences at other times by appointment through the school office.

CHA also sponsors parent meetings in which the school's philosophy, curriculum, and methodology are explained. The dates of these meetings are posted on Facts Family Online and put on the school calendar.



Promotion Policy

At the end of the year, students in grades 7—8 will be reviewed and decisions will be made using the following guidelines:

- A student with only one-semester F may be promoted or may be asked to do special summer work in order to be promoted
- a student with two semester F's will be asked to do some summer work in order to be promoted;
- and a student with three semester F's will be counseled with concerning retention or alternative school options.

Students in grades 9-12 are reviewed at the end of each semester. At the end of any semester, a student who has demonstrated continuing academic or behavioral problems may be asked to:

- drop to the grade below
- retake certain classes for credit during the school year
- retake failed classes in the summer
- consider an alternative school

Report Cards/Progress Reports

The purpose of the progress report is to keep students and parents aware of academic achievement on an on-going basis throughout the year. Progress reports are e-mailed home at least three times each nine weeks and will have all grades recorded for each class listed on the student's schedule. Progress report days are listed on the school calendar.

A report card indicating the mid-term and semester grades will be e-mailed home at the end of each quarter. (This report card will also report on various aspects of student character.) The last report card of the year will be mailed to the parent. Report cards or other school records will not be issued when any tuition or fees are owed to the school. The work for which an incomplete (I) is given on the report card will automatically change to an "0" at the end of three weeks or when the teacher directs and the grade in the class will then be figured. It is the responsibility of the student to make arrangements on all incompletes.

School Property

CHA students take pride in the care of school property, realizing that the appearance of the building and campus is a credit or discredit to themselves and to the Lord. Any student found to have intentionally, knowingly, or recklessly damaged or destroyed school property shall be required to compensate the school for the full extent of the damage and shall be subject to disciplinary measures.

Hours and Access

1. Students should not be in the building before 7:30 a.m. Students may wait on the 1st or 2nd floor or



go directly to the cafeteria; until 8:00 a.m.

2. Students should only use the doors by the main school office to enter and exit the building.
3. Students should only park in the lot on Del Road.
4. Auditorium — the auditorium is not to be used by students without a teacher present.
5. Students should be out of the main building by 3:50.
6. Students may wait outside or in one of 2 lobbies (main building or west gym lobby) for their rides.
7. Student may leave campus after 3:15 (with their parents approval) however, while on campus after 3:50, they should be in one of two lobbies (main building or west gym lobby) or just outside.
8. Elementary building — Secondary students should not go into the elementary section of the building without permission.
9. Closed Campus — Students are to check out at the school office before leaving the campus at any time or for any reason during the school day.

Scope and Sequence Course Request Guidelines

CHA has an established PK-12 scope and sequence. The high school course catalog outlines the following high school core subject scope and sequence:

Bible:

9th Hermeneutics and Church History
10th Systematic Theology
11th Christian Worldview
12th Apologetics and Christian Living

English:

9th English
10th English
11th English
12th English [English Composition 1/English Composition 2 - Dual Credit]

***Science:**

9th Physical Science
10th Biology
11th Chemistry [Dual Credit for Juniors and Seniors Spring Semester]
12th Physics [Dual Credit for Seniors Spring Semester]
11th or 12th Anatomy

History:

9th Rudiments
10th Universal History
11th American History [Dual Credit for Juniors Spring Semester]
11th American Government
11th Economics
12th Modern American History [Dual Credit for Seniors Spring Semester]



***Math:**

8th Algebra 1

9th Geometry

10th Algebra 2

11th Pre-Calculus [College Algebra/College Trigonometry - Dual Credit]

12th Calculus [Dual Credit for Seniors Spring Semester]

Occasionally there are students who enter CHA outside of the sequence. In those cases, the Secondary Headmaster will approve course selection. If the student's pacing will require additional math courses due to prior school credits, the Secondary Headmaster will consult with the Associate Headmaster and instructor to determine feasibility and a plan. The Secondary Headmaster and Associate Headmaster will communicate the proposed plan to the family. The final plan will be communicated to the Academic Counselor.

If a current CHA student deviates from the established scope and sequence of core courses* by either desiring to double up or taking a summer or concurrent course, the following steps will be followed:

1. The Academic Counselor should be notified prior to enrollment in concurrent coursework.
2. Any concurrent coursework must satisfy the prerequisites for the next course "in sequence" offered at CHA and may be required to obtain approval from OKWU if it is a dual credit course.
3. If a student chooses to accelerate the pacing of CHA's scope and sequence while at CHA, there will be no further accommodations for additional core course options in the junior and senior years.

Senior Trip

The Senior American Christian Heritage Tour to the Boston-Plymouth area has been taken by every senior class at CHA beginning in 1977. Students participate in many fun activities and also receive a first-hand experience of the great heritage they have as American Christians. The senior trip has become a wonderful tradition and is viewed by all alumni as the highlight and capstone to their years at CHA. The nine-day trip is taken in May and is a **required** event. Some of the funds for the trip can be raised by taking part in school and class-sponsored events.

The senior trip is a graduation requirement. All monies in individual accounts will be held in class accounts until the time of the senior trip. When a student leaves CHA, any individual funds (monies or class splits) of a student revert to the class fund.

Students in grades 7-12 establish personal accounts in the financial office in which funds are accumulated for their Senior Trip expenses.

- A. Each student receives a percentage of his sales in the school-wide fundraisers. These funds go into his individual account at the end of the classes Junior and Senior year.
- B. Should a student leave CHA before graduation, his individual account is transferred into the class account of that grade. These funds cannot be withdrawn and taken by the student, nor can they be transferred to another student. However, if the leaving student has a sibling at CHA, their individual account monies can be transferred to them.



Student Aides

Students may choose to be an office or teacher aide for one of their classes. This will be noted on the transcript but neither a letter grade nor a credit will be given. Aides must have at least a 2.0 GPA with no F's or they will be placed in a study hall. Grades are checked at each mid-term and semester.

Summer School

Christian Heritage Academy offers a unique curriculum. Each of the subjects is an integral part of the school's course of study, which is designed to encourage the development of true Christian scholarship. The subjects are academically demanding and are taught from a Biblical perspective. Therefore, a student will generally be granted permission to attend summer school, evening school, or take courses by correspondence outside of CHA to receive credit at CHA towards graduation or to make up failed credits. Any courses taken without prior school approval will not be recorded on the student's transcript. There is a select group of courses that must be taken at CHA with CHA instructors (see diploma regulations).

CHA does provide a means to make-up failed credits as part of its summer school curriculum. Students needing to make-up credit due to failure or other deficiencies should first try to do so through the CHA summer program. If a student does not pass a course during the school year, the failure will remain on the transcript. The summer school grade will also be placed on the transcript and noted as such. Both of these grades will be used in figuring the GPA. Students failing semester classes (grades 9-12), students who are athletically ineligible (grades 7-11), and other students who may need summer schoolwork will be contacted after fourth-quarter grades have been established. The student will pay for summer school course costs. Summer school is not offered to students who will not be attending CHA the next year.

Testing

Standardized Testing

Each year the students in grades 7-10 will be given a standardized achievement test. Results of these tests will be mailed directly to the parents.

7th Grade

Students take the IOWA standardized achievement test.

8th Grade

Students take the ACT Explore test.

Students take the IOWA standardized achievement test.

9th Grade

Students take a standard achievement test and may be able to take the PSAT.

Students take the IOWA standardized achievement test.



10th Grade

Pre-ACT

Students may request to take the PSAT although it is an 11th grade test.
Students take the IOWA standardized achievement test.

11th Grade

All students may take the PSAT, ASVAB, ACT, and SAT. Testing dates are recorded on the school calendar.

12th Grade

All students may take the ASVAB, ACT, and SAT. Testing dates are recorded on the school calendar.

ACT

American College Testing

This test or the SAT is required for entrance into most, if not all, colleges and universities. The test is not given at CHA, but the school will provide registration packets, preparation booklets, information on preparatory classes and (most years) will offer preparatory classes at school before the April test date. The test is best taken at the end of the junior year but can be taken at any time during a student's high school years. The test may be retaken as many times as desired.

ASVAB

Armed Services Vocational Aptitude Battery

This test measures three academic areas (Academic Ability, Verbal, and Math) and gives four occupational scores (business and clerical, electronics and electrical, mechanical and crafts, health, social and technology). The ASVAB will also give the student practice for taking the college entrance exams. The test is offered without obligation and is administered free of charge by professional test administration at CHA in February of each year.

Bible Proficiency

Students will be administered a Bible Proficiency Exam during their senior year.

English Proficiency

Each student must pass an English Proficiency Exam given by CHA or successfully pass an English Proficiency class in order to graduate from CHA, if such a course is offered. Any senior who has not passed the EP test will be charged a \$5.00 fee for testing and grading of the grammar portion of the test or will be charged a \$10.00 fee for testing and grading of the essay portion of the test. The fee will also include the teacher's returning the test to the student and pointing out any errors. This testing will occur on a regular basis as needed. If the student needs to have tutorial help, that can be requested and the student will be charged \$100.00 for that service. International students may substitute the TOEFEL for the EP test.



Pre-ACT – 10th

This test measures basic academic development in the areas of English, mathematics, reading, and science reasoning. Aspire helps identify career interests and relates these to educational and training requirements. It measures knowledge of effective study skills and gives the student the opportunity to indicate areas of special concern in which he feels he needs assistance. Aspire can also assist the student in preparing for the ACT Assessment or other national college entrance testing programs that are completed by high school juniors and seniors.

PSAT/NMSQT

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test

This test measures mathematical and verbal abilities that are important to college level studies. The test is given to over one million sophomores and juniors in high school each year. The PSAT will give the student practice for taking the college entrance exams (ACT or SAT) and makes the student eligible for scholarship programs conducted by the National Merit Scholarship Corporation. The test is administered at CHA in October of each year and will require a fee of \$10.00 to \$15.00.

SAT

Scholastic Aptitude Test

The SAT is similar in nature to the ACT but is not commonly taken in this part of the country. CHA will have registration materials available at the school.

Transcripts

Transcripts can be requested through the school registrar or secondary office.

Transfer Credits

From Home Schools

1. Supervised Home School (SHS)* – The home schooling was overseen by an outside organization such as Christian Heritage Academy, A Beka, Liberty Academy, etc. This determination will be made by the Secondary Headmaster.
2. Unsupervised Home School (USHS) – The home schooling was done by the parents with no outside supervision.

**Supervision must include something more than just recording the grade given by the parent. It must include the supervision of curriculum and testing.*

Regulations

1. If students come with grades from a SHS, then those grades will be recorded on the transcript and will be treated like any other grades.
2. If students come with grades from an USHS then those grades will be recorded on the transcript.



The parent can choose to have only a pass (p) recorded on the transcript. These grades will not be used to figure class rank, honor rolls, etc. These grades will count as credits passed towards completion of a Christian Heritage Academy high school diploma.

3. Home school credits either SHS or USHS that have been recorded by another school will be put on the transcript as they came from the former school.

From Accredited High Schools

All grades and credits are posted on the transcript which will indicate where the credit was earned.

From Non-Accredited High Schools

Grades and credits are reviewed by the administration, and if approved both are posted on the transcript and indicates place earned.

From Non-Traditional Schools – Correspondence, Computer-based, etc.

1. Grades and credits are reviewed by the administration, and if approved both are posted on the transcript which will indicate where the credit was earned.
2. Students should check with administration before taking these types of courses to make sure they will be accepted.

From Colleges

1. Courses that are to be taken at a college and used to meet requirements on the high school transcript must be approved by the secondary Headmaster. These course grades will be put on the transcript and counted in the GPA.
2. Courses not approved to meet high-school transcript requirements may still be put on the transcript, but the grade will not be figured into the GPA.
3. A three-hour college course will count as a 1.0 or 0.5 high school unit depending on the judgment of the high school counselor.

International Students

International students who come with grades from their respective countries are evaluated and put onto our transcript. These are put into a form that would more closely conform to American standards.

Honors and AP Credit

1. Honors courses taken at another school, whether accredited, non-accredited, or homeschool will not be eligible for additional weighting on a student's GPA.
2. Students will be granted additional weighting for GPA only by taking an AP exam and passing with a minimum score of 4 for each test. It will be the responsibility of the student/family to get AP scores to the Academic Counselor.

Tutoring

Teachers will make every effort to help students when they fall behind or need academic help. Teachers will work with individual students on a compulsory basis or per request from a student or parent either before,



during, or after school. Most teachers are available in the classrooms daily from 3:15 to 4:00 for this type of help. No fee is charged for this service.

The administration does not encourage tutoring by teachers outside of the areas listed above during the school term (even on a paid basis). Summer tutoring by a teacher is acceptable, and fee arrangements should be conducted between the parent(s) and teacher.

If an outside tutor is needed for a student, the administration will attempt to develop a list of tutors to assist the parents.

