

# TABLE OF CONTENTS

---

## **1 IDENTITY**

*What Is CHA And Why Does It Exist?*

### **1.1 STATEMENT OF PURPOSE**

### **1.2 GOALS**

- 1.2.1 Dynamically Christian
- 1.2.2 Academically Excellent
- 1.2.3 Intentionally Interesting

### **1.3 WHAT WE BELIEVE**

### **1.4 ACADEMY FACTS**

---

## **2 ENROLLMENT**

*Joining our educational family*

### **2.1 PREREQUISITES**

- 2.1.1 Salvation Experience
- 2.1.2 Church Involvement
- 2.1.3 Code of Conduct
- 2.1.4 Christian Service

### **2.2 EXCLUSIVITY**

- 2.2.1 Nondiscrimination Disclosure
- 2.2.2 CHA Principle of Professional Conduct
- 2.2.3 Ineligible Church Affiliation

### **2.3 ENROLLMENT PROCEDURE**

- 2.3.1 Introductions & Tour
- 2.3.2 Deliberation
- 2.3.3 Complete the Paperwork
- 2.3.4 Preliminary Enrollment Interview
- 2.3.5 References
- 2.3.6 Final Enrollment Interview
- 2.3.7 Notification of Acceptance
- 2.3.8 Fee Payment
- 2.3.9 Diagnostic Testing
- 2.3.10 Parent Orientation
- 2.3.11 Re-Enrollment

### **2.4 ADDITIONAL ENROLLMENT POLICIES**

- 2.4.1 Probation
- 2.4.2 Legal Custody & Guardianship
- 2.4.3 Scope & Sequence
- 2.4.4 Ineligible Enrollees

### **2.5 DISENROLLMENT**

---

## **3 POLICIES**

*A Ship Without A Rudder Is Not Free*

### **3.1 ATTENDANCE**

- 3.1.1 Importance
- 3.1.2 The School Day
- 3.1.3 Absence
- 3.1.4 Excessive Absence
- 3.1.5 Truancy
- 3.1.6 Requirements to be Considered "Present"
- 3.1.7 Tardiness
- 3.1.8 Church Attendance

### **3.2 DRESS CODE**

- 3.2.1 Benefits
- 3.2.2 General Dress Code
- 3.2.3 Female Dress Code
- 3.2.4 Male Dress Code

- 3.2.5 Footwear
- 3.2.6 Jewelry
- 3.2.7 Cool Weather Options
- 3.2.8 Athletic Attire
- 3.2.9 Dress Code Infractions
- 3.2.10 Casual Day

### **3.3 FINANCIAL MATTERS**

- 3.3.1 Tuition
- 3.3.2 Enrollment Fee
- 3.3.3 Technology & Curriculum Fee
- 3.3.4 Late Payments
- 3.3.5 Returned Checks
- 3.3.6 Refunds
- 3.3.7 Damage To School Property
- 3.3.8 Litigation
- 3.3.9 Fee Schedule
- 3.3.10 Church Membership
- 3.3.11 Additional Fees

### **3.4 MEDICAL GUIDELINES**

- 3.4.1 Enrollment Health Requirements
- 3.4.2 Well Student Policy
- 3.4.3 Administration of Medicine
- 3.4.4 Injuries
- 3.4.5 Emergency Contact List

### **3.5 TRANSPORTATION**

- 3.5.1 Responsibility
- 3.5.2 Special Transportation Arrangements
- 3.5.3 Early Drop-Off & Late Pick-Up
- 3.5.4 Drop-Off & Pick-Up
- 3.5.5 Licensed Students

### **3.6 BEHAVIOR**

- 3.6.1 Language
- 3.6.2 Personal Space
- 3.6.3 Off Limits
- 3.6.4 Attitude
- 3.6.5 Disciplinary Disagreements
- 3.6.7 Standard Of Conduct

### **3.7 DISALLOWED ITEMS**

- 3.7.1 Harmful Items
- 3.7.2 Electronic Devices
- 3.7.3 Gum
- 3.7.4 Anything in Opposition to CHA's Purpose
- 3.7.5 Claiming Disallowed Items
- 3.7.6 Permission To Search Personal Property
- 3.7.7 Drug Testing

### **3.8 DISCIPLINE**

- 3.8.1 Expectation of Student's Conduct
- 3.8.2 Positive Approach
- 3.8.3 Corrective Action
- 3.8.4 Suspension And In-School Suspension
- 3.8.5 Community Service Hours
- 3.8.6 Expulsion

### **3.9 PARENTAL INVOLVEMENT**

- 3.9.1 Parent Orientation
- 3.9.2 Classroom Visits
- 3.9.3 Homework
- 3.9.4 Communication
- 3.9.5 Awards Chapels
- 3.9.6 Conferences

### **3.10 CAMPUS ACCESS**

- 3.10.1 Open To Parents
- 3.10.2 Closed To Visitors
- 3.10.3 Appropriateness of Guests

### **3.11 TELEPHONE USAGE**

- 3.11.1 Outgoing Calls
- 3.11.2 Incoming Calls
- 3.11.3 Cellular Phones

### **3.12 SCHOOL PROPERTY**

### **3.13 MUSIC & ENTERTAINMENT**

### **3.14 EMERGENCY PREPAREDNESS**

### **3.15 EXTRACURRICULAR ACTIVITIES**

### **3.16 ZERO TOLERANCE**

### **3.17 HIGH SCHOOL JOBS**

### **3.18 GRADUATION**

### **3.19 HOME STUDY**

### **3.20 DUAL ENROLLMENT**

### **3.21 VIDEO/PHOTOGRAPHY POLICY**

---

## **4 ACADEMIC PROCEDURES**

*CHA'S Pathway of Learning*

### **4.1 GENERAL**

### **4.2 TESTING**

### **4.3 CHRISTIAN TRAINING**

- 4.3.1 Devotions and Special Chapels

- 4.3.2 Scripture Memorization

### **4.4 STUDENT CLASSIFICATION**

### **4.5 STUDENT SUPPLY LIST**

---

## **5 HELPFUL INFORMATION**

*Knowledge is Power*

### **5.1 AMERICA'S GODLY HERITAGE**

- 5.1.1 Pledge to the American Flag

- 5.1.2 Pledge to the Christian Flag

- 5.1.3 Pledge to the Bible

### **5.2 STUDENT PORTRAITS**

### **5.3 LUNCHESES & CONCESSIONS**

### **5.4 FIELD TRIPS**

### **5.5 STUDENT COMPETITIONS**

### **5.6 STUDENT INSURANCE**

### **5.7 LOST AND FOUND**

### **5.8 SCOLIOSIS SCREENING**

---

## **6 STAFF MEMBERS**

*The People Who Make A Difference*

# 1 IDENTITY

## *What is CHA and why does it exist?*

---

### 1.1 STATEMENT OF PURPOSE

The Bible tells us that if we “Train a child in the way he should go, when he is old he will not turn from it.” (Proverbs 22:6) Toward this end, Citrus Heights Academy has, at its core, one purpose: To partner with families, equipping them to raise their children with a Bible-based and academically excellent education, empowering students to be successful Christian role models, leaders, and ministers in whatever vocation they choose.

---

### 1.2 GOALS

#### 1.2.1 DYNAMICALLY CHRISTIAN

CHA’s most important goal is that each and every student continues to spiritually mature in their personal relationship with Jesus Christ. In that relationship, students can learn to live a life that reflects the standards set forth in God’s Word, the Bible. CHA’s curriculum is Bible-based, and reinforces life lessons taken directly from Scripture, to give them a Christian worldview.

#### 1.2.2 ACADEMICALLY EXCELLENT

We strive to facilitate the best opportunities for education. CHA utilizes a variety of curriculum, including Horizons, Bob Jones, Math-U-See, Saxon, and others. It is individualized, in that it allows students to work at their own level in all subjects.

#### 1.2.3 INTENTIONALLY INTERESTING

Childhood is a time for new discoveries and fresh experiences. Many enriching elements have been added to the program that will add to the student’s intellectual development. CHA endeavors to pique the student’s interest in many varied disciplines, and provide a diverse, enriching, and fun experience while learning. Students are encouraged to participate in athletics, music, art, drama, Bible quizzing, and service projects. There are opportunities to enjoy field trips, competitions, and interaction with visiting preachers, civic leaders, and missionaries.

---

### 1.3 WHAT WE BELIEVE

The biblical principals included in the curriculum are based solely on scripture, and do not focus on any specific doctrine. CHA’s faculty and staff, however, are members of the Citrus Heights Church of the Nazarene and other local congregations, and students will therefore be exposed predominantly to the doctrinal viewpoint of a protestant, evangelical, holiness church.

We believe in one God – the Father, Son, and Holy Spirit; that the Old and New Testament Scriptures, given by divine inspiration, contain all truth necessary for Christian living; that man is born with a fallen nature, and is continually inclined toward evil; that the finally impenitent are hopelessly and eternally lost; that the atonement through Jesus Christ is for the whole human race; and that whoever repents and believes on the Lord Jesus Christ is justified and reborn and saved from the dominion of sin; that believers are to be sanctified wholly, subsequent to rebirth, through faith in the Lord Jesus Christ; that the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers; that our Lord will return, the dead will be raised, and the final judgment will take place.

---

### 1.4 ACADEMY FACTS

Name:	Citrus Heights Academy	Contacts:	352.394.4715 – Voice 352.394-8817 – Fax www.clermontnaz.org
A Ministry Of:	Citrus Heights Church of the Nazarene	Founded:	2000
Address:	101 North Grand Highway Clermont, FL 34711	Capacity:	74 Full-Time Students
		Logo:	The Citrus Tree
		School Colors:	Green & Gold

## **2 ENROLLMENT**

### *Joining our educational family*

---

#### **2.1 PREREQUISITES**

Because CHA is a Christian school for Christian students, candidates for enrollment are held to the highest standards.

##### **2.1.1 SALVATION EXPERIENCE**

Above all other requirements, candidates seeking enrollment at CHA must be Christians. A very young student who has not yet made a decision for Christ should be from a strong Christian family that teaches Bible-based values. Older students should be able to tell about their salvation experience, express a personal testimony, and share details of their committed Christian life, exemplified by the spiritual fruit they are producing (Matthew 7:17-18,20).

##### **2.1.2 CHURCH INVOLVEMENT**

Students and their families are required to attend a Bible believing church of their choice every single week and be involved in the life of the church and its ministries. Students need the three main support groups (home, school, and church) working together in their lives [see also 3.1.8].

##### **2.1.3 CODE OF CONDUCT**

All students are expected to act in an orderly and respectful manner, maintaining biblical standards of social courtesy, moral behavior, modesty, prudence, speech, and honesty. Students must agree to strive toward unquestionable character in cleanliness, dress, conduct, and attitude. Representatives of a Christian school must avoid pursuits that are contrary to a Christ-centered lifestyle, both during school and in their personal time, both on and off campus.

##### **2.1.4 CHRISTIAN SERVICE**

Students of every age should be involved in an area of Christian service in their local church.

---

#### **2.2 CODE OF ETHICS**

##### **2.2.1 NONDISCRIMINATION DISCLOSURE**

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

1. The CHA staff values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The primary professional concern of the CHA staff will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.
4. CHA staff have the duty to report alleged employee or administrator misconduct that affects the health, safety, or welfare of a student.
  - a. The school points of contact the Principal or the Associate Pastor.
  - b. Reporting shall be in confidence except as prescribed by law.
  - c. Reporting personnel are encouraged to submit in writing applicable details of the alleged misconduct.

- . Reporting personnel have certain liability protections as prescribed in Florida Statutes 39.203 and 768.095 (included below)
- 5. CHA Staff have the duty to report actual or suspected cases of child abuse, abandonment or neglect.
  - a. The school points of contact Principal or the Associate Pastor.
  - b. The State of Florida points of contact are 1-800-96-ABUSE or [www.dcf.state.fl.us/abuse/report/](http://www.dcf.state.fl.us/abuse/report/)
  - c. Reporting personnel have certain liability protections as prescribed in Florida Statutes 39.203 and 768.095 (included below)

## **2.2.2 CITRUS HEIGHTS ACADEMY PRINCIPLES OF PROFESSIONAL CONDUCT**

The following shall constitute the Principles of Professional Conduct for the Citrus Heights Academy staff.

Violation of any of these principles shall subject the individual to disciplinary action, or the other penalties as provided by law.

Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
2. Shall not unreasonably restrain a student from independent action in pursuit of learning.
3. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
4. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
5. Shall not intentionally violate or deny a student's legal rights.
6. Shall not harass or discriminate against any student on the basis of race, color, sex, age, national or ethnic origin, political beliefs, handicapping condition, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
7. Shall not exploit a relationship with a student for personal gain or advantage.
8. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Obligation to the public requires that the individual:

1. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
2. Shall not use institutional privileges for personal gain or advantage.
3. Shall accept no gratuity, gift, or favor that might influence professional judgment.
4. Shall offer no gratuity, gift, or favor to obtain special advantages.

Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities in so far the activities are in agreement with the principles of CHA.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not misrepresent one's own professional qualifications.
7. Shall not submit fraudulent information on any document in connection with professional activities.
8. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
9. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

---

**39.203 Immunity from liability in cases of child abuse, abandonment, or neglect.**

(1)(a) Any person, official, or institution participating in good faith in any act authorized or required by this chapter, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

(b) Except as provided in this chapter, nothing contained in this section shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child, or committed any illegal act upon or against a child.

(2)(a) No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect pursuant to the requirements of this section.

(b) Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

---

**768.095 Employer immunity from liability; disclosure of information regarding former or current employees.**

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760.

### 2.2.3 **INELIGIBLE CHURCH AFFILIATION**

Our program is a Christian ministry designed and targeted specifically to be successful for students immersed in Bible-believing churches. These include Methodist, Baptist, Wesleyan, Nazarene, Assembly of God, Presbyterian, Lutheran, Church of God, and others from a protestant, evangelical tradition. Students affiliated with other churches or faiths that we deem, in our sole discretion, to subscribe to a conflicting belief system will not be considered for enrollment. Such churches include, but are not limited to, the Church of Jesus Christ of Later Day Saints (Mormons), the Church of Scientology, Islam, Buddhism, and Hinduism.

---

## 2.3 **ENROLLMENT PROCEDURE**

Candidates for enrollment should follow these steps:

### 2.3.1 **INTRODUCTIONS & TOUR**

Parents and student(s) should make an appointment to visit the school, meet the administration, and tour the facility. This introductory visit is the opportunity to see what CHA is about, learn how it conducts business, and get a lot of questions answered.

### 2.3.2 **DELIBERATION**

Parents will leave the introductory tour with this Handbook and information. Parents and students must thoroughly read the Handbook together. Families should take time to review and consider all this material carefully, discuss the decision with the potential student(s), and seek the Lord's will in prayer.

### 2.3.3 **COMPLETE THE PAPERWORK**

The following documents must be completed:

- Application
- On-Line Enrollment Packet  
(<https://backend.gradelink.com:5555/asp.net.rewrite/enrollment.aspx?sid=496>)
- Updated copy of immunization records (Florida State Department of Health "Blue Form")
- Completed physical (Florida State "Gold Form")
- Copy of most recent report card
- Copy of most recent SAT and FCAT scores.
- Copy of birth certificate

### 2.3.4 **PRELIMINARY ENROLLMENT INTERVIEW**

Scheduled with the Principal, parent(s), and potential student(s), this meeting may have multiple phases (everyone together, parents only, and student only). All completed paperwork is brought to this meeting.

### 2.3.5 **REFERENCES**

If at this point continuing the enrollment process seems advantageous, all references, including the applicant's pastor, will be contacted.

### 2.3.6 **FINAL ENROLLMENT INTERVIEW**

Upon completion of the preliminary enrollment interview, the Principal may recommend the student for enrollment. This final interview is with the Senior Pastor.

### 2.3.7 **NOTIFICATION OF ACCEPTANCE**

After prayerful consideration, the family is notified of CHA's acceptance decision. A potential student is admitted only when, to CHA's satisfaction, it is determined that admission would benefit the student **and** the school. Acceptance is contingent upon receiving all required documentation [see 2.3.3 and 2.3.4].

### 2.3.8 **FEE PAYMENT**

After a student is accepted, fees must be paid before school attendance may begin: The Enrollment Fee, Curriculum Fee, and the first month's tuition payment [see 3.3.2, 3.3.3, and 3.3.1].

### 2.3.9 **DIAGNOSTIC TESTING**

There are circumstances when diagnostic testing is beneficial. In these cases, this is the student's first academic step upon enrollment. This will identify the student's proficiency in all subject areas, and enable CHA to assign the



appropriate curriculum to begin the student's education. In some cases, it may be to everyone's benefit to schedule diagnostic testing **before** the final enrollment interview. The student's academic start date is determined after diagnostic testing is complete.

#### 2.3.10 **PARENT ORIENTATION**

Since CHA partners with parents in the educational process, all parents must arrange to attend a Parent Orientation. This will be an invaluable opportunity to learn about the curriculum and classroom structure. Additional instructional meetings for parents may be scheduled throughout the school year.

#### 2.3.11 **RE-ENROLLMENT**

At the end of each school year, space in the Academy is first made available to returning students. It is the parents' responsibility to complete the re-enrollment process, including paying the nonrefundable re-enrollment fee. After re-enrollment, open enrollment will make space available to other potential students. There is no guarantee of continued enrollment. Students denied re-enrollment may re-apply after one calendar year.

---

### 2.4 **ADDITIONAL ENROLLMENT POLICIES**

#### 2.4.1 **PROBATION**

All new students are admitted on a probationary period for the first six weeks in school.

#### 2.4.2 **LEGAL CUSTODY & GUARDIANSHIP**

In unique, shared custody situations, **all** custodians must authorize the enrollment paperwork. If a non-custodial parent is unavailable or cannot be located, the legal custodian must sign an affidavit disclosing such details and their plans to sever the absent parent's right to legal custody. Students not residing with parents or legal guardians must obtain approval prior to enrollment.

#### 2.4.3 **KINDERGARTEN ADMISSION**

Kindergarten students must be five years old by November 1<sup>st</sup> to be accepted into Kindergarten. Students entering Kindergarten must pass the Kindergarten entrance exam with a minimum score of 80% to be accepted into Kindergarten.

#### 2.4.4 **SCOPE & SEQUENCE**

Different schools employ various curriculums, each utilizing a scope and sequence different than CHA's curriculum choice. Parents should understand that students transferring to or from CHA may test above, below, or on a stated grade level for this reason.

#### 2.4.5 **INELIGIBLE ENROLLEES**

CHA does not accept students who are or have been married, divorced, arrested, run away, or will be over age 20 by the time of graduation. CHA also does not accept students who owe money to other Christian ministries.

---

### 2.5 **DISENROLLMENT**

Attendance at Citrus Heights Academy is a privilege and not a right. This privilege may be forfeited by any student who does not conform to CHA's prerequisites and policies. At any time CHA may order the withdrawal of any student who, in the opinion of the administration, does not conform to the spirit of the institution.

# **3 POLICIES**

## *A Ship Without a Rudder is Not Free*

---

### **3.1 ATTENDANCE**

#### **3.1.1 IMPORTANCE**

Upon enrollment, CHA assumes legal responsibility for the education of a student. All states have compulsory attendance laws that affect both public and private schools. In Florida, the law requires all students ages 6-16 to be “in regular attendance” during the school term. Parents are therefore urged to help CHA instill character by minimizing needless absenteeism and tardiness.

#### **3.1.2 THE SCHOOL DAY**

Opening exercises begin at 8:15 am each day, and students are expected to be ready at that time. Upon arrival on campus, students report directly to their class to begin preparation for the day, without any wandering or loitering. Students stay in school until dismissal at 3:00 pm, except on Wednesdays when early dismissal is at 1:00 pm. All students are expected to regularly attend a full day of school **each day**. A “come-and-go-as-I-please” attitude is not acceptable. Late arrivals and early departures must be accompanied with a parent’s note from home.

#### **3.1.3 ABSENCE**

When a student is absent one or two days, a dated excuse from the parent must be given to the student’s Teacher the next school day stating the reason for the absence. Absences of three or more consecutive days due to illness require a doctor’s excuse. If a student’s absence has not been pre-arranged, the parent should notify the school office by 10:00 am. If a parent requests, homework can be picked up and taken home.

#### **3.1.4 EXCESSIVE ABSENCE**

Frequent absence that hinders the educational process must be addressed. Students who have seven (7) or more absences in a quarter may be disqualified from going on field trips, athletic events, and student competitions for the remainder of that quarter. Upon the seventh absence, a parent conference will be scheduled to determine the best corrective action. Students may not participate in extracurricular activities on days they are absent. Students who qualify for a field trip but attend neither the field trip nor a regular school day are considered absent. Absences due to hospitalization will receive special consideration.

#### **3.1.5 TRUANCY**

A student is considered truant if a call to the office is not made or a note not sent the day following an absence. If CHA determines that the absences are unnecessary, the student will be considered truant, reported to the proper governmental authorities, and the parents will be contacted for a conference to discuss future enrollment.

#### **3.1.6 REQUIREMENTS TO BE CONSIDERED “PRESENT”**

Students who leave school before 11:30 am or arrive after 12:00 noon are considered absent. Any exceptions must be pre-approved by the Principal. Students must be in school for a minimum of three (3) hours to be considered present. Kindergartners must be in school a minimum of two (2) hours to be considered present.

#### **3.1.7 TARDINESS**

Students are considered tardy if they are not in classroom and ready for the day to begin at 8:15 am. A student is allowed three **excused** tardies per quarter. All other tardies, excused or unexcused, will result in a parent conference. Students who are tardy more than five times in a quarter will be suspended for the fifth and each subsequent tardy through the end of that quarter.

### 3.1.8 **CHURCH ATTENDANCE**

Being in class is not the only important attendance requirement for CHA students. Because of the high value CHA places on Christian training, church attendance in a main corporate worship service [2.1.2] is mandatory (not a youth service). Church attendance is recorded and tracked each week. A student missing more than three weeks of church attendance in a quarter will be suspended for one day, with an additional day of suspension added for each subsequent church absence during a quarter. Missing more than three weeks of church attendance within a quarter necessitates a parent conference.

---

## 3.2 **DRESS CODE**

### 3.2.1 **BENEFITS**

Above all, uniforms help students project an appearance that is attractive, conservative, and modest. Some of the advantages of a simple, clear uniform policy include:

- Uniforms promote modesty among Christian youth
- Uniforms result in higher discipline and academics
- Uniforms help improve a student's self-image
- Uniforms enhance internal and group values
- Uniforms give identification for building school spirit
- Uniforms reduce yearly clothing costs
- Uniforms eliminate daily decisions of what to wear
- Uniforms eliminate competition in dress

### 3.2.2 **GENERAL DRESS CODE**

The approved uniform to be worn each day is available for purchase from a vendor designated by CHA. Uniform options and ordering information are available in the school office. Students must not "customize" their uniform with other accessories; only the approved uniform attire will be permitted. CHA will endeavor to negotiate with the vendor to keep the cost as reasonable as possible for a quality, attractive uniform. Uniforms must be kept clean and in good condition.

### 3.2.3 **FEMALE DRESS CODE**

Shirt sizes should be chosen to fit modestly. Makeup and nail polish must be natural-colored and modest. Although God looks at the heart and not outer appearances, it's important that students' dress should honor the Lord.

### 3.2.4 **MALE DRESS CODE**

There will be no piercings or tattoos showing. Hair should be a conservative length, clean, and combed. The face and sideburns should be well coiffed.

### 3.2.5 **FOOTWEAR**

Athletic shoes, dress shoes, and shoes with closed toes and heels with socks are the approved footwear. Skate shoes or "heelies," sandals or crocs may not be worn to school.

### 3.2.6 **JEWELRY**

Jewelry should be simple and modest, without being excessive or distracting. There will be no earrings for gentlemen.

### 3.2.7 **COOL WEATHER OPTIONS**

If a student is cold inside the building, a CHA logo sweatshirt is available for purchase to be worn over the CHA uniform shirt. Other coats, jackets, or sweaters worn while en route to school may not be worn inside the building.

### 3.2.8 **ATHLETIC ATTIRE**

Athletic attire must meet the standards set forth for the particular league or competition in which the team is participating. Girls' practice shorts must be no shorter than two inches above the knee. Only T-shirts are approved for athletic practice; not tank tops or spaghetti straps are allowed. A sports bra is required for ladies. Athletic attire will not be worn in school, unless pre-approved by the Teacher.

### 3.2.9 **DRESS CODE INFRACTIONS**

A parent's note turned in that day will excuse a specific uniform infraction. Students are allowed up to three excused uniform infractions per quarter. All other infractions, excused or unexcused, will be penalized. A uniform infraction will be given for **each** incorrect item. After three infractions, a meeting will be scheduled with the parent to address the issue.

### 3.2.10 **CASUAL DAY**

Each Friday is casual day when a CHA T-shirt may be worn, which is available for purchase. Pants other than the approved uniform may be worn as well. As always, clothes must fit appropriately and modestly with no bare midriffs or undergarments visible.

---

## 3.3 **FINANCIAL MATTERS**

### 3.3.1 **TUITION**

Tuition may be paid in full at the beginning of the school year, or according to the terms of FACTS Tuition Management Company outlined in the enrollment paperwork. New students enrolling at the beginning or middle of the school year must pay the first month's tuition before attending.

### 3.3.2 **ENROLLMENT FEE**

After a student is accepted a nonrefundable \$150 enrollment fee is due with the application [see Fee Schedule at 3.3.9]. The enrollment fee covers standardized testing, student records processing, student insurance, and other expenses.

### 3.3.3 **CURRICULUM FEE**

A nonrefundable curriculum fee of \$200 is due by June 1<sup>st</sup>, for the upcoming school year in order to confirm the student's space. This fee covers the cost of ordering curriculum needed by each student.

### 3.3.4 **LATE PAYMENTS**

If a tuition payment is not received by the 5<sup>th</sup> of the month, parents will receive a friendly reminder phone call. If tuition is not received by the 10<sup>th</sup>, a letter will be sent and a late fee of \$25 will be added to the student's account. If tuition is not received by the 20<sup>th</sup>, the student may not attend school until the account is current.

### 3.3.5 **RETURNED CHECKS**

There is a \$25.00 service charge for all checks returned to the school by financial institutions. If a parent has two (2) checks returned in the same school year, they will be placed on a cash or money order payment plan for the remainder of that school year.

### 3.3.6 **REFUNDS**

When a student with a positive account balance is withdrawn from enrollment, a refund of any monies due to the family will be issued within thirty (30) days. Partial-month refunds will not be given. Certain fees and charges are nonrefundable. When a student is withdrawn or expelled midyear, a fee of 10% of tuition (\$470) will be added to the account at the time of withdrawal or expulsion.

### 3.3.7 **DAMAGE TO SCHOOL PROPERTY**

If a student damages school property, intentionally or through careless neglect, the cost of repair or replacement will be added to the student's account and the parent(s) notified [see 3.12].

### 3.3.8 **LITIGATION**

As Christians, all staff, volunteers, students, and parents agree that they would never make demands, threaten to sue, or actually enter into litigation. To do otherwise would be a clear violation of Biblical teaching. Students of families choosing to enter into litigation with CHA, Citrus Heights Church of the Nazarene, school or church staff members will be considered **automatically** withdrawn from enrollment.

**3.3.9 FEE SCHEDULE**

Full Time Annual Tuition .....	4,700.00
Speech or Occupational Therapy.....	2,500.00
Additional Academic Tutoring .....	2,500.00 +
Midyear Early Withdrawal or Expulsion Fee (10%)	470.00
Summer Study Fee .....	200.00
Curriculum Fee (nonrefundable) .....	200.00
First-Time Enrollment Fee (nonrefundable) .....	150.00
Sports Participation Fee (basketball) .....	100.00
Sports Participation Fee (flag football).....	100.00
Sports Participation Fee (volleyball).....	100.00
Re-Enrollment Fee (nonrefundable).....	75.00
Sports Participation Fee (softball) .....	25.00
Late Tuition Payment Fee .....	25.00
Returned Check Fee .....	25.00
Graduation Gown Rental.....	25.00
Yearbook (per family).....	20.00
Duplicate Report Cards or Handbooks .....	5.00
Late Pick-Up Fee (first 15 minutes).....	5.00
Lost, Destroyed, Failed or Excessive Curriculum ...	50.00 per book
Multiple Family Discount per student (5%).....	-235.00
Church Member Discount (10%).....	-470.00

**3.3.10 CHURCH MEMBERSHIP**

We offer a 10% tuition discount to Citrus Heights Church of the Nazarene members as an incentive to enroll their children in Citrus Heights Academy and help them provide a Christian education to their children. To be eligible, you must be an active member of Citrus Heights Church of the Nazarene. Active membership is determined by the Church Board to mean:

- Immersed believer in Jesus Christ
- Agreed to the Membership Covenant
- Membership at Citrus Heights Church of the Nazarene for at least six months
- Attending at least three out of four weekend services per month
- Tithing (giving 10% of income or more) to the church
- Involved in a Sunday School class, and active in a ministry of the church

**3.3.11 ADDITIONAL FEES**

Other expenses that may occur during the school year include, but are not limited to, uniforms, concessions, individual and class portraits, various optional electives, and all-school field trip.

---

**3.4 MEDICAL GUIDELINES**

**3.4.1 ENROLLMENT HEALTH REQUIREMENTS**

Florida law requires that all children who enter a Florida public or private school have immunizations for diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, and rubella (German measles). Parents must provide this information prior to enrollment. The current form for this information is HRS 680 Part A-1 or A-2 for 7<sup>th</sup> grade and above. Transfer students whose health records are delinquent will be required to get the proper immunizations before they attend classes at CHA.

**3.4.2 WELL STUDENT POLICY**

For the wellbeing of all students, parents should not allow a child to attend school with a fever or other signs of any contagious disease. Students who leave school due to illness may not return to school later the same day.

**3.4.3 ADMINISTRATION OF MEDICINE**

Prescriptions may be given to a child at school only if a signed note from the parent states that the doctor's instructions necessitate it. Nonprescription medications (such as Tylenol or cough syrup) as well as medications for chronic conditions (such as inhalers or insulin) may be given to the student if accompanied by a note of instruction from the parent. All medications sent to

school must be kept and administered at the Principal's office in the original, clearly marked containers, labeled with the student's name. Any student who uses or dispenses medications that are not authorized will be penalized. CHA does not provide medication to any student for headaches, fever, or other reason unless the parent has given prior authorization.

#### 3.4.4 INJURIES

Parents will be called when a student needs emergency medical attention. If a parent cannot be reached, the next person on the Emergency Contact List will be called. If neither can be reached, the student will be transported to the nearest medical treatment facility, and CHA will continue trying to contact the parent. For moderate medical needs, the parent will be called to pick up the student. Minor first aid will be given as needed. All injuries, whether major or minor, should be reported to a staff member, who will complete an accident report to be sent home and for the student's permanent file.

#### 3.4.5 EMERGENCY CONTACT LIST

Part of the enrollment process is completing the Emergency Contact List. It is vital that the school be able to contact parents in the event of an emergency. Therefore, if a student's emergency contact information changes during the school year, CHA must be informed.

---

### 3.5 TRANSPORTATION

#### 3.5.1 RESPONSIBILITY

All transportation to and from school and school functions is the responsibility of the parents.

#### 3.5.2 SPECIAL TRANSPORTATION ARRANGEMENTS

When a student is planning to ride home or leave the campus with another student, a parental letter of consent by each parent must be sent beforehand.

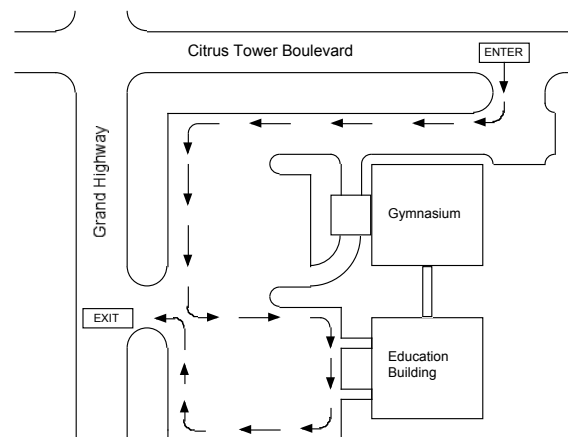
#### 3.5.3 EARLY DROP-OFF & LATE PICK-UP

Students should not be dropped off prior to 8:00 am or picked up after 3:15 pm (1:15 pm on Wednesdays, or 15 minutes after an extracurricular activity). CHA does not take responsibility for students arriving early or leaving late, since they are not supervised during these times.

Students may be picked up late three times in one quarter without penalty. Upon the fourth late pick-up and for each subsequent late pickup in that quarter, a \$5.00 fee will be charged to the student's account. Continual late pick-ups will not be allowed. Late pickup fees apply only to students in first grade or older.

#### 3.5.4 DROP-OFF & PICK-UP

When dropping off and picking up students, vehicles should enter the parking area from Citrus Tower Boulevard, queuing up toward the education building. Vehicles should exit via Grand Highway.



#### 3.5.5 LICENSED STUDENTS

A student with a valid driver's license and permission from CHA may drive to school. An Application For Driving Privilege must be on file with the student's and parents' signatures, along with a copy of the valid license, proof of insurance, and registration. Car keys must be turned in to the Principal upon arrival. Students who drive themselves to school must still abide by the school schedule and be prompt for opening exercises. No student may be in the parking lot during school hours.

---

## **3.6 BEHAVIOR**

### **3.6.1 LANGUAGE**

Students should only use words that glorify the Lord. Counterproductive vocabulary will not be tolerated. Remember, “Out of the overflow of the heart the mouth speaks” (Matthew 12:43).

### **3.6.2 PERSONAL SPACE**

All students must respect the personal space of others. There should be no physical contact. Students are prohibited from coming within six inches of other students or staff (the “six inch rule”). No student should be in another student’s locker or belongings.

### **3.6.3 OFF LIMITS**

Students should consider the following “off limits” unless specific permission is given by a staff member: athletic equipment, music and sound equipment, eating in areas other than the assigned lunch area, recreation areas unless supervised at the assigned times, the parking lot and vehicles, the kitchen, other student offices, computer equipment, and any areas of the facility when the staff is not available to supervise.

### **3.6.4 ATTITUDE**

Although many times we cannot choose our circumstances, we can always choose the way we respond to those circumstances. Students should strive to choose an attitude that is positive, respectful, and productive. Back talk, griping, condescension, belittling, and “rolling of the eyes” is not acceptable.

### **3.6.5 DISCIPLINARY DISAGREEMENTS**

All students are expected to conduct themselves in a Christ-like manner, demonstrating respect toward authority, and showing kindness, courtesy, and honesty. If a student becomes upset about a disciplinary action, however, parents are asked to remember the following:

- Give CHA the benefit of the doubt.
- Realize that the student’s reporting is emotionally biased without all the information.
- Realize that CHA has reasons for all rules and that they are enforced fairly with all students.
- Support the administration by opening the lines of communication so the problem can be resolved.

### **3.6.7 STANDARD OF CONDUCT**

It is our expectation that the student will maintain a Christian lifestyle at school and away from school. If a student engages in activities that are inconsistent with this (for example, partaking of alcoholic beverages, smoking of any kind, use of illegal drugs, sexual promiscuity, etc) and the school becomes aware of the behavior, it may result in immediate expulsion.

---

## **3.7 DISALLOWED ITEMS**

To maintain CHA’s high standards, certain items have no place on campus, at extra-curricular activities, or in vehicles en route to those activities. Actually, the only things that should be brought from home are homework, notebooks, lunch, athletic attire, special projects, and school supplies (pencils, notebook, etc).

### **3.7.1 HARMFUL ITEMS**

A student found in possession of these items will be subject to **automatic expulsion**: guns, ammunition, knives, weapons, explosives, fireworks, tobacco products, matches, lighters, drugs, drug paraphernalia, pornography, notes or letters discussing the possession or procurement of such items, or any item that the administration decides, in its sole discretion, is detrimental to the learning process or the moral climate of the school, or harmful or dangerous to the student, other students, or school staff.

### 3.7.2 **ELECTRONIC DEVICES**

Electronic devices will not be brought to school without prior authorization from a Teacher or the Principal. iPhones, iPads, iPods, MP3 or CD players are permitted after the student and parent has completed and signed the required permission form. A student may listen only to his own player during approved times and may not loan it or borrow another student's. For details about appropriate music choices, see 3.13. For details about guidelines for bringing cell phones, see 3.11.3.

### 3.7.3 **GUM**

Gum chewing is not allowed on school property or in school vehicles.

### 3.7.4 **ANYTHING IN OPPOSITION TO CHA'S PURPOSE**

It is not productive to bring to school anything that is contrary to the purposes of CHA and the standards we are striving to maintain, including inappropriate clothing, reading material, personal projects, etc.

### 3.7.5 **CLAIMING DISALLOWED ITEMS**

Disallowed items brought on campus will be confiscated until a parent comes to claim them.

### 3.7.6 **PERMISSION TO SEARCH PERSONAL PROPERTY**

CHA reserves the right to search persons and personal items. Searches will be conducted by a same-sex staff member without the student's or parent's permission. Enrollment constitutes parental consent to such a search. Students are discouraged from bringing bags or backpacks to school, unless absolutely necessary (for changing into an athletic uniform, for example).

### 3.7.7 **DRUG TESTING**

Enrollment constitutes voluntary compliance to drug testing if, in its sole discretion, CHA has reasonable cause to conclude that it is necessary. If test results are positive, expulsion of the student is at CHA's discretion.

---

## 3.8 **DISCIPLINE**

CHA's administration feels strongly about disciplining students fairly and giving them a chance to learn from their mistakes. However, for the good of the student body as a whole, the administration reserves the right to use whatever disciplinary measure it deems necessary up to and including suspension or expulsion in any circumstances under which it decides, in its sole discretion, this is required. CHA does not administer corporal punishment.

### 3.8.1 **EXPECTATION OF STUDENT'S CONDUCT**

CHA is a Christian school for Christian students. It is not CHA's purpose to reform troubled children or waste valuable resources on students requiring excessive discipline. Doing so takes necessary attention away from other, well-behaved students. Consistent behavioral issues will not be tolerated.

### 3.8.2 **POSITIVE APPROACH**

CHA strives to use a positive reinforcement program. Included are merits, special privileges, field trips, honor roll, awards programs, student competitions, sports, and progress reports.

### 3.8.3 **SUSPENSION AND IN-SCHOOL SUSPENSION**

In extreme cases, students may be suspended or assigned in-school suspension (ISS). These circumstances indicate that immediate improvement is necessary to avoid expulsion.

### 3.8.4 **COMMUNITY SERVICE HOURS**

In some cases (for example, cheating, using another student's computer, etc), suspension may be enhanced with the addition of the assignment of ten hours of community service, to be completed within thirty days.

### 3.8.5 **EXPULSION**

The final and most extreme disciplinary action is expulsion. This step is taken when it becomes clear that a mutually productive relationship between CHA and the student is not attainable. If it is determined that the Academy is no longer



able to help a student, expulsion will make space available for a new student. All fees will be due at the said time.

---

### **3.9 PARENTAL INVOLVEMENT**

Parents' involvement in the education of their children is critical to the success of CHA. The following opportunities are available to parents as they support their children in the learning process.

#### **3.9.1 PARENT ORIENTATION/OPEN HOUSE**

All parents are required to attend an annual parent orientation/Open House. This event is an important "refresher course" on academic policy and procedure.

#### **3.9.2 CLASSROOM VISITS**

Visiting the school at least once each week will keep a parent up to date regarding goals and academic progress.

#### **3.9.3 HOMEWORK**

Although it is the student's responsibility to complete homework, encouragement and instruction at home are invaluable. It is best to stop by before or after classroom hours to touch base with the Teachers or call or e-mail for an appointment.

#### **3.9.4 COMMUNICATION**

Regular communications will be e-mailed. It is important that parents read these e-mails to keep up with student progress and CHA news.

#### **3.9.5 AWARDS CHAPELS**

Conducted at the end of each quarter to recognize special events and achievements throughout the school year, Awards Chapels are a great time to network with parents and staff, and recognize the students' great accomplishments.

#### **3.9.6 CONFERENCES**

Formal conferences will be scheduled between parents, student, and teacher when necessary. Whether formally scheduled conferences or informal chats, touching base with teachers and other staff members is a great way for parents to be "in the know."

---

### **3.10 CAMPUS ACCESS**

#### **3.10.1 OPEN TO PARENTS**

Parents are encouraged to visit campus as frequently as possible. Stopping by the student office or asking "what's up?" to a teacher is a great way to keep current with a student's academic and behavioral status. In order for students to receive maximum attention, parents are encouraged to schedule an appointment when they require extended time with staff members.

#### **3.10.2 CLOSED TO VISITORS**

For the benefit and security of students and staff, CHA observes a closed campus policy to outside visitors. We accept no "cold call" salesmen or unannounced visitors, especially during school hours. All those outside of the Citrus Heights family must make an appointment. Just "stopping by" is a disruption to the educational process.

#### **3.10.3 APPROPRIATENESS OF GUESTS**

Parents and other visitors are asked to dress modestly and behave appropriately when they visit the school. Visitors who do not will be asked to leave the campus.

---

### **3.11 TELEPHONE USAGE**

#### **3.11.1 OUTGOING CALLS**

The school telephone is for emergency use only by students, with teacher's permission. Transportation arrangements, scheduling, and plans should be made outside of school hours and should not necessitate student calls during the day.

### **3.11.2 INCOMING CALLS**

When a parent calls for a student, staff will always accommodate the call and locate the student. Parents should keep in mind, however, that such calls are often a distraction from the student's learning, and should be kept to a minimum.

### **3.11.3 CELLULAR PHONES**

A student may bring a cell phone to school if the parent deems it necessary. Upon arrival on campus, the phone must be turned off and left in the locker. The phone may be checked for messages at lunch and after school. If a student must make a call, the phone must be used in the presence of a staff member. The goal is to allow students the security of having the phone while en route to and from school, but not during school hours. In order to have this privilege, students must consistently follow these procedures. Staff members may, at their discretion, revoke a student's privilege and confiscate a cell phone until the parent picks it up.

---

## **3.12 SCHOOL PROPERTY**

CHA strives to provide a well-equipped environment to aid in the learning process. It is the responsibility of all students to help maintain the quality and condition of these items by giving them the proper care. This includes furniture, walls, flooring, fixtures, curriculum, and equipment. Students defacing school property will be financially responsible for its replacement or repair and will complete community service hours [see 3.3.7].

---

## **3.13 MUSIC & ENTERTAINMENT**

CHA feels strongly about the effects music has on young hearts and minds. It is the parents' responsibility to monitor the entertainment and music of their students. When choosing music or entertainment, consider these questions:

- What do the words of the music say or imply?
- Is the singing style sensual in nature?
- What is associated with the music or performers?
- What are the objectives of the artist or publisher?
- What values are reflected by the case artwork?
- What response is expected when listening?

---

## **3.14 EMERGENCY PREPAREDNESS**

Periodic practice drills are held to prepare for fire, tornado, and other emergencies. At these drills, students are to strictly follow directions and refrain from talking and running. In the event of a real emergency requiring evacuation, a message will be left on the main voicemail at 352.394.4715 or the Citrus Heights Academy Facebook page, an attempt will be made to contact each parent by phone, and any necessary law enforcement agencies contacted. Our contingency location to pick up students is Publix at Citrus Tower Village. In the event of an anticipated school closing (due to approaching inclement weather, for example), a message will be left on the main voicemail and the CHA Facebook page.

---

## **3.15 EXTRACURRICULAR ACTIVITIES**

Sports, music, art, and other extracurricular activities are available to students maintaining proper academic standing. Participation in activities may be suspended when a student is not meeting academic, behavioral, or attendance requirements [see 4.9].

---

## **3.16 ZERO TOLERANCE**

CHA does not tolerate assault, threats, harassment, or abuse against staff or students. Verbal or written threats, racial, ethno-cultural harassment, physical or sexual harassment or abuse perpetrated by anyone in the church or school, whether intentional or unintentional, is unacceptable. CHA is characterized by a safe and harmonious environment in which the well-being of every individual is paramount. Because CHA is an educational institution, all staff are required by law to be mandatory reporters of abuse or suspected abuse in any form (see Code of Ethics in section 2.2)

---

### **3.17 HIGH SCHOOL JOBS**

Only seniors with 18 or more credits may obtain jobs requiring them to leave school earlier than 3:00 pm. High school students with less than 18 credits may work part time only if scheduled to work no earlier than 3:30 pm. The Principal will approve the arrangements after receiving letters from the parents and the employer. If academic progress begins to wane, parents will be called for a conference. Seniors must attend school a minimum of **three hours per day** until graduation requirements are completed.

---

### **3.18 GRADUATION**

Completing the required course of study and earning the necessary credits allows a student to graduate. High school students should see their Teacher to identify their course of study and academic projection.

---

### **3.19 DUAL ENROLLMENT**

In order to participate in dual enrollment with local colleges, a student must earn and maintain a minimum GPA of 3.0. If CHA offers the course, it must be taken at CHA.

# **4 ACADEMIC PROCEDURES**

## *CHA's Pathway of Learning*

---

### **4.1 GENERAL**

The classroom is a place for learning. It is important to maintain a quiet atmosphere at all times with communication between staff and students only. Students should remain in their offices during study periods. Chairs should remain firmly on the floor. Students must be in their classes at all times unless they have first obtained permission to be somewhere else.

---

### **4.2 TESTING**

Tests are given on predetermined days. All students are expected to complete the test when assigned. Exceptions are rarely granted. Students should work diligently to complete the test.

---

### **4.3 CHRISTIAN TRAINING**

#### **4.3.1 BIBLE CLASS**

Bible class will be held each day. NIV Bibles are required for these times. Other opportunities will be available for Bible studies and evangelism training in which principles of biblical wisdom will be taught.

#### **4.3.2 SCRIPTURE MEMORIZATION**

CHA places great emphasis on memorizing God's Word. All students will be encouraged at certain times to memorize and recite a specified scripture passage.

---

### **4.4 STUDENT CLASSIFICATION**

High school students will be classified according to the number of credits they have earned by the first day of school or enrollment each year. Students on the high school level should endeavor to earn approximately 6-7 credits per school year.

- |            |           |                      |
|------------|-----------|----------------------|
| • Grade 9  | Freshman  | 0 Credits            |
| • Grade 10 | Sophomore | 6 Credits (minimum)  |
| • Grade 11 | Junior    | 12 Credits (minimum) |
| • Grade 12 | Senior    | 18 Credits (minimum) |
- 

### **4.6 STUDENT SUPPLY LIST**

Each student is responsible for providing certain supplies of their own in order to be well equipped for each class. For a current list according to grade level, see the enrollment packet.

# 5 HELPFUL INFORMATION

*Knowledge is Power*

---

## 5.1 AMERICA'S GODLY HERITAGE

CHA places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for God, flag, and country are taught. Therefore, all students are required to memorize and recite the following three pledges:

### 5.1.1 PLEDGE TO THE AMERICAN FLAG

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.

### 5.1.2 PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands, One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### 5.1.3 PLEDGE TO THE BIBLE

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.

---

## 5.2 STUDENT PORTRAITS

All students' portraits are taken twice annually, once in the fall and again in the spring. Fall portraits are in uniform, and spring portraits are casual dress. Although the purchase of portraits is optional, all students are required to sit for the photographer.

---

## 5.3 LUNCHESES & CONCESSIONS

Students may bring lunch from home or purchase items ala carte from the concession stand. Parents may choose to pre-pay for concessions in advance. On Thursdays, pizza is available. Microwaves are available for students to warm items brought from home. Students are not to share lunches due to health reasons. Each student clears and cleans his eating area when finished. Parents are always welcome to eat with students during their regularly scheduled lunchtime. Other guests must obtain advance approval from the Principal.

---

## 5.4 FIELD TRIPS

Many special learning opportunities occur each year, including field trips. The outings may cost a modest amount.

---

## 5.5 STUDENT COMPETITIONS

Some of the most exciting and rewarding events for students are the student competitions held each year. Students are encouraged to prepare for competition in events including academics, athletics, music, drama, arts & crafts, and science exhibits. Guidelines and counseling are available to assist students in preparing for competition. To participate in this exciting opportunity, students must meet the age requirements according to the competition guidelines, be financially current, and maintain a satisfactory attendance record.

---

## 5.6 STUDENT INSURANCE

Student insurance is covered automatically in the registration fee. The school is not liable to parents or students because of any injuries incurred at school or during any activity at or away from the school. Parents are encouraged to carry medical insurance on their student but, in the event they do not, the schools insurance policy will help defray some of the expense. **The school's policy is a secondary policy only and parents whose students are injured assume responsibility for their medical care and/or treatment.**

---

## 5.7 LOST AND FOUND

A lost and found service is administered for the church and school. It is the responsibility of the student to retrieve lost items in a timely manner. After a reasonable time, items not claimed are donated.

---

## 5.8 SCOLIOSIS SCREENING

CHA offers scoliosis screenings through Clermont Chiropractic Life Center.

## **6 STAFF MEMBERS**

*The People Who Make A Difference*

---

<b>7.1</b>	<b>SENIOR PASTOR</b>	
	Reverend Doug Lane	Birthday: 08/14

---

<b>7.2</b>	<b>PRINCIPAL</b>	
	Tammy Lane	Birthday: 11/06

---

<b>7.3</b>	<b>VICE PRINCIPAL</b>	
	Scott Hutton	Birthday: 02/27

---

<b>7.4</b>	<b>ELEMENTARY TEACHER</b>	
	Amy Hutton	Birthday: 09/23

---

<b>7.5</b>	<b>HISTORY TEACHER</b>	
	Aylene Barr	Birthday:

---

<b>7.6</b>	<b>ENGLISH TEACHER</b>	
	Laura Diehl	Birthday: 03/05

---

<b>7.6</b>	<b>SCIENCE TEACHER</b>	
	Susan Smelas	Birthday:

---

<b>7.6</b>	<b>SPANISH TEACHER</b>	
	Joscelyn Ramos Campbell	Birthday:

This handbook is in its eighth revision, April 2014.

This handbook has been reviewed by  
the Christian Law Association.

## **NOTES**