

# Cedar Heights Christian Academy



## Student Handbook 2017-2018

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## **About Cedar Heights Christian Academy**

Cedar Heights Christian Academy is a ministry of Cedar Heights Baptist Church. Having a Christian school in our community has been a dream of many of the members of the church. The education of children is one of the most important responsibilities of parents. *“Train up a child in the way he should go: and when he is old, he will not depart from it.”* Proverbs 22:6 While the ultimate responsibility of a child’s education lies with the parent, Cedar Heights Christian Academy is committed to ministering to families by assisting the parents in the education of their children. A private school is an extension of the home in training young people. The school staff work closely with the parents to train the whole child. Cedar Heights Christian Academy is committed to bring honor and glory to God by assisting parents in scripturally preparing their children spiritually, intellectually, emotionally, physically, and socially, so they will be equipped to work with Christ in fulfilling His earthly mission and to live so God’s Word is verified in them.

"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 riseth up."

Deuteronomy 6:6-7 The curriculum that is used at CHCA is *Accelerated Christian Education*. CHCA believes that Godly principles and values should be reinforced to the student throughout the curriculum. *Accelerated Christian Education* requires students to memorize scripture and learn to see life from God's point of view. Their personal relationship with God and their personal responsibilities to family, church, and community are of primary concern. CHCA believes that all students are not always at the same level of performance.

*Accelerated Christian Education* recognizes this. Students are tested diagnostically upon entering the school. Students are then placed in the curriculum in each subject at their own performance levels determined by the results of the diagnostic tests. CHCA also believes that students should have a curriculum that encourages high academic standards. The unique format of the curriculum allows students to advance from unit to unit as they demonstrate *mastery*. Students move independently through the curriculum under the supervision of instructors who provide tutoring at the optimum moment of learning.

## **Relationship of Cedar Heights Christian Academy (CHCA) to Cedar Heights Baptist Church**

Cedar Heights Christian Academy is a ministry of Cedar Heights Baptist Church. CHCA belongs to Cedar Heights Baptist Church. The Cedar Heights Christian Academy School Advisory Board is formed to advise in decision-making. The School Advisory Board is composed of members of Cedar Heights Baptist Church who are elected by the church. The Pastor has final say in all decisions pertaining to CHCA. The Administrator is the principle decision-making authority for day-to-day activities and functions of the school and is directly responsible to the Pastor and will report to the School Advisory Board.

## **Admissions Policy**

Admission and attendance at CHCA is a privilege, not a right! ALL students/parents must complete a Student Application and be personally interviewed by the School Administration to be considered for enrollment. Additionally, EVERY student must complete an Application for Reenrollment each year. Parents must sign the Parental Agreement and each student must sign the Student Agreement. Exceptions to the Admissions Policy may be made at the discretion of the CHCA Administration.

## **Parental Guidelines**

1. **PHILOSOPHY:** We understand the purpose and calling of Cedar Heights Christian Academy and, by signing this parental agreement, do pledge to support and cooperate in any way at home and at school to enhance and fulfill this purpose and philosophy.
2. **PARENTAL INVOLVEMENT:** We have the understanding that the philosophy of the school cannot be fulfilled without parental involvement. This involvement shall include, but not limited to: attendance at school functions and parent meetings, support of homework policy, reading information sent home from the school, communication with our child(ren)'s teacher(s), and support in fundraising activities.
3. **DISCIPLINE AND CONDUCT:** The school shall have authority to discipline our child(ren) when necessary in accordance with applicable Arkansas State Laws and will require our child(ren) to comply with all school regulations. We agree that we will cooperate and discipline our child(ren) at home as needed. We understand that a child who persists in unacceptable conduct will not be permitted to remain in school. We further agree to require our child(ren) to show respect for those in authority over them in the school such as supervisors, monitors, janitors, administrators, and church staff.
4. **DAMAGES:** We will pay for damages caused by our child(ren).
5. **ACTIVITIES:** We will encourage our child(ren) to take part in school activities, including school-sponsored trips away from school premises. We understand that permission slips will need to be signed for each activity.
6. **LIABILITY:** We release Cedar Heights Christian Academy from all liability, except negligence, while our child(ren) is/are under school care and responsibility.
7. **PLACEMENT:** We understand that the school has full discretion in the level placement of our child(ren) and pledges to work closely with the parents in this placement.
8. **GRIEVANCES:** We pledge our loyalty to the aims and ideals of the school and will bring all questions and concerns directly to the appropriate administrator so that those in authority may properly consider them.
9. **PHOTOGRAPHS:** We hereby give permission to Cedar Heights Christian Academy to photograph our child(ren) for house pictures, snapshots of parties and special events, for publicity, or by an authorized studio.
10. **SCHOOL HEALTH POLICY:** We understand that in the event our child becomes ill or sustains an injury that is of an emergency nature while in care of CHCA, 911 will be called and the child transported to the nearest hospital for care. If the illness or injury is of a less serious nature, CHCA personnel will evaluate, treat if necessary (example: cleansing a wound), and notify the parent. NO medications will be given without written permission from the physician AND the parents. We understand that all medication brought to school must be in the original labeled container. CHCA will send home a form to be filled out and signed by the parent and

doctor for any medication that is to be given. We give permission for CHCA staff to administer first aid or CPR as deemed necessary.

11. **MEDICAL INSURANCE:** We understand that we are responsible to maintain adequate medical insurance to cover our child(ren)'s medical needs or emergencies while attending CHCA and CHCA activities.

12. **FINANCIAL AGREEMENT:** : We agree to fulfill all financial obligations promptly. **PAYMENT SCHEDULE:** We understand that tuition must either be paid in full by the first day of school or I will be allowed to pay monthly by bank draft only.

**DELINQUENT ACCOUNTS:** We understand that when our account becomes 10 days delinquent and arrangements have not been approved by the financial secretary, we will be required to meet with the Financial Aid Committee or the School Advisory Board or our child(ren) will not be permitted to continue attending school. In order to continue attendance, the account must be current We understand that in order to re-enroll our child(ren), our account must be up to date. Additionally, no transcripts and/or grades will be released until the account is paid in full.

**Withdrawal or Graduation:** We understand that if our student withdraws, tuition is pro-rated on a daily basis and a withdrawal fee of 50% of our monthly payment is added to our account. Report card(s), transcript(s), and diploma(s) are withheld until financial obligations are met in full. **Non-Refundable/Non-Transferable:** We also understand that student registration fees, book fees, and testing fees are non-refundable and non-transferable. Any check returned to CHCA by the bank will result in a \$25.00 charge to your account.

13. **SCHOOL DIRECTORY INFORMATION RELEASE:** Directory information consists of parent and student names, addresses, and telephone numbers. This information will potentially be printed unless otherwise indicated.

14. **FAMILY INFORMATION RELEASE:** We understand that our names and contact information are added to the schools' database and we may receive school publications and information (letters, phone calls, etc.) regarding needs and activities of CHCA. We also understand that the names, addresses, and phone numbers of grandparents listed will be added to the same database. If we would like the names of our children's grandparents removed from this list, we may contact the office.

15. **CHILDCARE:** We understand that it is our responsibility to provide childcare for our child(ren) before and after the school hours and on days when the school is closed. We understand that Cedar Heights Christian Daycare is a separate ministry, and that if we choose to use that ministry for our child(ren), we will have to pay separate fees to the daycare ministry and follow their guidelines. We also understand that it is our responsibility to bring our child(ren) no sooner than 15 minutes before time for school to start and to pick him up no later than 15 minutes after the school dismisses. We understand that if we do not follow these guidelines, fees will be added to our tuition, and repeated disregard for these guidelines can result with our child(ren) being dismissed from the school.

### **Nondiscrimination Policy**

CHCA does not discriminate against members, students, applicants, or others on the basis of race, color, or national origin.

### **Withdrawal Policy**

A student may be withdrawn from CHCA. If a student withdraws, tuition is pro-rated on a daily

basis and a withdrawal fee of 50% of the monthly payment is added to the account. Refunds of money on withdrawal of a student will be limited to tuition already paid. Any registration fees, testing fees, book fees, or other moneys are nonrefundable. Report card(s), transcript(s), and diploma(s) are withheld until financial obligations are met in full.

CHCA reserves the right, for any reason, to ask a student to be withdrawn from the school with written notice.

### **Church Attendance**

All students and their parents are expected to attend church on a weekly basis.

### **Arrival and Dismissal**

Students will be in the building to begin morning exercises at 8:15 a.m. Students should be picked up promptly at 3:00 p.m., the end of the school day. Supervision of students before 8:00 a.m. and after 3:00 p.m. is the sole responsibility of parents or guardians. Students picked up after 3:15 will be charged \$5 every fifteen minutes until the child is picked up payable at the time of pickup or added to the monthly deduction.

### **School Office Hours**

The CHCA office will normally be open from 8:00 a.m. to 3:00 p.m. We have an “open door policy” which means you may come by at any time, however, to insure the person you wish to meet with is present, please call for an appointment.

### **Attendance**

Absences will only be considered ‘excused’ with a doctor’s note or a pre-arranged absence with PACE work done in advance or completed before return (must be approved by administrator in advance). On the 6<sup>th</sup> unexcused absence, the parents will receive notification that the student has missed half of the allowable days for the school year. When a student exceeds 12 unexcused absences, the Academy shall notify the prosecuting attorney and the parent/guardian will be subject to a civil penalty as prescribed by law. Students sent home from school by school personnel for illness will be excused. Students absent half a day (leaves/comes in after 11 am) or the whole day may not participate in any school activity that day or evening.

### **Tardiness**

Repeated tardiness is detrimental to the student and is an unnecessary interruption of the school as a whole and will not be tolerated. Parents or guardians must accompany the student to his classroom or opening (wherever the class is at the time) and “sign-in” tardy students. They will also be required to attend a ten minute study hall during their lunch period and receive one demerit. If a student is tardy four or more times in a nine week period, he/she will receive detention. Each subsequent tardy in a 9 week period will result 1 one day of detention. Any student receiving 3 detentions in a 9 week period will receive one day of in school suspension. If the student drives himself, he may lose the privilege of driving to school after the third tardy. The chance to earn that privilege back will be at the discretion of the administrator. If tardiness is habitual or caused by parental irresponsibility, the parent will be called for a conference.

### **Contacting Students While in School**

If you need to contact your child during the school day please call the CHCA or CHBC office at 501-851-2563. If you need to see your child, please come to the school office, and we will bring the child to you. Individuals other than parents or legal guardians will not be allowed to contact or visit students during school hours except under confirmed emergency circumstances.

### **Early Dismissal from School**

In order to maintain a proper environment for learning, set a good example, and maximize learning potential, students are expected to be in their proper place throughout the school day. With good reason, students may be dismissed early. However, unless it is an emergency, the school administration will expect to know the day before if you wish to have your child dismissed early.

### **Health Service and First Aid**

In the event of sickness or injury at school, parents will be notified as soon as possible. The student will be taken to the nearest medical facility if it is an emergency situation or medical care will be obtained by contacting the 911 system.

Parents of students requiring medication while at school must make arrangements with the school staff before allowing students to bring medications to school.

Students having any communicable disease, head lice, or a temperature above 99 degrees will not be permitted to attend school until the condition is resolved. A student must be fever free for at least 24 hours before returning to school.

### **Student Insurance**

It is strongly recommended that parents obtain proper health insurance for their children.

### **Student Vehicles**

Students having a valid drivers' license may drive to school. Other students will not be allowed to ride in student driven vehicles unless written permission is provided to the school administration. Once school begins each morning, students will not be allowed to return to their vehicles until school is over without permission of the school staff.

### **Visitors**

All visitors to CHCA must report to the school office immediately upon entering the school area. They must state the purpose of their visit, sign in on arrival, and sign out on departure. **Visitors are expected to meet school dress code standards when on campus if students are present.**

### **Deliveries**

Students or parents should notify the school office in advance if they are expecting deliveries of any kind during the school day. Remember, we want to keep disruptions to a minimum.

### **School Closing**

CHCA will be closed any time the Pulaski County Special School District public schools are closed for **inclement weather** (snow or ice). A CHCA school calendar will be given showing all planned school closing days. If PCSSD is closed for something other than inclement weather,

check CHCA school calendar for our closings.

### **Personal Property**

The bringing of personal items to school other than school supplies should be kept to a minimum. Tablets, smart watches, and cell phones may be brought to school, but must be turned off and must not be used during school hours. MP3 players or Ipods may not be brought to school unless otherwise stated by teacher.

### **Lunch**

Students may bring their lunch or buy a school lunch. For the younger classes, lunch will be from 11:50-12:20. Lunchtime will be from 12:00 to 12:30 for the older classes. Microwave ovens are available. Parents are welcome to have lunch with their children.

### **Breaks**

Daily Schedules will be given.

### **Handbills or Sales**

No solicitation of any kind is permitted on campus unless approved by the administration.

### **Articles Prohibited in School**

No weapon, firearm, or destructive device is allowed on the school property during school hours or at any school activity on school property or away from school property. Any student found to have these in their possession or threatening to use any of these, whether having one in their possession or not, will be reported to police authorities and their parents as soon as possible. The item will be confiscated and the student placed on out of school suspension pending review of the facts and circumstances. As a minimum, a record will be made of the event and the student/parents informed of the seriousness of this activity. Violation of this policy can lead to expulsion from CHCA. Tobacco products of any kind, obscene or pornographic materials, and alcoholic beverages will not be allowed on the school property. Any student bringing any of the items listed here or similar thereto as determined by the administration will be considered for expulsion from school.

### **Parental Involvement**

The primary responsibility to educate children is delegated by God to the parents. CHCA is here to assist parents in the education of their children. It is expected that every parent with children in CHCA will be involved in their education. Parents are asked to assist and encourage their children every day if students have homework or scripture to memorize. The student needs to know that parents believe what is being taught at school and that they strongly support the staff and administration.

### **Fire, Tornado, and Earthquake Drills**

Fire, tornado, and earthquake drills will be conducted on an unannounced monthly basis to insure staff and students are aware of what to do in case of an emergency.



## **Searches for Suspicion of Illegal or Unauthorized Materials**

CHCA reserves the right to search any student's person or belongings in the event the student is suspected of having unapproved items in their possession. The search may be conducted without the student's or parents' permission. Registration of the child at CHCA constitutes the parents' permission for such searches.

Searches can and will be conducted at the discretion of the Administrator. Searches will be conducted by appropriate personnel in an appropriate location as designated by the Administrator. No cross-gender personal searches will be conducted. The search of any person by force will be undertaken only when it is believed that delay will result in risk of injury to persons, damage to facilities, or destruction of evidence that may be needed in criminal prosecution. Police authorities will be contacted any time a search by force is required.

When a search is conducted the date, time, place, witnesses, personnel involved, and circumstances will be recorded in writing as soon as possible after the action is completed.

## **Dress Code**

Students are expected to dress at all times in a manner that is modest and that is pleasing to the Lord. The message clothing expresses should be appropriate for a Christian atmosphere. Parents are expected to insure that their child(ren) are dressed appropriately before coming to school. If an item of clothing is questionable to you, DO NOT WEAR IT! Bring the item to school and get approval before coming to school in it. Supervisors will enforce the dress code, and the Administrator will have the final say as to what is appropriate. If a child comes to school in clothing that is inappropriate, the parents must provide appropriate clothing before noon of that day. Until appropriate clothing is brought, the student will borrow clothing from the school to wear.

### **(FOR BOYS AND GIRLS)**

**Shirt**— Any style as long as the shirt is in good condition, not stained, faded or torn, covers the midriff when hand is raised, doesn't have offensive or questionable words, graphics or innuendos, must be loose-fitting (please allow for growing room), no sleeveless unless a shirt or jacket is worn all day, must not allow underclothing to show. Low, see-through (without undershirt), or tight tops will not be allowed.

**Pants**—Any style as long as the pants or jeans are in good condition, not sagging, tight-fitting, stained, torn or have holes that show skin above the knee, must not allow underclothing to show or no sweatpants without pockets. Belts must be worn if pants do not stay up. Yoga pants or leggings may only be worn with a loose tunic top that comes no shorter than fingertip length all the way around and completely covers the buttocks. It MUST be LOOSE-FITTING If a student's jeans or pants are tight, then the shirt must completely cover the student's buttocks and loose-fitting. This rule will be closely monitored.

**Shorts**—Same as pants but also must be no more than 4 inches above the knee (measured with student on knee) Extremely wide legged gym shorts are not allowed.

**Shoes, tennis shoes, or sandals** – No shoes that could deter the learning environment (i.e. shoes or boots that are noisy, etc.) are allowed. No shoes that are only appropriate for in the home or at the beach or pool (i.e. thin rubber flip-flops, house shoes, etc.)

**Hair** – neatly groomed

**All students should must purchase a CHCA T-shirt for special occasions.**

**Boys** –

Decorative items – No piercings or tattoos

**Girls** –

Decorative items – piercing only in ears, no tattoos, keep jewelry limited and modest

### **Physical Education Attire**

- Sweatshirt or CHCA t-shirt
- Sweat pants, athletic pants, or athletic shorts (must not be baggy or too short)
- Athletic shoes
- Socks

**1st offense** - child will sit in the office until the parent brings appropriate clothing or may change in to clothes that the school has until the end of the day.

**2nd offense** - child will sit in the office until the parent brings appropriate clothing or may change in to clothes that the school has until the end of the day. The student will receive detention, and parents must attend a parent conference.

**3rd offense** - child will wear approved uniform pants and polo shirt for the remainder of the 9 weeks.

**4th offense** - child will wear approved uniform pants and polo shirt for the remainder of the year

### **Probationary Status**

All new students will be placed on a ninety (90) day probationary status. All returning students will be placed on a thirty (30) day probationary status. If a returning student fails to achieve the goals set for him the previous year, he will be put on a 3 week probationary status for the first quarter. If at any time during this probationary status a student shows that he is unwilling or unable to follow CHCA guidelines, he will be asked to leave.

## Standards of Conduct

**Courtesy** - Christians are to treat everyone with proper respect and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining, and gossiping will not be allowed.

**Learning Center Behavior** – Students are here to learn. There will be no yelling, screaming, throwing, or other disruptive activities that will hinder the learning process or distract other students from their work.

**Cleanliness of clothes and person** – Students are expected to be clean, wear clean clothes, and be neatly groomed.

**Cheating** – Cheating will not be tolerated. Every student must do his or her own work. If a student cheats by stealing or copying other’s work, he is really robbing himself out of an education.

**Stealing** – Stealing will not be tolerated. Individuals must not take things that do not belong to them. This includes what some might call “borrowing” without the owner’s permission.  
**Exodus 20:15 “Thou shalt not steal.”**

**Vandalism** – Destroying, damaging, or taking of school, church, or others property will not be tolerated. Any individual determined to be guilty of vandalism will be required to repair, replace, or pay for the damage done.

**Language** – Students will refrain from cursing, using the Lord’s name in vain, as well as from vulgar or slang expressions which are offensive. If you can’t say something good about someone, don’t say anything. **Matthew 12:36 “But I say unto you, that every idle word that men shall speak, they shall give account thereof in the day of judgment.”**

**Physical Contact** – Students will refrain from touching members of the opposite sex and from pushing, shoving, kicking, or scratching anyone of either sex.

**Worldly Pursuits** – Students will not drink alcoholic beverages of any kind, use any tobacco products, use any illegal drugs in any form, or misuse legal drugs. They will not read or watch pornography, participate in any sexual activity, or wear immodest clothing. Students should refrain from participating in any activity which would be considered worldly. **1 John 2:15 “Love not the world, neither the things that are in the world. If any man love the world, the love of the Father is not in him.”**

**Off-Campus** - The conduct expected at school or prohibited is the same away from school. The Christian life is not a game with one set of rules for church and school and another for everyday life. Students found to be violating the rules laid out in this handbook will be subject to discipline whether the actions take place at or away from the campus, up to and including expulsion.

## Disciplinary Policies

Cedar Heights Christian Academy is NOT a correction institution or a reform school. We are here to work with the home and church. Biblically, discipline is the parents' responsibility. Parents may delegate that responsibility to the school during school hours, but the primary responsibility still lies with the parents. CHCA will issue demerits for minor offenses, but it is the parents' responsibility to discipline the student to keep these offenses from being repeated. A student who ignores the correction from school personnel will be asked to leave the school.

**Proverbs 22:6** “Train up a child in the way he should go: and when he is old, he will not depart from it.”

**Proverbs 29:17** “Correct thy son, and he shall give thee rest; yea, he shall give delight unto thy soul.”

**Proverbs 29:15** “The rod and reproof give wisdom: but a child left to himself bringeth his mother to shame.”

**Home and School Cooperation** – Parents must be willing to support school personnel when a student is disciplined at school. Not all offenses warrant the same discipline. School personnel will have to make a judgment call. We ask that each parent hear our account before judgment is passed on the staff.

**Minor Offenses** – Not all offenses warrant the same discipline. Parents will normally be notified of the discipline that takes place for minor offenses. The following forms of discipline may be administered:

**Demerits**

3 demerits = 30 minutes detention

4 demerits = 40 minutes detention

5 demerits = 50 minutes detention

6 demerits = 60 minutes detention

7+ immediate parent conference

**Detention** – before and/or after school 3 p.m. - 4 p.m. For each 15 minutes a student has detention, the student will also pay \$5. This is to compensate the teacher for her time outside of normal duties.

**Demerits** – This list is not conclusive. Each Class may have additions or corrections according to the class's needs or situations.

1st Subject Incomplete	3
2nd Subject Incomplete	+1
3rd Subject Incomplete	+1
Dress Code violations	3
Turning around in office	1
Lack of participation in assembly	1
Any disturbance	1
Running in Learning Center	1

Leaving chair out	1
Getting out of seat without permission	1
Being out of area	1-2
Having a messy office	1
Writing or passing notes (allowed if written during breaks or after goals are met and notes are encouraging)	1
Leaving PACEs at home	1
Eating in off limits area	1
Not cleaning up after yourself	1
Teasing or name-calling	1-2
Not returning homework slip	1
Not posting Goal Card	1
Not returning or having parent sign Corrective Action Notice	2
Not returning Parent Communication (anything that goes home to the parents and needs to be signed)	1 per day
Having unsuitable possessions	1 demerit to suspension\expulsion
Committing minor scoring violation	1
Not setting goals or unauthorized goal change	1
Damaging property	1 demerit to suspension\expulsion plus compensation
Asking permission from a staff after already receiving refusal from another staff	2
Throwing dangerous objects	3
- 2 <sup>nd</sup> offense	considered major offense

**Major Offenses** – Parents will always be notified when discipline is to be carried out for major offenses. The following discipline may be administered:

**Disciplinary Probation** – If one offense or a series of offenses makes it questionable as to whether or not a student will be able to continue his education at CHCA, then Disciplinary Probation will be applied for a specified period.

**Suspension and Expulsion** – It is the sincere desire of the CHCA staff that this disciplinary action never be required, however, if the behavior of a student cannot be controlled by the lesser disciplinary actions listed above, then this could be the end result.

**Examples of Major Offenses** (this list is not conclusive):

Areas include any behavior or display of attitude in opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school. A complete list of specific offenses would be impractical in this manual, but following is a list of certain major offenses and could result in suspension or expulsion:

- Harassment/assault/fighting
- Lying to school faculty/staff
- Possession of obscene/occult material

- Use of profanity or vulgarity
  - Sexual misconduct
  - Stealing and/or willful destruction of property
  - Using tobacco
  - Truancy
  - Possession of weapons or firearms
  - Vandalism and/or harassment
  - Drinking alcoholic beverages
  - Cheating on tests, quizzes, homework, and other acts of extreme dishonesty
  - Gross disrespect or disobedience
  - Unsafe driving, speeding, etc. on school grounds
  - Possession of, selling, or using illegal drugs, or drug paraphernalia
- Repeated Scoring Violations  
Any undesirable behavior listed under the Standards of Conduct

This is only a partial list of offenses for the sake of giving examples.

Offense	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense
Cheating on tests, quizzes, copying homework, and other acts of extreme dishonesty	Student counseled; parent notified; a zero for grade	1 to 5 days suspension; and parent conference	Expulsion
Truancy; skipping school	1 to 5 days suspension; and parent conference	1 to 5 days suspension and parent conference	Expulsion
*Possession of, distributing, or using illegal drugs or mishandling of prescription drugs (on or off campus)	Mandated Counseling or Expulsion	Mandated Counseling or Expulsion	Expulsion
Using tobacco in any form (on or off campus)	1 to 3 days suspension; and parent conference	3 days suspension	Expulsion
Drinking alcoholic beverages (on or off campus)	1 to 5 days suspension; Mandated Counseling; parent conference; possible expulsion	Mandated Counseling or Expulsion	
Vandalism and/or harassment (including bomb threats) directed toward school personnel	Expulsion		
Lying to school faculty or staff	Principal's discretion	1 to 5 days suspension; and parent conference	1 to 5 days suspension; and parent conference; possible expulsion
Possession of obscene/occult material (on or off campus)	1 to 5 days suspension; and parent conference	Expulsion	
Act of profanity, vulgarity, or indecency	Possible suspension	1 to 5 days suspension	Expulsion
Gross disrespect or disobedience (directed toward teachers, administrators, staff, etc.; to overtly challenge those in authority or school staff personnel)	1 to 5 days suspension; parent conference	1 to 5 days suspension; possible expulsion	Expulsion

Stealing and/or willful destruction of the property of others (school property included; on or off campus)	Restitution; possible suspension; possible expulsion; parent conference	Restitution; 1 to 5 days suspension; possible expulsion	Expulsion
Sexual misconduct (including homosexual orientation; on or off campus)	Parent conference; possible expulsion	Expulsion	
Missing assigned detention	2 hours detention	1 to 5 days suspension	Expulsion
Fighting and/or bullying	1 to 5 days suspension and parent conference	1 to 5 days suspension; possible expulsion	Expulsion
Sexting, social networking using inappropriate language and/or pictures	1 to 5 days suspension and parent conference; possible expulsion	Expulsion	
Prohibited Items	1-5 days suspension and parent conference; possible expulsion	1-5 days suspension and parent conference; possible expulsion	Expulsion

## Academic Policies

CHCA students are held to a higher standard than most school systems. In order for a student to advance to the next level, he must attain a score of 80 on PACE Tests. Following are the academic policies of CHCA:

Grading Scale –       90-100 - A  
                                   80-89 - B  
                                   0-79 - F

**Standardized Achievement Tests** – The Stanford Achievement Test 10 or a similar test will be administered each year to help identify any weaknesses in the school’s curriculum and to identify those students who may not be making satisfactory progress.

**Curriculum** – CHCA will use the Accelerated Christian Education (ACE) curriculum. This curriculum has been in use for more than thirty years and is used by more than 7,000 schools around the world. CHCA also supplements with Abeka Curriculum and Alpha Omega Curriculum, both of which are advanced curriculum with a Christian focus.

**Homework** – Homework will normally be assigned when a student fails to complete his daily goals. If a student’s homework is not completed and returned the next school day, demerits may be issued. If at all possible, homework will not normally be assigned on Wednesday nights.

**Graduation requirements** will be distributed to students and parents at the end of the 8<sup>th</sup> grade school year. The different courses of study will be discussed at the mandatory parent conferences ant the beginning of the school year.

### Academic Probation

A student failing 5 or more PACEs at 75% or below in a 9 week period will be placed on academic probation for the following 9 week period. A student failing the same PACE at 75% or below more than once will also be placed on academic probation for the following 9 week period. A student on academic probation cannot fail 5 or more PACEs at 75% or below or fail the same PACE at 75% or below more than once during the probation period or the student will

be asked to leave the academy. Exceptions will be at the discretion of the administrator.

### **College Courses**

Students who have completed the requirements to be considered a Senior may enroll in Pulaski Technical College. Parents are required to pay for all costs at PTC. Parents are responsible for ensuring that the college credits earned at PTC will transfer to the college of their child's choice. Parents are also responsible for transportation to and from PTC. The following classes will be accepted as credits toward CHCA graduation:

Composition 1 – 1 credit English IV

College Algebra – 1 credit Math

A = 5.0

B = 4.0

C = 3.0

D = 2.0

F = 0

### **High School Status**

Since the Academy is based on levels, not grades the following guidelines apply to students entering into the High School:

To be considered a **Freshman**, a student must have completed at least PACE1096 in English.

To be considered a **Sophomore**, a student must have completed at least PACE1108 in English.

To be considered a **Junior**, a student must have completed at least PACE1120 in English.

To be considered a **Senior**, a student must have completed at least PACE1132 in English.

### **Summer School**

Students who are more than 1 year behind in any subject will be required to attend Summer School and complete 6 PACEs in those subjects. Parents are responsible for all Summer School costs. If the student fails to complete 6 PACEs in the subjects he is behind in, he will be asked to leave the academy.

### **Graduation**

Graduation will not be scheduled until students are in the process of completing their last PACE in each subject. Purchasing of announcements and caps and gowns will be the responsibility of the parents.

### **College Scholarships and Testing**

Students will be provided with information regarding ACT testing. Parents and students are responsible for signing up for the test. If a parent wants his child to take the PSAT, the parent must contact Maumelle High School to make arrangements. The PSAT is given every October to Juniors. Since CHCA does not have a guidance counselor, parents and students are responsible



for finding and applying for scholarships, grants, and loans. CHCA staff will try to assist if possible.

## **Immunization Policy**

Each year, an update immunization record **MUST** be turned into the office. If a child is behind in immunizations, he has **two weeks** to bring it up to date. If the record is not brought up to date within two weeks, the child will **not** be allowed to return to school until the immunization record is current.

## **Student Work and Volunteering Policy**

School is a student's first priority. Being approved to work or volunteer is a privilege, not a requirement. Please see the guidelines below for work or volunteers.

- Who may work and time allowed, if approved.
  - o A student in English II (PACE #s 109-120) will be allowed no more than 5 hours per week of school time for work or volunteering.
  - o A student in English III (PACE #s 121-132) will be allowed no more than 10 hours per week of school time for work or volunteering.
  - o A student in English IV (PACE #s 133-144) or PTC Comp I will be allowed no more than 15 hours per week of school time for work or volunteering.
- Approved Work and Volunteering must be scheduled in the afternoons.
- NO leaving before noon.
- Travel time to/from work must be included in the school time hours allowed above.
- Work or Volunteer schedule must be given the week before with a signature from boss or volunteer supervisor.
- A documentation form for hours worked or volunteered must be submitted every 3 weeks with a signature from boss or volunteer supervisor. (Form provided by CHCA.)
- Time off will need to be scheduled for test weeks and program practice.
- Before leaving school.....
  - o Goals and Homework must be given to the teacher or assistant and recorded before leaving.
  - o No scheduled detention. (Given from the previous day.)
    - If detention has been given, then a student must make arrangements for being late to work or volunteering. This needs to be the day the detention has been given.
    - A student will start serving detention at the time they would have left for work or volunteering. Example – A student receives 40 minutes of detention on Monday. Then on Tuesday.... a student who was scheduled to leave at 2:00 pm for work or volunteering would start detention at 2:00 pm and the student would be able to leave at 2:40 for work or volunteering after the completed detention time was served.

- A student will be evaluated every 3 week progress report to make sure that work is current. A student behind more than 2 PACEs in any subject may lose the privilege for work or volunteering.
- A student who continues to miss school for work or volunteering who does not follow the above guidelines may be asked to leave the academy.