



- V. **Students attending one or more days in a month will owe for the entire month.**
- VI. A 10% discount will be given if total yearly tuition is paid in full by the first day of school.
- VII. All accounts are due on or before the 1st of each month. The last payment must be paid by May 1<sup>st</sup> with the exception of May's Extended Care and extra pace fees, which will be due no later than Graduation night. A \$15.00 late fee will be charged on all accounts not paid by the 5th of each month and the **student will not be allowed to return to school until the account has been paid or arrangements have been** made with the Administrator.
- VIII. A \$15.00 late fee will be charged if your account is not paid by the 5th of the month.
- IX. A \$15.00 fee will be charged on all returned checks as well as the late fee.
- X. Extra Pace Fees of \$3.30 per pace are charged if over 60 Pace's are used per year.
- XI. Extra Pace Fees of \$9.25 are charged if a Pace is failed twice or scoring violation..
- XII. Additional Fees:
  - A. Stanford 10 assessment testing fees of \$35.00 per student, 4th–11th grade, will be charged to the April Invoice. This is the only standardized test we require.
  - B. Graduation fees \$40.00.
  - C. Preliminary SAT test for 10<sup>th</sup> & 11<sup>th</sup> graders \$15.00.
  - D. P.E. shirts are \$8.00 each.
  - E. Girls purchase P.E. culottes, \$35.00 each, call the office to set up an appointment for fitting.
  - F. Yearbook fee \$2.00 per month added onto tuition (per student or family) for a total of \$18.00 (Yearbooks published in April)
  - G. K-5 Graduation Tassel \$9.00 each.

**XXVII. FINANCIAL INFORMATION**

- I. REGISTRATION
  - A. Grades K-4 through 12th — \$75.00 (Includes all testing fees, etc.)
  - B. A student is not considered enrolled until the registration fee has been paid.
  - C. Grades K-4 through 12th — \$25.00 (One time application fee per family.)
  - D. **The registration fees are not refundable.**
  
- II. TUITION FOR MEMBERS OF BELLA VISTA BAPTIST CHURCH **WHO REGULARLY TITHE AND GIVE TO MISSIONS.**
  - 9 Month Payment Plan**
    - A. All day K-4 - 12th **\$2,160.00 per year** \$240.00 per month
    - B. Second student **\$2,115.00 per year** \$235.00 per month
    - C. Third student **\$2,070.00 per year** \$230.00 per month
  - 10 Month Payment Plan**
    - D. All day K-4 - 12th **\$2,160.00 per year** \$216.00 per month
    - E. Second student **\$2,115.00 per year** \$211.50 per month
    - F. Third student **\$2,070.00 per year** \$207.00 per month
    - G. Extended Care \$3.00 per hour/\$5.00 per 15 minutes after 5:30 p.m.
  
- III. TUITION FOR NON-MEMBERS
  - 9 Month Payment Plan**
    - A. All day K-4 - 12th **\$2,205.00 per year** \$245.00 per month
    - B. Second student **\$2,160.00 per year** \$240.00 per month
    - C. Third student **\$2,115.00 per year** \$235.00 per month
  - 10 Month Payment Plan**
    - D. All day K-4 - 12th **\$2,205.00 per year** \$220.50 per month
    - E. Second student **\$2,160.00 per year** \$216.00 per month
    - F. Third student **\$2,115.00 per year** \$211.50 per month
    - G. Extended Care \$3.00 per hour/\$5.00 per 15 minutes after 5:30 p.m.
  
- IV. If the 10-month payment plan is selected, the first payment will be due on or before August 1<sup>st</sup> with the last payment due by May 1<sup>st</sup>.

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## CHRISTIAN HERITAGE ACADEMY STUDENT HANDBOOK

### I. Our Philosophy on Education

Education is plagued by problems in our society. There can be no education if there is not a disciplined environment in which to educate our young people. Character levels are dropping as fast as academics are declining, because without character to apply effort in learning there is no learning.

We are endeavoring to provide a positive Christian atmosphere in which our young people may learn. We hold our students to high spiritual standards, high standards of conduct, and high academic standards. The Biblical truths that we want our students to apply to their lives will further their education.

### II. Our Purpose and Objectives

It is our desire as a ministry of Bella Vista Baptist Church to provide excellence in academics, growth in maturity, and discipline in the physical and spiritual lives of our students. We are an institution, based on Biblical principles, that seeks to assist parents in the process of training godly children. We want our young people to know how to live well and not just how to make a living.

### III. Our Accreditation

We are not accredited by any governing association or governing board. Our chief administrator is the pastor of Bella Vista Baptist Church. We are seeking to please God in the education of his children. We do not seek accreditation by anyone but Him.

Accreditation of a private school is not necessary for a graduate of that school to enroll in a college or university. We meet or exceed all of the state of New Mexico's requirements for education. Our students take standardized tests each year to monitor their progress. Every student in the 4<sup>th</sup> through the 11<sup>th</sup> grade takes the Stanford 10 assessment test in the Spring. Our upperclassmen take the PSAT each Fall to prepare them for the SAT test that evaluates each graduate's aptitude for consideration of admission to institutions of higher learning. We also make information available about the ACT test for those upperclassmen that are interested in taking this test.

### 6th—8th Grade:

- King James Version Bible
- 4 - #2 Pencils or mechanical pencils with extra lead
- Black Pen
- Colored Pencils
- Compass & Protractor
- Crayons
- Dictionary (Small Desk Size)
- Eraser
- Notebook or Loose Leaf Paper
- Ruler
- Scissors
- Tissue

### 9th—12th Grade:

- King James Version Bible
- 2 - #2 Pencils or mechanical pencils with extra lead
- Black Pen
- Calculator with Scientific Functions
- Colored Pencils (for 11<sup>th</sup> grade Social Studies)
- Compass
- Eraser
- Protractor
- Ruler
- Notebook or Loose Leaf Paper
- Tissue

**\*\* Lunch Boxes/School Boxes/Backpacks – No Rock & Roll, Inappropriately Dressed Characters, Witchcraft, or Pokémon Pictures, Etc. Some Disney Characters are inappropriately dressed – please take note when purchasing lunch boxes, backpacks, & school boxes. If any questions on whether it is inappropriate or not – please see Bro. Leeder**

**\*\* King James Version Bibles – Can be Purchased at the Bella Vista Baptist Bookstore for \$6.99.**

**XXVI. 2014 – 2015 School Supply List****K4—K5:**

- King James Version Bible
- 4 - #2 Pencils
- Big Pink Eraser
- Crayons
- Glue Stick
- Hand Sanitizer
- School Box (Nothing with Rock & Roll, Inappropriately Dressed Characters, Pokémon, or Witchcraft Pictures, Etc. / **Disney Characters Need To Have Proper Attire**)
- Scissors (Child Size)
- Tissue – Large Box
- Back Packs
- Mat or Blanket for Nap Time

**1st—3rd Grade:**

- King James Version Bible
- #2 Pencils (Box of 12 or more)
- Big Pink Eraser
- Crayons
- Glue Stick
- Hand Sanitizer
- Multiplication Flash Cards (**3rd Grade**)
- Ruler
- School Box (Nothing with Rock & Roll, Inappropriately Dressed Characters, Pokémon, or Witchcraft Pictures, Etc. / **Disney Characters Need To Have Proper Attire**)
- Scissors
- Tissue – Large Box

**4th—5th Grade:**

- King James Version Bible
- #2 Pencils (Box of 12)
- Crayons or Colored Pencils
- Eraser (2) Big Pink
- Multiplication Flash Cards (**4th Grade**)
- Ruler
- School Box (Nothing with Rock & Roll, Inappropriately Dressed Characters, Pokémon, or Witchcraft Pictures, Etc. / **Disney Characters Need To Have Proper Attire**)
- Spiral Notebook
- Tissue – Large Box

**IV. Our Admissions Policy**

- A. We admit students of any race, color, ethnic or national origin. We extend to every student all the privileges, programs, and activities that are generally afforded any student of our school.
- B. Attendance at our school is a privilege not a right. Students must comply with the rules of our school to maintain their privileges.
- C. We reserve the right to refuse admission, suspend, or expel from our school any student who does not meet the policies, rules, and guidelines of our school.
- D. We are not a reform school. School records from previous schools must reflect good behavior and sound academics.
- E. Any student seeking admission or currently enrolled in our school must meet the following criteria.
  - a) The Principal, teacher, and secretary will conduct an interview with the prospective student and at least one parent or guardian of that child before admission to Christian Heritage Academy.
  - b) We do not admit students who have been involved in sexual misconduct of any kind.
  - c) We do not admit students who have been a father or mother.
  - d) We do not admit students who live alone.
  - e) We do not admit students who do not desire to attend our school.
  - f) We do not admit students who are involved in tobacco use, alcohol use, drug use, or rebellion toward authority.
  - g) We do not admit students who have tattoos or body piercing.
  - h) The child's parents or guardians must be committed to involvement in their child's education.
  - i) The child's parents or guardians must be planning, in good faith, to pay tuition in a timely manner.
  - j) The parents or guardians and the prospective student must read all forms for enrollment, agree to all terms, rules, guidelines, and agree to support the regulations of the school.
  - k) The parents must agree to support the principles and standards of conduct of the school beyond the school campus in the interest of keeping a good testimony among the families and student body of our school.

**V. Our Enrollment Policy**

- A. After conducting an interview and upon the Principal's invitation to enroll the child, the parents or guardian must complete an admissions packet for our records.
- B. A non-refundable application fee of \$25.00 per family is required to process any application.
- C. A non-refundable registration fee of \$75.00 per student is required annually.
- D. Your student will have a place officially reserved for them at this time.
- E. Kindergarten students must be 5 years of age by September 1.
- F. First grade prospects must be able to pass a reading test administered by our staff.
- G. Current immunization records must be on file in our office after student is officially registered.
- H. All admissions packet forms must be on file in our office in order to be officially registered.

**VI. Our Emergency Policy**

- A. The admissions packet contact numbers are the method for notifying you in case of any emergency regarding your child.
- B. Notify us if there are any changes in these numbers.
- C. We will notify parents or guardians of any illness, injury, or incident that is significant.
- D. If no parents or guardians are available, we will do what we believe to be in the best interest of the child's welfare.

**VII. Our Medication Policy**

- A. Law requires that all medication be stored in the school office.
- B. A dated note from the parent must be sent to the office in order to register any medicine in writing with the school office.
- C. No medication, prescription or otherwise, may be taken on the school campus without the knowledge of the school staff.
- D. All correspondence concerning student medication must be updated each year.

Dec 22nd-Jan. 4th --Christmas Vacation

January 5th -----Return to School (Monday)

January 14th-----School Picture Day (Wednesday)  
Individual, Class, & Teams

February 16th -----President's Day (No School)

March 2nd-3rd-----Combined Volleyball/Basketball  
Invitational Tournament

March 16th-20th ----Spring Break & Regionals

March 30th-----Senior Luncheon

Mar 30th-31st -----Stanford 10 Assessment Test  
(4th-11th Grade)

April 16th-----Teachers' Retreat (No School)

May 20th -----Last Day of School (Wednesday)

May 21st -----Graduation (No School)

June 1st-25th-----Summer School

**XXV. 2014 – 2015 School Calendar**

- August 21st -----Teacher In-Service Day  
(No School for Students)
- August 21st -----Parent Orientation / Open House  
7:00 p.m.—Auditorium
- August 25th-----First Day of School (Monday)
- Sept. 1st—2nd -----Labor Day Conference  
(Monday & Tuesday—No School)
- Sept. 29th-30th ----Teacher In-Service Day  
Christian Educator’s Convention  
(Monday/Tuesday—No School)
- October 15th -----PSAT (10<sup>th</sup> & 11<sup>th</sup> Grade)
- October 22nd-23rd -Teachers’ Retreat  
(Wednesday & Thursday—No School)
- November 3rd-4th --Volleyball Invitational Tournament
- November 11th-----Veteran's Day (Tuesday)
- November 27th-----Thanksgiving Vacation (Thursday)
- December 1st-2nd --Basketball Invitational Tournament

**VIII. Our Tardiness Policy**

- A. Any tardy student must report immediately to the school office.
- B. The secretary will issue a pass for the student to attend class.
- C. Unexcused tardiness:
  - a) The student will be required to serve a 30-minute detention.
  - b) Five times tardy will warrant a letter to parents from the school.
  - c) The Principal will handle excessive tardiness at his discretion.
- D. Excused Tardiness:
  - a) Reasons for which we excuse tardiness:
    - (i) Widespread traffic problems affecting many students.
    - (ii) Mechanical problems with vehicles.
    - (iii) Doctor’s appointments.
    - (iv) Illness of Parents. (Ill students should not attend if they are contagious.)
    - (v) Parents’ or guardian’s appointments.
  - b) Excused tardiness must be accompanied by a note or phone call of explanation from the parents.

**IX. Our Child Pick-up Policy**

- A. Parental consent for child pick-up is in the admissions packet.
- B. This list represents the only people who have permission to pick your child up from school.
- C. Please inform us of any changes throughout the year.
- D. You may choose as many names as you wish.
- E. You may only add names to the list in writing.
- F. People not on the list may not pick up any child without written permission. If the parent’s intend to add an authorized person to the pick-up list, a phone call will be accepted until written permission is received in the office.
- G. Students who are not enrolled at Christian Heritage Academy are not authorized to come and wait for parent pick-up.

**X. Our Snow Day Policy**

- A. Weather related delays or cancellations will be announced separately on the three local television stations on channels 4, 7, and 13 no later than 6:30 a.m..
- B. Our **weather related (i.e. road conditions)** delays or

cancellation schedule will be exactly what Albuquerque Public Schools (City) announces. We do not follow non-weather related delays or closures by APS.

- C. Listen for the APS schedule. (We may announce separately on T.V. stations at our discretion; however, CHA will leave updated recording of schedule changes on CHA office voicemail.)

## **XI. Our Attendance Policy**

- A. School Calendar.
- a) A current school calendar is available in the school office.
  - b) The school calendar lists beginning dates and ending dates, vacation dates, and event dates.
- B. School Days.
- a) Monday through Thursday.
  - b) No school on Friday.
- C. School Hours.
- a) Regular Hours. (No Extra Charge)
    - (i) 7:30 a.m.—Doors will open. (In cold weather, students may be let in early)
    - (ii) 8:00 a.m.—Classes start.
    - (iii) 3:30 p.m.—Classes dismissed.
    - (iv) 4:00 p.m. —Extended Care begins.
  - b) Extended Care. (Extra Fees Charged)
    - (i) 4:00 p.m. - \$3.00 per hour per student.
    - (ii) 5:30 p.m. - Students must be picked up by this time.
    - (iii) Any extended care given past 5:30 p.m. will be charged at a rate of \$5.00 every 15 minutes.
    - (iv) Partial hours will be pro-rated by the minute.
- D. Absences.
- a) If a student is absent, the student must present a dated written explanation, signed by a parent or guardian, when they return to class. Parent or guardian must call to notify school office no later than 8:00 a.m. when a student will be absent, however, a written note will be required when students return to class. Failure to bring a written note will result in the student receiving a 10-minute detention.
  - b) If a student has been ill for an extended period, (Four school days or more) the student must present a written excuse from a physician to the teacher for re admission to class.

## **XXIV. Daily Schedule**

7:45 a.m.	Staff Arrives
7:50 a.m.	Call Students to Class
8:00 a.m.	Opening Exercises & Begin Class
8:45—9:15 a.m.	Gym-Time for K4/K5 (Monday Only)
9:30—9:55 a.m.	K4/K5 & LLC Break
10:00—10:20 a.m.	MLC & JLC Break
10:25—10:40 a.m.	ULC Break
10:45—11:20 a.m.	K4/K5 Lunch
11:15—11:55 a.m.	LLC Lunch
11:40—12:20 p.m.	MLC & JLC Lunch
12:25—1:05 p.m.	ULC Lunch
1:05—1:20 p.m.	K4/K5 & LLC Break
1:25-1:45 p.m.	MLC & JLC Break
2:25—2:45 p.m.	ULC Break
3:25 p.m.	CLASSES DISMISSED

### **Wednesday**

8:25 a.m.	Dismiss for Chapel
8:30—9:15 a.m.	Chapel

### **P.E. Schedule**

<b>Monday</b>	
1:45—2:15 p.m.	Girls P.E. (1st—5th Grades)
<b>Tuesday</b>	
1:45—2:35 p.m.	Girls P.E. (6th—12th Grades)
2:35—3:20 p.m.	Boys P.E. (6th—12th Grades)
<b>Thursday</b>	
8:45—9:15 a.m.	Boys P.E. (1st—5th Grades)
1:45—2:35 p.m.	Girls P.E. (6th—12th Grades)
2:35—3:20 p.m.	Boys P.E. (6th—12th Grades)

### **Volleyball Practice (October—March Tournament)**

<b>Tuesday</b>	<b>Thursday</b>
4:00—5:15 p.m.	4:00—5:15 p.m.

### **Basketball Practice (October—March Tournament)**

<b>Monday</b>	<b>Wednesday</b>
4:00—6:00 p.m.	4:00—5:30 p.m.



**XXIII. Our Pledges and our Motto**

- A. The Pledge of allegiance to the American Flag.
  - a) "I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation **under God**, indivisible, with liberty and justice for all."
  - b) Recited together in class each morning.
- B. The Pledge of allegiance to the Christian Flag.
  - a) "I pledge allegiance to the Christian Flag and to the Saviour for whose kingdom it stands, one Saviour, crucified, risen, and coming again with life and liberty for all who believe."
  - b) Recited together in class each morning.
- C. The Pledge of allegiance to the Bible.
  - a) "I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."
  - b) Recited together in class each morning.
- D. Our Motto is: "Training today's youth for tomorrow's world."
- E. Our school mascot is: "The Patriots"

- c) **Students exceeding 9 absences per semester may be put on probation and subject to expulsion, re-enrollment may be denied for upcoming year.** This is not an entitlement to a given number of absences. This is a legal limit.
- d) Students will not receive permission for early dismissal on a regular basis.
- e) Parents or guardians needing to pick up their child early must sign them out at the school office.

**XII. Our Lunch Policy**

- A. Hot lunch items are available to purchase every day at posted prices.
- B. Drinks and snack foods are available at breaks and lunch times.
- C. Students may not consume food or drinks outside the cafeteria.
- D. Students may not bring food or drinks into the bathrooms.
- E. Students may bring food from home to be heated, but it must be already prepared (not wrapped in foil), and ready to heat and serve.
- F. If students forget lunch items/money they will be allowed to call parents for permission to charge or parents may bring lunch to student.

**XIII. Our Facilities and Buildings Policy**

- A. All students must enter the building in the morning through the lobby doors by the gymnasium.
- B. K4/K5 students will be picked up at those same doors in the gymnasium lobby.
- C. 1st grade through 12<sup>th</sup> grade students will exit the doors at the north end of the gymnasium.
- D. No student may be in the hallway during class hours without permission from a teacher or staff member.
- E. All students wait in the gymnasium until class time in the morning.
- F. Students may not lean on the rails in the cafeteria area.
- G. Students may not be in the auditorium without permission from a teacher or staff member.
- H. Students may not loiter in the restrooms (no one may "hang out" and visit).
- I. Any student who pulls the fire alarm signal, purposefully or accidentally, is subject to expulsion at the Principal's discretion.
- J. Any student who vandalizes school property in any way is

subject to expulsion at the Principal's discretion.

- K. We have a closed campus. No one may visit without permission.
- L. All visitors must check in with the school office.
- M. All visitors must abide by the school dress code. (No shorts for men or women, etc.)

#### **XIV. Our Standard of Conduct Policy**

- A. Students must demonstrate Christ-like behavior during school and all school activities.
- B. Students are expected to:
  - a) Be courteous.
  - b) Dress modestly.
  - c) Speak properly, politely, and positively.
  - d) Address the staff as "Mr.", or "Bro.", or "Mrs.", or "Miss".
  - e) Respond with, "Yes Sir", "No Sir", "Yes Ma'am", "No Ma'am".
- C. Students may NOT:
  - a) Swear, Curse, or use inappropriate language of any kind.
  - b) Tease others or use rude gestures.
  - c) Argue with each other or their authorities.
  - d) Show disrespect to authorities. (Rolling eyes, talk back, etc.)
  - e) Gripe about the programs, people, or principles of the school.
  - f) Gossip or talk scornfully about other students or staff members.
  - g) Bring knives, matches, lighters, chemicals, guns, or weapons on school property.
  - h) Bring radios, CD players, IPod's, MP3 players, video games, videos, CD's, or other electronic devices on school property.
  - i) Bring magazines or books unapproved by the Principal.
  - j) Chew gum on the school or church property.
  - k) Show public affection. No touching.
  - l) Talk favorably about using narcotics or other sinful activities.
  - m) Pursue boyfriend / girlfriend relationships at anytime whether on or off school property.

#### **XV. Standard of Conduct Policy for the Internet and Social Media**

- A. All standards of conduct for behavior at school apply to the internet. Regarding Social Media students may NOT:

#### **XX. Relationships Between Genders**

- A. Boys and Girls are allowed to talk, fellowship, and be friendly with one another before school, after school, at break times, at lunch time and at church as long as it is done publicly and in a group of their peers.
- B. Boys and girls will not sit together at the lunch tables, or play together in the gym, but are allowed to sit together in groups at church or in the gym before and after school (so long as there is an obvious six (6) inches of separation).
- C. Dates (alone or in a group), phone calls, text messaging, instant messaging, direct messaging, or emails **are not allowed** between genders.
- D. All "dating offenses" are considered serious offenses and will be handled at discretion of the principal.

#### **XXI. Our Student Mobile Phone Policy**

- A. We require that all mobile phones remain turned off at all times on campus. Students may possess cell phones, but they may not be used on campus during school or extended care hours.
- B. If a student violates the Mobile Phone Policy they will be given one warning. Any subsequent violation will result in loss of all cell phone privileges on campus.
- C. Parents are asked to contact the students and the students to contact their parents through our school office.

#### **XXII. Merit Based Scholarship**

- A. Merit Based Scholarships will be awarded to two students in the Upper Learning Center. A Superior Student award and a Most Improved Student award will be given during the commencement exercises.
- B. The Scholarships will be \$250.00 for each award, and will be applied to the next school year's tuition.
- C. Designation of the awards: The scholarships will be given to students based on overall character, academic, and attendance. The formula to determine the winners will be as follows:
  - a) 30 % of overall score is based on PACE Average.
  - b) 30% of overall score is based on PACE's Completed.
  - c) 15% of overall score is based on Attendance.
  - d) 15% of overall score is based on Detentions.
  - e) 10% of overall score is based on Christian Character (at the discretion of our Upper Learning Center Supervisors).

- (viii) Girls may only wear one ring on each hand at any time.
- (ix) Girls may wear only one bracelet per wrist (unless tied together).
- C. Dress code for P.E. Class and field trips.
  - a) Boys must wear loose fitting, dark-colored, nylon warm-up pants or maroon-colored warm-up pants.
  - b) Boys must wear a P.E. shirt purchased from the school office.
  - c) Girls must wear uniform culottes purchased from the school.
  - d) Girls must wear a P.E. shirt or volleyball jersey.
  - e) All K-4 - 6<sup>th</sup> graders must wear P.E. clothes on all class trips, and all 7<sup>th</sup> - 12<sup>th</sup> graders whenever it is specified by the teacher.
  - f) Tennis shoes must be worn for P.E. and must be mostly white and neatly kept.

#### **XIX. Our Student Automobile Policy**

- A. Any student who plans to drive a vehicle on campus must meet these requirements in order to keep driving privileges on campus:
  - a) Proof of driver's license and current insurance on file in office.
  - b) Written permission from parent or guardian on file in office.
  - c) Written list of who may ride with the student on file in office.
  - d) Students may not loiter in the parking lot, or return to their car during class hours without special permission.
  - e) No students may congregate around vehicles before school, at lunch, or after school hours.
  - f) Students must drive slowly and safely in the school parking lot.
  - g) Vehicles may be subject to search at anytime by a staff member.
  - h) Students may not leave campus during regular school days or tournament days, unless parents provide a written permission slip to the office. **Refer to line "c" on previous page concerning passengers.**
- B. Driving to Christian Heritage Academy is a privilege not a right.

- a) Curse or use vulgarity of any kind.
- b) Complain or gossip about the teachers or administration of CHA.
- c) Gossip or talk scornfully about other students.
- d) Talk favorably about using narcotics, drinking, or other sinful activities.
- e) Listen to, post about, or "like" an ungodly musician or group.
- f) Post immodest pictures of themselves or others.
- g) Pursue boyfriend/girlfriend relationships.
- B. Students are not required to "friend" or "follow" a staff member, but are expected to be forthcoming about the various types of social media that they use.
- C. Parents and students are strongly encouraged to follow CHA on the social media sites that the school uses including Facebook, Twitter, Tumblr, and Instagram.

#### **XVI. Our Discipline and Correction Policy**

- A. We want our young people to learn self-discipline through Biblical training and loving correction.
- B. The Bible is very clear that parents and authorities are to train children to be godly and have good character.
- C. We do not want to punish anyone, but we are willing to correct a young person who has showed a lack of self-discipline.
- D. We correct our students with a system of demerits (or marks) and detentions for some specific violations of school rules.
  - a) Demerits.
    - (i) Talking in class without permission.
    - (ii) Out of seat without permission.
    - (iii) Not following regulations and procedures of the learning center. (Flags, Red Pens, Goal Cards, Unnecessary Questions, Messy Desks, Etc.)
    - (iv) Not meeting the requirements listed above in section XIV. B.
    - (v) Bad attitude.
    - (vi) Wasting time.
    - (vii) Entering areas that are off limits.
    - (viii) Passing notes.
    - (ix) Leaning back in chair.
    - (x) Turning around or daydreaming in office.
    - (xi) Leaving class for the restroom with permission, unless sick (Note: restrooms are

- provided for use during breaks).
- (xii) Doodling or drawing on pictures in paces.
- b) Detentions. (Some classes substitute a certain number of sentences, running laps, or various cleaning duties instead of a number of minutes.)
- (i) Some violations receive an automatic 30-minute detention served after school on the following day.
1. Chewing gum.
  2. Homework incomplete.
  3. Unprepared to dress for P.E.
  4. Throwing food.
  5. Unexcused tardiness.
  6. 5 marks in one day for separate violations.
  7. Forgets paces.
  8. If the student forgets paces, P.E. clothes or shoes. **Note: students are not allowed to call parents to bring items, and will not be allowed to participate in P.E. if they forget their P.E. clothes.**
- (ii) Some violations receive an automatic 20-minute detention served after school on the following day.
1. More than one dress code violation received in a week.
  2. 4 marks in one day for separate violations.
  3. No Bible in class.
- (iii) Some violations receive an automatic 10-minute detention served after school on the following day.
1. 3 marks in one day for separate violations.
  2. Forms for parents to sign are unsigned. (Homework slips, Detention notifications, and Oops slips, etc.) **Note: students are not allowed to call parents to bring items.**
  3. No absence note presented.
- (iv) Some detentions may be served by writing sentences at the teacher's discretion.
- E. We correct our students with corporal punishment for the more serious violations of rules and regulations.

- pinning is not acceptable.)
- (ii) Skirts and dresses may be straight, but must be obviously roomy in the hips and must not cling.
- (iii) No article of clothing may hug the bust line, midriff, hips, or backside.
- (iv) No pants, sweats, or mini-skirts are allowed.
- (v) Wrap-around skirts are acceptable, but must be pinned every few inches from the waistline to the knee to keep the flap closed.
- (vi) Girls must wear proper length slips under all skirts and dresses.
- (vii) Lace on hemlines is only allowed on mid-calf skirts.
- (viii) Jean skirts may not be faded in improper places.
- (ix) A skirt may have a fringe, but may not be a fray that comes from being old or torn.
- c) Girls' Shoes and Hose.
- (i) Dress shoes or casual shoes are acceptable.
  - (ii) No heels higher than 3 inches.
  - (iii) No roller shoes.
  - (iv) Dress sandals are acceptable as long as they are feminine in appearance. (No "Goliath" sandals.)
  - (v) Girls must always wear nylons or socks of some type. Footie socks are allowed with casual clothes. Full nylons must be worn with high heels.
  - (vi) Tennis shoes are only acceptable if they are mostly white.
- d) Girls' hair.
- (i) No outlandish or worldly fashions.
  - (ii) No gang look.
  - (iii) Hair should be conservative and well groomed (bangs should not be styled in a fashion that hangs over the eyes).
- e) Girls' Make-up and jewelry. (Girls only)
- (i) Make-up must not be conspicuous or overdone.
  - (ii) Make-up must not be too thick or dark.
  - (iii) No gothic look is acceptable.
  - (iv) Girls may not wear dark colored nail polish.
  - (v) Jewelry must be conservative and not excessive.
  - (vi) Girls may only wear one pair of earrings at any time (one in each lobe).
  - (vii) Girls may only wear one necklace at any time.

- neck or gape open when bending forward.
- (iv) Stomach may not show when arms lifted above the head.
  - (v) Blouses, polo shirts, and shells may not be tight around hips.
  - (vi) Girls **may not** wear sleeveless dresses or blouses unless they wear a shirt underneath.
  - (vii) Colored blouses, polo shirts, and shells are acceptable.
  - (viii) Any shirt worn under another shirt must not look like an undergarment. (Lacey or sheer, etc.)
  - (ix) Girls must wear a camisole with any of their white blouses or light shirts that are more sheer. Camisoles or undershirts must provide sufficient coverage (i.e. wide shoulder straps and high neckline—two fingers from collarbone).
  - (x) Girls **may not** wear tight fitting, hugging clothes or clothes that cup under at any time.
  - (xi) Girls **may not** wear sweaters, shirts, blouses, or coats with large logos, pictures, or designs across the bust line.
  - (xii) Girls will receive an “Oops slip” if there are infractions. More than one dress code violation in a week will result in a 20-minute detention.
  - (xiii) No single buttons, or bows in the center or directly below the bust line. Additionally, logos across the bust line are not permitted.
  - (xiv) Pictures or designs are allowed on the shirt, but words are not allowed. Single pictures or designs may not be located across the bust line.
  - (xv) No T-shirts allowed (i.e. a man’s styled, crew, or V-neck, cotton, or double-knit shirt without a collar.)
  - (xvi) Sweatshirts may not be worn in class.
  - (xvii) White collared blouse required for chapel (may be a white polo shirt).
  - (xviii) Adult volunteers and parents on field trips need to follow our dress code.
- b) Girls’ Skirts and Dresses.
- (i) Skirts and dresses must be **2 inches below the bottom of the knee both in the hemline and in any slits**. They must still meet this guideline while standing or sitting. (Please sew slits to the proper length; safety

- a) All corporal punishment is administered by the parents at Christian Heritage Academy and must be supervised by an authorized staff member.
- b) Administered out of love and not anger.
- c) Administered Biblically:
  - (i) Proverbs 19:18 -- Chasten thy son while there is hope, and let not thy soul spare for his crying.
  - (ii) Proverbs 13:24 -- He that spareth his rod hateth his son: but he that loveth him chasteneth him betimes.
  - (iii) Proverbs 22:15 -- Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.
- d) Some violations warrant corporal punishment (swats) automatically.
  - (i) Disobedience.
  - (ii) Disrespect.
  - (iii) Fighting.
  - (iv) Lying or withholding the truth.
  - (v) 3 marks for the same violation in one day.
  - (vi) Cheating.
  - (vii) Destruction of other students property.
- e) If a student commits the same offense more than once that requires swats, that student may be subject to suspension or expulsion.

**F. Some violations cause automatic expulsion from Christian Heritage Academy**

- a) Cursing, vulgar talking, stealing, or destroying property.
- b) Bringing drugs, guns, knives, weapons, chemicals, explosives, pornography, unapproved music, unapproved videos, lighters, or matches on the campus.
- c) Body piercing, getting drunk, going to bars, running away from home.
- d) Leaving campus without permission, riding in a car without permission, or reckless driving.
- e) Listening to ungodly music, attending unapproved concerts.
- f) Pulling the fire alarm or vandalizing school property.
- g) Any behavior that does not reflect Christian morals.
- h) Any behavior that tarnishes the testimony of Christian Heritage Academy or Bella Vista Baptist Church.

- i) Parents or students not acting in support of school policies, standards, and convictions. (Complaining and rebellion will not be tolerated.)
- j) Currently enrolled students will not be allowed to spend time with expelled students.**

### XVII. Scoring Violations

- A. Any PACE with 8 "blatant" or 15 "careless" violations will be reissued. Parents will be charged \$9.25 to replace the PACE. Anytime scoring violations are found, all the PACES will be taken and checked for scoring violations.
- B. All reissued PACES will be handled as a disciplinary problem. A discipline log sheet will be filled out in the office, parents called, and a meeting with Bro. Leeder scheduled for that day or as soon as possible.
  - a) Careless:
    - (i) 1st Offense—Reissue and 30 minute detention.
    - (ii) 2nd Offense—Reissue and 60 minute detention.
    - (iii) 3rd Offense—Reissue and Swats
    - (iv) 4th Offense—3 day suspension
    - (v) 5th Offense—Suspension to be determined by Principal.
    - (vi) 6th Offense—Expulsion.
  - b) Blatant:
    - (i) 1st Offense—Reissue and swats
    - (ii) 2nd Offense—Reissue and swats
    - (iii) 3rd Offense—3 day suspension
    - (iv) 4th Offense—Suspension/Expulsion to be determined by principal.

### XVIII. Our Dress Code Policy

- A. Dress Code for Boys.
  - a) Boys' Pants.
    - (i) Students **may not** wear tight fitting, extremely faded, leather, baggy, too low, too big, sagging, or cargo pants.
    - (ii) Dress slacks, jeans (sensible colors), carpenter pants, and casual pants are acceptable.
    - (iii) Designs of any kind are not permitted anywhere on jeans.
    - (iv) Boys will wear belts with pants that have belt loops.
    - (v) Pants may not be tattered, torn, frayed, or faded in improper places.
    - (vi) Pants may not be oversized.

- b) Boys' Shirts.
  - (i) Must be a collared shirt every day of the week.
  - (ii) Writing on shirts, sweaters, sweatshirts, or jackets must be limited to small brand logos. No large printing, logos, or pictures.
  - (iii) Must be white, button down, dress shirt on Wednesday. (White shirt and tie for Chapel.)
  - (iv) White undershirts must be worn under white shirts. No writing on undershirts. Undershirts are to be crew neck or V neck (no tank top style).
  - (v) Sweaters must have a collared shirt underneath.
  - (vi) No T-shirts except in P.E. (See P.E. Dress Code)
- c) Boys' Shoes.
  - (i) Dress shoes, casual shoes, and tennis shoes must be neatly kept.
  - (ii) Tennis shoes are only acceptable if they are mostly white.
  - (iii) Dress socks or crew socks are acceptable; no ankle socks (socks must fit over ankle).
  - (iv) No sandals are acceptable for the boys.
- d) Boys' Jewelry
  - (i) No necklaces.
  - (ii) No earrings or pierced ears.
  - (iii) No bracelets (i.e. rubber bracelets, bands, etc.)
- e) Boys' Hair.
  - (i) No long hair, no spiked hair, no colored hair, no mushroom cuts, no bushy bangs, no sliced side burns, no long side burns, no skater haircuts, no "gang-banger" haircuts, and no gothic look.
  - (ii) Must be regular men's haircut, tapered (not blocked), off the collar, off the ears, and well groomed.
  - (iii) Must be clean-shaven.
- B. Dress Code for Girls.
  - a) Girls' Blouses and Shirts
    - (i) Girls **may not** wear see-through materials at any time.
    - (ii) No dress, blouse, or shirt should have a neckline of lower than 2 student fingers' widths below the collarbone (measured by student's own fingers).
    - (iii) No dress, blouse, or shirt neckline may expose more than 2 finger widths around the entire neckline. Shirts should not be loose around the