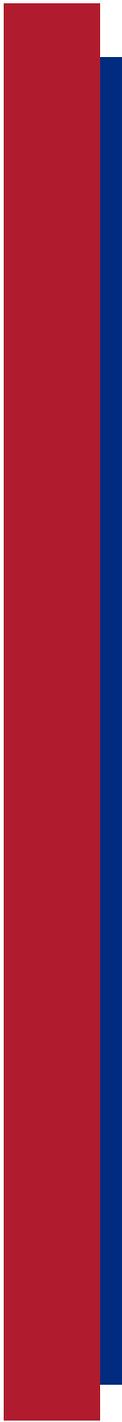




Christian Heritage
Academy



SECONDARY
2015/2016
Parent/Student Handbook

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Christian Heritage *Academy*

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Message from the Headmaster

Dear Parents and Students,

This handbook has been prepared especially for you so that you will be better acquainted with all aspects of CHA. It has been arranged in such a manner that you will be able to use it as a quick reference for needed information.

Every school must have standards, regulations and procedures to help insure effective operations and orderliness. Because of this, every student is expected to read this handbook and become responsible for the information in it. To fully utilize the information in this handbook, we encourage each parent to go through the handbook with your child.

Wishing you a Successful Year,

Mr. Josh Bullard, Headmaster

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Christian Heritage Academy

Parent-Student Handbook

Introduction

Our Vision

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

Mission Statement

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

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

Statement of Faith

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

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

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

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

Christian Heritage Academy - Kingdom Diversity

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

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

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

Christian Heritage Academy's Philosophy of Education

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

Our philosophy affirms that each subject will be taught from the Biblical principles of that subject because the Word of God is the only source of absolute truth, wisdom, and knowledge. One of our educational goals is that students will learn to reason from the Biblical and academic principles and gain mastery over each subject.

Another of the educational goals of Christian Heritage is to produce students with the Christian character necessary for Christian self-government and Christian civil government, a character distinguished by faith, industry, steadfastness, diligence, patience, liberty of conscience, and Christian brotherly love which will enable one to govern himself by Biblical principles and then extend these godly principles into his home, church, state, and nation, and into every area of business and professional life. This goal reveals our philosophy not only to be distinctively Christian, but also to be distinctively American.

Core Values

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

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

Core Value #1--The Word of God

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

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

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

Core Value #3--Salvation and Its Effect

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

Core Value #4--Christian Scholarship

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

Core Value #5--The Propagation of the Gospel

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

Core Value #6--The Restoration of America to Its Foundation

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

Core Value #7--Excellence in Teaching

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

Admissions Policy

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

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

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

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

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

The school will observe the civil laws of Oklahoma and the United States of America as long as they are not in conflict with God's laws. In particular the school welcomes the enrollment of all races and nationalities. Final admission will be based on policies as stated above, classroom availability, and signing of Parental Agreement and Financial Contract. All other requirements are included in the Enrollment Procedures.

STUDENT AGREEMENT

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

1. I will submit myself to my parents' authority.
2. I will submit myself to those in authority at CHA and/or any rule or regulations that may be adopted or changed from time to time.
3. I will remain in compliance with the CHA Standard of Conduct which is signed at the time of application and thereafter upon a yearly basis.
4. I will obey my teachers and treat them with respect.
5. I will be kind towards and respect my fellow students.
6. I will work hard in all my classes turning in all homework and endeavoring to keep good notebooks.
7. I have read the Student Handbook and will endeavor to stay in harmony with school standards and policies.
8. I understand that CHA is a Christian school, and it is therefore obvious that I should endeavor to pursue the spiritual aspects of the Academy's Mission Statement.
9. I will refrain from all forms of plagiarism, especially as it applies to my student notebooks. All parts of the notebook should be my own personal work. I will not copy or use anything from an old, current, or other student's notebook unless directed to do so by a teacher.
10. I will not publicly criticize CHA's stated philosophy of education (American Christian) or CHA's methodology of education (the Principle Approach) and will refrain from publicly condoning, supporting or otherwise promoting ideals that would be contrary to the above.
11. When areas of conflict arise, I will bring any questions or criticism directly to the teachers or administration so that the concerns may be dealt with properly by those in authority.
12. I have read the Dress Code as stated in the Parent-Student Handbook and will endeavor to follow the spirit and letter of the code.
13. As a student entering grades 9-12, I have a desire to attend CHA in order to profit from the type of education CHA is offering. (grades 9-12 only)
14. I will refrain from publicly criticizing or promoting ideal contrary to CHA's Core Values with Student Out comes. I will also actively work with the faculty and administration to build those outcomes into my life. (grades 11 & 12 only)
15. I understand that enrollment at CHA constitutes a pledge to live by the standards of this code which have been established for my good and the good of the entire school community. Not complying with any part of the Student Agreement may be grounds for appropriate discipline. Discipline could include suspension or expulsion if deemed best for the entire student body.

PARENT AGREEMENT

1. We understand that the mission of Christian Heritage Academy is to assist the home and church in building a solid foundation in the life of each student – a life which is characterized by a personal salvation experience, the development of Christian character, the Christian conscience, and Christian self-government. The ultimate goal of the ACADEMY is to produce true Christian scholars who will be used of God to propagate the Gospel to the whole world and restore our American Christian Republic to its historic, Biblical foundation.
2. We have read and agree to support the policies as stated in the Parent/Student Handbook including the Standard of Conduct (grades 6 – 12 only).
3. We understand the importance of local church attendance in the Christian education of our children.
4. We pledge our loyalty to the aims and ideals of the school and will bring any question or criticism we might have directly to the teachers or administration so that it may be properly dealt with by those in authority.
5. We understand that the ACADEMY reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of the student and/or his parents make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.
6. The administrators of the ACADEMY and the teachers serving under them shall have sole discretion in the administration of appropriate discipline, including corporal; and the right to adopt rules and regulations, i.e., Standards of dress, conduct, etc., with which the STUDENT must fully comply. We herewith agree to authorize this school to employ such discipline, including spanking as seems wise and expedient for my child.
7. I give permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to me or my child because of any injury to my child at school or during any school activity.
8. The PARENT agrees to insure that the STUDENT attends all classes regularly; is on the ACADEMY premises at the beginning of the school day; and has transportation from the ACADEMY premises at the close of the school day.
9. In full cooperation with the school, we will attend, if at all possible, all orientation and informational parent meetings.
10. The ACADEMY reserves the right to dismiss any STUDENT who does not comply fully with the rules and regulations of the ACADEMY; who is consistently absent; or who fails to maintain minimum scholastic standards.
11. I understand the deliberate misrepresentation of information will subject my child to immediate dismissal.
12. I have read the ACADEMY's Core Values and Student Outcomes (grades 11-12 only) and will commit to support the teachers and administration as they assist my family and the local church to develop these outcomes in the life of my child.

Academic Information

The Principle Approach to American Christian Education

The educational philosophy implemented by Christian Heritage Academy is called *The Principle Approach to American Christian Education, History, and Government*. The Principle Approach has been described as “America’s historic method of Biblical reasoning which makes the Truths of God’s Word the basis of every subject in the school curriculum.” (Rosalie J. Slater, *Teaching and Learning America’s Christian History*)

“In its contemporary meaning the Principle Approach refers to the re-discovery and re-statement of the historic truths or principles of God’s Word on which the *character* of our original peace, liberty and prosperity, both individually and corporately, were built. It refers also to the Christian method of reasoning from the Holy Bible (the proper and primary authority concerning our view or philosophy of life and living), and how to comprehend all subjects, inclusive of education and government in the home, church, school and society.” (James B. Rose, *A Guide to American Christian Education for the Home and School*)

Notebook Methodology

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

Passing Notebook Requirement

Because of the above statements, CHA requires that students must have a passing notebook to receive a credit for each academic class in which a notebook is required. Notebooks are graded at least at the end of each mid-term and the end of each semester. Students who do not receive a passing grade on the notebook will be required to re-submit the notebook to be re-graded within one week. The notebook will be re-graded and must meet the standards, set by the teacher, to receive a passing grade. Depending on individual teacher policy, the original notebook grade may or may not be changed. A re-graded notebook cannot receive a grade higher than the minimum passing grade; however, for the student to receive a credit for the course a passing grade must be obtained for the notebook. Students who do not receive a passing grade on their notebook after its second grading will be sent to speak to an administrator. A detention will be assigned and the student will be told to resubmit the notebook to the teacher, before school, two school days after the administrator speaks to the student. This process will be repeated until the notebook meets the standard set by the individual teacher. Students who continue to not have a notebook that meets the standard, set by the teacher, may be subject to further disciplinary procedures and /or failure of the course for the semester. Senior core classes (Bible, English, and Philosophy) may have their notebooks graded once a semester at the discretion of the teacher.

Accreditation

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

Grading System

The grading scale at Christian Heritage Academy is

A+	100-97	B+	89-87	C+	79-77	D+	69-67	F	59-0
A	96-93	B	86-83	C	76-73	D	66-63		
A-	92-90	B-	82-80	C-	72-70	D-	62-60		

The grading scale for some honors classes will be altered.

In addition to the above scale, these notations are used: “W” — Withdrawal from the course. “I” — Incomplete. Given when requirements are lacking. Unless this is made up in a reasonable time, the grade automatically changes to “F”.

Individual extra-credit assignments are not given to raise a student’s grade.

Progress Reports/Report Cards

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

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

Scheduling

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

Student Aides

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

Textbooks and Supplies

The school will issue most classroom textbooks to the students for the school term. These texts remain school property and should be treated with care. Students are required to keep textbooks covered at all times. Names should be written in ink in all textbooks.

A student must pay for a lost textbook before receiving a replacement. If a book is damaged but usable, the student will be charged an appropriate fee to cover the damage.

A separate list of supplies and books to be purchased will be mailed to the parents in August.

Tutoring

Teachers will make every effort to help students when they fall behind or need academic help. Teachers will work with individual students on a compulsory basis or per request from a student or parent either before, during, or after school. Most teachers are available in the classrooms daily from 3:15 to 4:00 for this type of help. No fee is charged for this service.

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

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

Extra-Credit Work/Asking to Change a Grade

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

Summer School

Christian Heritage Academy offers a unique curriculum. Each of the subjects is an integral part of the school's course of study, which is designed to encourage the development of true Christian scholarship. The subjects are academically demanding and are taught from a Biblical perspective.

Therefore, a student will generally not be granted permission to attend summer school, evening school, or take courses by correspondence outside of CHA to receive credit at CHA towards graduation or to make up failed credits. Any courses taken without prior school approval will not be recorded on the student's transcript.

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

Awarding of Diplomas

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

Field Trips

Field trips are designed to allow our students educational experiences that cannot be achieved in the traditional classroom. Field trips are valuable learning experiences and are considered part of the regular school day. Should a student not attend a planned field trip, s/he will be required to attend class to complete an assignment for each specific class in lieu of the trip.

Promotion Policy

At the end of the year, students will be reviewed and decisions made within the following guidelines: A student with only one-semester F may be promoted or may be asked to do special summer work in order to be promoted; a student with two semester F's will be asked to do some summer work in order to be promoted; and a student with three semester F's will be counseled with concerning retention or alternative school options.

Students in grades 9-12 are reviewed at the end of each semester. At the end of any semester, a student who has demonstrated continuing academic or behavioral problems may be asked to drop to the grade below, retake certain classes for credit during the school year, retake failed classes in the summer, or consider an alternative school.

Cursive Writing

Students will be required to use cursive writing in formal writing and other situations deemed necessary by the classroom teacher. If the student has a diagnosed problem in this area, it should be reported to the headmaster.

Grade Point Average

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

Online/Home School Classes

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

Online/Home School Class Completion Dates:

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

Guidance Counseling

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

Withdrawing from School

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

Parent Conferences

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

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

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

Standardized Testing

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

Other Testing

EXPLORE

Designed primarily for 8th grade students this test has components consistent with PLAN (grades 9 and 10) and ACT (college entrance and placement). Provides helpful information to make the transition to high school. Also allows students to begin exploring a broad range of options for their future.

PLAN

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

PSAT/NMSQT—Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test

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

ASVAB—Armed Services Vocational Aptitude Battery

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

ACT—American College Testing

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

SAT—Scholastic Aptitude Test

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

9th Grade

Students take a standard achievement test and may be asked to take the PLAN.

10th Grade

Students take the PLAN.

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

11th Grade

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

12th Grade

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

Diploma Requirements

	Regular Diploma Units	College Prep Diploma Units	Honors Diploma Units
English	4(4)	4(4)	4(4)
History[1]	2.5(2.5)	2.5(2.5)	2.5(2.5)
Bible	4	4	4
Science[2]	2(2)	3(3)	4(4)[6]
Math[3]	2(2)	3(3)	4(4)[7]
Philosophy	1	1	1
Government	0.5(0.5)	0.5(0.5)	0.5(0.5)
Economics	0.5(0.5)	0.5(0.5)	0.5(0.5)
Restrictive Electives[4][5]	2(2)		
Foreign Language			2(2)
Computer I	1(1)	1(1)	1(1)
Fine Arts (music, art, drama, speech)	1	1	1
Electives	3.5	4.5	2.5
TOTAL	24.0(15.5)	25.0(17.5)	27.0(19.5)
			(3.4 GPA) (non-weighted)

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

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

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

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

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

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

[4] Regular Diploma Restricted Electives -Two (2) electives must either be in a foreign language or from a combination of Human Anatomy and Physiology, Physics, Chemistry, or upper-level math courses beyond Algebra I and either Geometry or Algebra II. (Upper-level math courses include Geometry, Algebra II, Pre-Calculus, Algebra III, Calculus.)

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

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

[7] Honors diplomas, NHS, Valedictorian and Salutatorian must have 4 years of math. If the 4th year of math is Algebra III, then a non-math honors class must be taken to meet the requirement.

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

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

Algebra I and Oklahoma History taken in the eighth grade does help meet the requirements and is listed as a credit on the high school transcript. CHA students who skip 9th grade Physical Science and take Biology in the 9th grade must take the prescribed number of sciences in grades 9-12 to meet the requirements of the various diploma types. One of the (3) required for “college prep” or one of the (4) required for “Honors” must be either Chemistry or Physics. An honors course can still be substituted for the 4th year of science, however, one of the previous three taken must be Chemistry or Physics.

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

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

Definition

UNIT—A unit consists of 2 semesters’ work and is equivalent to two (2) credits.

Regulations

A. A transfer student will be responsible for all required courses at his present and future grade levels. He will not be responsible for required courses in lower grade levels, if they cannot be scheduled due to course conflict, except those which are state minimal requirements.

B. No more than two (2) units of any one of the following courses, or any combination of courses, can be counted toward the required twenty-four (24) units needed for each diploma type of work: Physical Education, Competitive Athletics, Cheerleading. Credits above the two (2) will be put on the transcript and be used in figuring GPA and class rank. Beginning with the **Senior Class of 2016**, no after school athletic credits will count towards the minimum number needed for each diploma type.

C. Students entering CHA after the eighth grade year and who have already taken a required course for the grade level they are entering will be expected to repeat the course if graduation requirements can be met. This would not include math or science courses. Courses the Policy would include:

9th grade — English I, Bible

10th grade — English II, Bible, Universal History

11th grade — English III, Bible, Government/Economics, American History I

12th grade — English IV, Bible, Philosophy

Grades for repeated classes will be put on the report cards and transcripts but will not count as a credit. Grades will also be used in GPA consideration for the report card but not the transcript. Grades will be used in figuring honor rolls, eligibility, etc.

D. Students must pass an English Proficiency Exam given by CHA or successfully pass an English Proficiency class in order to graduate from CHA, if such a class is offered. Students who need special tutoring or a special class will be charged a fee. International students can substitute a set score on the TOEFL.

- E. All students must take classes that total at least five units, not including athletics.
- F. Seniors must participate in the American Christian Heritage Tour (senior trip).
- G. No more than four (4) units of any one of the following courses, or any combination of courses, can be counted towards the required twenty-four (24) units needed for each diploma type of work: Yearbook, Choir, Newspaper, Band
- H. Students must pass a Bible Proficiency Exam to graduate.
- I. Honor Classes—Various courses will be designated as “Honors”. These are either classes that have a college level amount of difficulty or courses that prepare you to take the CLEP exam for college credit. Each honors course will add an extra 0.01 to your over all GPA. To get the 0.01 you must take the CLEP exam if it is required (American History, English IV). Honors classes can be applied for after the course begins at the teacher’s direction.

Adding/Dropping Class

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

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

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

Academic Awards

Honor Roll

To encourage academic excellence, CHA recognizes students who have done well academically by publishing, each semester, an Academic Honor Roll (for students with a unweighted GPA of 3.33 to 4.0) and a Headmasters’ Honor Roll (for students with a perfect unweighted 4.0 GPA).

Valedictorian/Salutatorian

To be considered for these awards students must have attended CHA from the first of the senior year. Requirements are the same as Honors Diploma/NHS. All students who meet the above two requirements and have a 4.0 GPA or above on their weighted GPA will be the Valedictorians. All students with a GPA from 3.975 to 3.9999 on their weighted seventh semester transcripts will be the Salutatorians. Valedictorians and Salutatorians may have only one WP (Withdrawal Passing) and no WF’s (Withdrawal Failing) on their transcript.

Senior Awards

Speeches at Graduation (Nehemiah Award)

Students selected to give the graduation speeches will be chosen from the entire senior class. The selection will be based on criteria that they best represent the senior class and the ideals of CHA. The selection will include nomination by the senior class and selection by a faculty committee.

Honor Graduates

All students having a weighted GPA above 3.9 on their seventh semester transcripts and who are not valedictorians or salutatorians will be recognized as Honor Graduates at graduation

Christian Heritage Award

This award is given to a senior student by Sunnyside Baptist Church based upon the following criteria: 1. Christian character, 2. Spiritual influence, 3. Citizenship, and 4. Faithfulness in local church.

Secondary Acceptance of Transfer Credits

From Home Schools

Definitions

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

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

Regulations

1. If students come with grades from a SHS, then those grades will be recorded on the transcript and will be treated like any other grades.
2. If students come with grades from an USHS then those grades will be recorded on the transcript. The parent can choose to have only a pass (p) recorded on the transcript. These grades will not be used to figure class rank, honor rolls, etc. These grades will count as credits passed towards completion of a Christian Heritage Academy high school diploma.
3. Home school credits either SHS or USHS that have been recorded by another school will be put on the transcript as they came from the former school.

From Accredited High Schools

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

From Non-Accredited High Schools

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

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

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

From Colleges

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

International Students

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

Late Homework Policy

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

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

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

Zero Day Policy

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

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

Zero Failure—Make-Up Policy

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

Homework and Tests

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

Transcripts

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

Graduation and Baccalaureate

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

Concurrent Enrollment

Students interested in concurrent enrollment should check with the School Counselor before making any decisions.

Attendance Information

General Information

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

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

Classification of Absences

Exempt Absence - An absence that **does not** count toward the limit of 10 non-exempt absences per semester.

Exempt Absences

1. Sickness **with** a doctor's note
2. Doctor appointments **with** a doctor's note (must be submitted no later than 14 days after the absence)*
3. Participation in an official school event (i.e. student is a member of team or group)*
4. Bereavement (Immediate Family Member)*
5. Approved college visit **with** note

Non-Exempt Absence — An absence that **does** count toward the limit of 10

1. This includes any time a student misses class or is checked out with parental approval, and the absence is not one of those listed under *Exempt Absences*.

2. **A student with more than 10 non-exempt absences cannot receive a semester credit for the particular class he missed.**

3. The statement above (2) applies even if the student makes up the work and is passing the class.

4. Examples of Non-Exempt Absences

- A. Sickness **without** a doctor's note.
- B. Doctor appointment **without** a doctor's note.
- C. Approved college visit **without** a note.

- D. **Any** absence (parent approved or not) that does not fit under the definition of *Exempt Absence*.
5. Students who fail a course because of too many absences will be required to make up the entire semester's course work if the course is needed for graduation. Students will be charged for the computer based course used to make up the credit. The student will not be allowed to enroll in the next level course until the work is completed.
 6. Perfect attendance—Having even one non-exempt absence in even one class and/or more than 3 exempt absences (with the exception of 3* and 4* under exempt absences above) would mean a student could not get a perfect attendance award.

Unexcused Absences

1. These absences will involve a disciplinary action.
2. These absences will fall into one of the following categories:
 - A. Absence is not parent approved.
 - B. Missing class after checking out for lunch.
 - C. Attending an unapproved school event and not having the same eligibility as the participants.
 - D. Missing more than one-half of a class period without proper approval.
 - E. School discipline.
 - F. Missing class for **any** reason other than those that are exempt during the semester finals period. The semester finals period is noted on the CHA calendar.
3. Penalties for unexcused absences
 - A. Unexcused absences that are due to assigned school discipline (suspension)
 - * A 1% grade reduction in the semester grade for each day in each class period missed.
 - * Long-term suspensions will be dealt with individually.
 - B. Unexcused absences that are not due to suspension
 - * A 0.5% grade reduction in the semester grade for each day in each class period missed **and/or**
 - * The student makes up the class time missed.
 - C. A skipped (intentionally missed) class will result in -.5% grade reduction in every class that day.
 - D. Non-Credit Classes
 - Each non-exempt absence above the maximum of 10 in a non-credit class will result in a detention. The student will then be able to serve the detention, write the assignment, or receive the 1% grade reduction in each of his credit classes.

Semester Finals Non-Exempt Absentee Policy

Absences during the semester finals period (shown on the CHA calendar)

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

Tardiness

A student who is late to any class is tardy. Tardies are considered serious; and if four or more are received during any semester period, a **detention** will be scheduled. If, during a semester, a student receives 8 tardies, the student will be given two detentions, 12 tardies will result in one absence (AU) which also carries with it a .5% grade reduction in each class, 16 tardies carries the same penalty as 12. At 20 tardies and each four after, the student will be given a one day suspension which carries with it a 1% grade reduction in each class. All these absences count towards the limit of 10 in every class. At the end of the 1st and 3rd quarters, students with 3 or less TU's will have 2 of them removed from their record.

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

After-School Extracurricular Participation

A student should report to school no later than *the beginning of 5th hour and be in attendance through 7th hour* in order to participate in extra-curricular activities. This pertains to athletic practices, games, banquets, programs, or other such activities. Dental/doctor appointments, etc., are exceptions. This applies to sickness as well as parents checking the student out of school. The student who goes ahead and participates will sit out the next event/game.

Early Dismissals

A student will be granted an early dismissal for emergencies and for medical/dental appointments when those appointments cannot be scheduled outside of school hours. Requests for early dismissal should be made verbally or in writing and should be presented at the school office before departing.

To pick up a student leaving early, the parent should report to the school office. A student who has his own transportation must report to the office before leaving.

A student who is excused for medical or dental appointments is expected to return to school, if time permits, and is to check-in at the office immediately upon his/her return to school.

A student *may not* be dismissed from school to run personal errands.

Make-up Work

When a student has an excused absence, it is the student's responsibility to make-up the work missed. The student will be given a reasonable amount of time to make-up the work missed, usually equivalent to the number of days missed; this will be determined by the individual teacher.

A student having an unexcused absence must make-up the work missed and will not be penalized other than the normal penalty given for an unexcused absence.

If a student is absent, a parent may request the child's homework. Requests for homework should be made by 11:00 a.m. the day requested. Every effort will be made to have the assignments ready by the end of the day. It is the parent's responsibility to pick up the homework at the office.

Make-Up Tests

A student who is only absent on the day a test is given should take that test the day he returns to school. A student checking into school after a testing period is required to take the missed test that day. This applies to all students, even those having after-school activities. It is the student's responsibility to make contact with the teacher of the missed test. The minimum penalty for a student not following this procedure will be a 10% reduction per day until the test is made up. If a student is absent any other day(s) than those mentioned, the teacher will assign the first make-up date that would be appropriate. **A student who for any reason needs to change his testing day must make that appeal to his teacher before school the day of the test.**

College Days

Students in 11th grade are permitted to be absent from school one day each year and in 12th grade two days in order to visit prospective colleges and gain first-hand information. These absences are recorded as an exempt absence. College days in excess of those listed can be recorded as non-exempt absences. The student should bring a note from his parents specifying the college to be visited and the day of the visit to the administrative assistant at least two days ahead of the absence. These visits should not be scheduled during the days that the finals absentee policy is in effect. A college visit form from the CHA office signed by the college advisor will be used to verify the visit. If not done, the absence will be non-exempt. A very limited number of students will be allowed to go on a college day on any given date.

Discipline and Regulations

Statement of Purpose

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

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

7th—12th Grade Standard of Conduct

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

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

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

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

The school, therefore, expects each student to maintain Christian standards of **courtesy** (I Peter 3:8), **kindness** (Eph. 4:32), **morality** (Prov. 20:11), and **honesty** (Philippians 4:8). The school further requires each student to **refrain** from the following: including but not limited to **profanity, indecent language** (Eph. 5:4), **racist taunting or racial slurs** (Eph. 5:4), **gambling** (II Thess. 3:10; I Tim. 5:8, 6:9-10), **cheating** (Prov. 20:23), **stealing** (Mark 10:19; Eph. 4:28); the **use** of any type of tobacco, including vaping and e-cigs, drugs, alcohol (I Cor. 6:19-20; Eph. 5:18), or **pornographic materials** (I Cor. 6:18; II Tim. 2:22), participation in **unlawful** (Romans 13:1), **violent** (I Tim. 3:3; Titus 1:7), or **destructive acts**; involvement in **sexual immorality** (I Thess. 4:3-7) or **homosexuality** (Romans 1:26-28; I Cor. 6:9; I Tim. 1:10), including both **professing to be homosexual/bisexual** and **practicing homosexuality/bisexuality**. Students must **refrain** from **condoning, supporting, or otherwise promoting** any of the above listed practices. (Slightly different for 5th—6th Grade.)

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

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

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

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

Discipline Policy

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

Procedures:

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

As part of the Discipline Policy, CHA can use the "Detention System" explained below. The "Discipline Policy" is our method of discipline, however, referrals and detentions may be used by teachers or administrators as consequences for inappropriate behavior. If they are used, the policies below will be followed.

Detention System

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

1. An automatic **e-mail** will be sent to parents on the day the detention is generated by the computer.
2. During any nine-week period, a student in grades 7-9 will be subject to a one day suspension on his fourth detention and then a three-day suspension on his sixth detention in the nine-week period. A student in grades 10-12 will be subject to a one-day suspension on his third detention during any nine-week period and a three day suspension on his fifth detention. Any detention after the three-day suspension could result in expulsion.
3. During a school year, parents will be notified on the 5th detention. A student in grades 7 and 8 is subject to a one-day suspension after the tenth detention and a three-day suspension after the twelfth detention. After the fifteenth detention, the student will be subject to permanent expulsion. A student in grades 9-11 is subject to a one-day suspension after the 8th detention, a three-day suspension after the 10th detention, and possible permanent expulsion after the 13th detention. A senior is in an exemplary position at Christian Heritage Academy and therefore must assume more personal responsibility for his/her general deportment. A senior will be held accountable for a stricter detention policy.

4. Student Responsibility for Detention

- A. Be in your desk by 3:25 PM or 7:30 AM.
- B. Bring paper and pen. No borrowing of materials is allowed.
- C. Have an ample amount of regular school homework to work on after the word list is copied.
- D. No talking, sleeping, note-writing, or idleness during the detention time is allowed.
If the student misbehaves and is dismissed, two (2) detentions will be assigned for a later time.
- E. Dismissal time is 4:15 PM or 8:00 AM. Do not ask to be dismissed early.
- F. You must come to detention in regular school dress.

Missed Detention Policy

1. Detentions will be personally handed to students on Friday, by the secondary office.
2. An automatic e-mail will be sent to parents on the day it is generated by the computer.
3. The detention can be served on Tuesday morning: 7:30—8:00 a.m., or on Tuesday afternoon: 3:25-4:15.
4. If the detention is not served, the student will be called to the secondary office and given an assignment that can be done at home.
5. The assignment, mentioned above, must be turned in, to the secondary office, by 8:10 a.m. the following Monday morning.
6. If the completed assignment is not turned in by the date and the time shown above, then a one percent 1% grade reduction will be taken from each semester class.
7. One detention, per semester, can be rescheduled—but must be done before the detention is to be served.
8. All other policies, relating to detentions, and not altered here, are still in effect and can be found in the Student/Parent handbook.

Grade Reductions

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

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

Option two would only be available once during any school year. The school year would be defined as the last of school one year to the last day of school the next year. No opportunity will be given to eliminate grade reductions after the first offense.

Gum Chewing

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

Boy-Girl Relationships

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

Marital Status

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

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

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

Dress Code Violations

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

Wireless Communication

Cell phones must be turned off from 8:10-3:15 and should not be on the student's person including purses, backpacks, etc. A detention is assigned each time a device is seen or used during regular school hours. After the 2nd time a device is seen or used, it will have to be either left at home or checked in at the office each school day. After the third and every subsequent time a device is seen or used, a discipline suspension will result. Phones can be used in the student locker room. Due to privacy issues, students are not allowed to take photographs or make video and/or audio recordings while on campus, unless it is done under the supervision of a teacher. Students are subject to disciplinary action for any violation of this guideline.

Classroom Discipline

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

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

17. Cigarette lighters and laser pointers should not be carried to school.
18. Students should not appeal or argue about teacher-assigned discipline while in class.
19. Electronic devices and or earphones are not to be brought to school or any school event—home or away. Wireless Communication covered earlier.
20. Students should not bring cards to school. There should also be no type of gambling.

Serious Violations

Cheating

Copying or loaning any materials (except when authorized by the teacher) will be dealt with severely. This includes homework, tests, and any portion of a notebook. Intentional cheating will result in an automatic suspension from school and a possible grade reduction on the item involved in the cheating.

Disrespect

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

Fighting

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

Weapons

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

Vandalism

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

Objectional Material

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

Falsifying Parental Signatures

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

Plagiarism

Using someone else's words or ideas without giving proper credit. This is considered stealing/cheating.

Standard of Conduct Violation

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

Harassment

Harassment is any conduct or comment that is directed to another student which that student knows (or ought to know) would be unwelcome. The conduct or comments tend to demean, belittle, frighten, humiliate, or cause embarrassment. Harassment can be a single incident or series of incidents; it may be in a variety of forms.

Examples of harassment are:

Physical Aggression:

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

Verbal Aggression:

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

Non-verbal – Body Language:

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

Intimidation:

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

Discrimination:

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

Social Isolation and Alienation:

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

Cyber Harassment:

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

Probation

A student is placed on probation because of serious or repeated violations of school policies. Violation of the probation will result in suspension or expulsion.

Suspension

Students are subject to off-campus suspension for violations of the Standard of Conduct, major discipline problems, excessive detentions, and tardies. This is treated as an unexcused absence.

Expulsion

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

Serious Violations Make-Up Time

"Make-up time given to any student for a serious infraction, as defined by the handbook, will count as a 1/2 detention for every hour make-up time assigned on the student's discipline record." Notice it says, "serious infractions," meaning you would not have to count for some things such as tardies. Those would then count towards the total number of detentions and give everyone a better idea of the students discipline record.

Secondary Dress Code 2015-2016

CHA, since its inception, has had a dress code policy that requires students to maintain a conservative, more traditional look that will be modest and neat and will be conducive to learning in a more formal classroom environment. This policy is not intended to measure spirituality, but to serve as a tool to accomplish these specific goals: 1) create a learning environment free from distractions and 2) to encourage/train students in exercising individual responsibility and Christian self-government. **Changes for the 2015-2016 have been shaded.**

Dress Code Definitions for all Students

1. Regular School Day Dress: To be worn on Mondays, Wednesdays, and Fridays
2. Dress Days: To be worn on Tuesdays and Thursdays.
3. CHA Shirt Day: To be worn on Fridays.
4. Activity Dress: The dress code for all extracurricular school activities—including weekend and holiday events.

BOYS' DRESS CODE

General

- Clothing should have no writing or advertisement, except for clothing that is purchased through CHA.
- No tattoos should be visible. Young men may have no pierced jewelry on any part of the body.
- Jewelry which draws undue attention should not be worn.
- No hats are to be worn in buildings.

Hair

- Hair should be neat and clean.
- Hair should be cut above the shirt collar, the eyebrows, and the ears (not just combed off the eyebrows and ears).
- Hair should not be shaved or shorter than 1/4 inch, but should be conservative and traditional. Questions concerning this should be asked before receiving a haircut.
- Hair color should not be changed in any way.
- Faces should be cleanly shaven.

Pants

- Dress day is dress slacks/uniform pants (inset pockets with no brads).
- Pant colors are limited to shades of brown, tan, black, navy, and gray.
- Jeans may be worn on Mondays, Wednesdays, and Fridays.
- Low-cut, tight, "skinny", cargo, carpenter, or baggy jeans/pants may not be worn.
- Jeans/pants should not have holes, patches, nor be faded, well-worn, or frayed.
- Belts must be worn on all clothing with belt loops.
- Overalls are not to be worn.

Shirts

- Shirts must have fold-over collars.
- Shirts must be tucked in (shirt must be long enough to remain tucked in when arms are extended).
- Shirts with lettering, advertising, or cartoon characters and pictures, jerseys, sweatshirts (including CHA sweatshirts), thermal or thermal-looking shirts may not be worn.
- Long-sleeved shirts must be buttoned at the cuff or rolled no higher than the elbow.
- The top button on a dress shirt or the top two buttons on a pullover shirt may be left unbuttoned.
- Sweaters not tucked in must hang no lower than just below the belt.

Outer Clothing

- Pullover hoodies may not be worn (except on CHA shirt days—as defined above).
- Zippered hoodies may be worn any day.

Boys' Dress Code Continued...

Shoes and Socks

- Socks must be worn at all times and must be at least crew length.
- Dress shoes and informal loafers should be worn on Tuesdays and Thursdays.
- Athletic shoes may be worn on Monday, Wednesday and Friday.
- Work boots, hiking boots, sandals, and house shoes or any shoe with those appearances should not be worn.
- Shoes that require laces must have laces in place and tied.

CHA Shirt Day

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

Athletic Events

- CHA sweatshirts and CHA t-shirts may be worn. PE shirts may not be worn.
- Short socks may be worn.
- Cargo pants may be worn.
- Athletic shoes and boots may be worn, if properly laced and the pant legs cover the top of the shoe or boot.
- On work project days overalls may be worn.

After School Dress

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

GIRLS' DRESS CODE

General

- Clothing should have no writing or advertisement, except for clothing that is purchased through CHA.
- No tattoos should be visible.
- Girls may wear pierced jewelry only in the ear lobe. Gauges are not to be worn. We recommend no hoop earrings due to safety reasons during activity periods.
- Jewelry which draws undue attention should not be worn.
- No hats are to be worn in buildings.
- Undergarments must not be seen through clothing.

Hair

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

Dresses and Skirts

- On Dress Days, girls must wear dresses or skirts, with the following exception: If the low is 32 degrees F or lower on channel 4's p.m. (6:00 or 9:00/10:00) broadcast (KFOR-TV) or online at www.kfor.com. In that case, Regular School Day Dress may be worn.
- Dress and skirt lengths are to be at or below the knee (**not above the kneecap**—2" above the floor when kneeling).
- Slits in dresses and skirts should be no higher than 2" above the floor when kneeling.
- Dresses and skirts should be loose-fitting enough to provide modesty in sitting, walking up stairs, and casual activity.
- Leggings to the ankle or tights in shades of brown, tan, black, navy, and gray are permitted and can be worn under dresses or skirts.

Pants

- Pants may be worn for Regular School Day Dress.
- Pants must be uniform style pants (inset pockets with no brads).
- Pants must hit below the ankle.
- Pant colors are limited to shades of brown, tan, black, navy, and gray.
- **Pants should be loose-fitting, with at least 1" ease on each side. (No form fitting or "clingy" pants.)**
- Belts must be worn on all clothing with belt loops, when shirts are tucked in.
- Overalls may not be worn.

Shirts

- No sleeveless tops.
- No oversized shirts.
- Tops must be modest, neat, and loose fitting, and may be worn-un-tucked (except flannel and Oxford style shirts) with no midriff showing when arms are extended overhead.
- Necklines must be modest (no part of the breast should be showing). At minimum, tops should be no lower than the width of the palm of the hand from the collarbone.
- Tops that are sheer, have low backs (below mid-shoulder blades), or have cutouts may not be worn, unless a top, meeting dress code guidelines, is worn underneath.
- Shirts with lettering, advertising, or cartoon characters and pictures, jerseys, sweatshirts (including CHA sweatshirts), and thermal or thermal-like shirts should not be worn.

Undergarments

- Undergarments must be worn. These should include a camisole for light-weight blouses.
- Slips are needed in all circumstances where the skirt or dress is not made of heavy material.

Girls' Dress Code Continued...

Outer Clothing

- Pullover hoodies may not be worn (except on CHA shirt days—as defined above).
- Zippered hoodies may be worn any day.

Shoes

- Rubber or plastic flip-flops may not be worn.
- Athletic shoes, casual tennis shoes such as Keds or Vans, and Chacos or similar style sandals may be worn on Mondays, Wednesdays, and Fridays.
- Work boots and hiking boots may not be worn.

CHA Shirt Day

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

Activity Dress

- Shirts must meet the regular dress code.
- CHA sweatshirts and CHA t-shirts may be worn. PE shirts may not be worn.
- Cargo pants may be worn.
- Jeans (pants with brads), corduroy pants cut like jeans, leather pants, sweat pant-style pants, wind pants, stretch pant-style pants, and pajama-style pants may not be worn.
- Pants should be loose-fitting, with at least 1” ease on each side. (No form fitting or “clingy” pants.)
- Athletic shoes and boots may be worn, if properly laced and the pant legs cover the top of the shoe or boot.
- On work project days overalls may be worn.

After School Dress

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

Activities

Missions

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

Choir

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

Drama

In the drama class, work starts in a study of pantomime and progresses through monologues, duets, group scenes, and one-act plays. The material that the students use in the scenes will be produced by the students themselves.

Newspaper

The newspaper students will learn how to present the overall purpose for *The Lance* considering style, philosophy, image, audience, and message and how to communicate that purpose through layout techniques, type styles, photographs and the written word.

Yearbook

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

Salt & Light

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

Lantern Ladies

Lantern Ladies is an organization which promotes spiritual growth in the lives of secondary ladies through Bible Study and mentoring opportunities such as Catching Fire (7th-9th grades), Bible studies, purity chapels and dress code assemblies.

Mu Alpha Theta

Mu Alpha Theta is an international math honor society which promotes scholarship in mathematics for the purpose of glorifying God.

National Honor Society

The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of Christian Heritage Academy, Del City, Ok.

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

Student Government

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

Qualifications for Student Government Offices

1. The student must have attended CHA the previous semester.
2. A student running for Student Council must have maintained an unweighted 3.0 GPA the first semester of the year; a student running for Class Officer must have maintained a 2.5 GPA for the same period. A Discovery student may run for any office with administrative approval.
3. A student must not be on academic or disciplinary probation. A student running for office in grades 9-12 can have no more than 5 detentions; a student running for 8th grade office no more than 7 detentions. A student cannot run for office if he has been suspended for any reason during the present school year.
4. A student should be in harmony with the objectives of CHA including Student Agreement, Core Values, the Code of Conduct, and should attend all class functions, meetings, and required school activities.
5. Students must have faculty approval to qualify for office.

Structure of Student Government

1. Student Council - The Student Council is made up of students in grades 9-12 elected by their peers with the following number of representatives coming from each class:
Freshmen - 2 Sophomores – 2 Juniors - 3 Seniors - 3

Class Presidents from grades 7-12 are automatic members of the Student Council. There shall be a total of 16 students on the Student Council.

There are 4 offices within the Student Council - President and Vice-President, which are voted upon by the student body, and Chaplain and Secretary which are voted upon by the STUCO members. Only Juniors and Seniors may hold STUCO office. No class presidents can hold STUCO office.

2. Class Office - four offices in each grade with students elected by their peers. The offices are President, Vice-President, Secretary/Treasurer, and Chaplain.

General Responsibilities of Student Government Leaders Specific responsibilities and campaign policies will be available at the time of elections.

Class Parties

The Back-to-School Cookout and the Christmas Party are the only pre-planned class parties for underclassmen. The Seniors and their parents have an annual class party before the beginning of the Senior year. The purpose for these class parties is to help develop fellowship and unity within the class. The class sponsors are responsible to see that the school rules and standards are upheld by the students. Activity dress may be worn to class parties, except the Christmas party which is held before a chapel service. All school approved class parties are held during the school day.

Note: Parents should be aware that students will often host parties for their classmates which are not school sponsored. Christian Heritage is not responsible for the activities nor conduct at these parties except that the students are always under the School's Standard of Conduct. Parents who host these "unofficial" class parties are encouraged to plan activities which are with the guidelines of regular school activities. This would include no mixed swimming, dancing, or movies.

Overnight Stays at CHA Events

CHA students who are going as spectators to out-of-town events and who are staying all night must be in one of the three categories listed below:

1. Must stay with his/her own parent in the room, in an adjoining room, or in an adjacent room.
2. Must stay with another CHA parent as detailed in #1.
3. Must stay at the team motel under the supervision of school personnel.

Athletics

Athletic Philosophy

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

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

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

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

1. **SPIRITUAL GOAL FOR CHEERLEADERS:** "Since I am an ambassador for Jesus Christ (II Cor. 5:20), I conduct myself in word and action just as Jesus Christ would conduct Himself (Col. 3:17). I use all of my physical abilities toward performing like Jesus, having in mind that Jesus is my only audience." (Col. 3:23).
2. **SPIRITUAL GOAL FOR ATHLETES:** "Since I am an ambassador for Jesus Christ, I conduct myself in word and action just as Jesus Christ would conduct Himself. All that I do, I do with a total release of my mental and physical abilities and my emotional energies toward performing like Jesus, having in mind that Jesus is my only audience."
3. **SPIRITUAL GOAL FOR PARENTS AND FANS:** With the strength and help of Christ, I will not, by word or action, anything which would hinder the development of Christian Character in the lives of the CHA students. I will guard my tongue and emotions and use them to encourage the athletes in a positive way.

In determining the proper attitude we should have toward players and fans of the opposing team, it will be helpful to follow two of Christ's most basic teachings: First, *"Thou shalt love thy neighbor as thyself"* (Matt. 22:39), Second, *"and as ye would that men should do to you do ye also to them likewise."* (Luke 6:31)

The application of these two teachings will result in a love for others which will be a mystery and a witness to the world (John 13:35). Athletics provides an excellent opportunity to demonstrate this love.

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

Extra-Curricular Eligibility—OSSAA

RULE 1 - Age, Physician and Parents' Certificate

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

No student shall be eligible to represent his/her school in athletics until there is on file with the principal a **physical examination** and **parental consent certificate**. All physicals must be given no earlier than May 1 of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The form used should be the OSSAA standard form for physicals. Other forms can be used if they are in compliance with the OSSAA standard form.

RULE 2 - Attendance

A student who has not attended classes 90% of the current number of school days for the semester becomes ineligible. Exceptions may be made by the administration due to illness, injury, death in the immediate family, valid reasons for late enrollment, or late with the beginning of attendance.

RULE 3 - Scholastic Eligibility

Semester Grades

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

Student Eligibility During a Semester

1. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The school will set the day to run the eligibility check. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. All concurrent courses taken at local colleges will also be checked.
2. A student must be passing all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more of the same classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period.
3. A student who has lost eligibility must be passing all subjects in order to regain eligibility.
4. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.
5. Student athletes who drop any course for any reason after three (3) weeks will be ineligible for three (3) weeks starting the day the course is dropped.

Special Provisions

1. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. He/she can regain eligibility by passing all subjects at the end of the three week period.
2. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in the family and natural disaster.) A maximum of two weeks is allowed for make-up work.
3. One summer school credit (½ unit or one subject) in a graduation-required course can be earned to meet the scholastic standards. A student cannot fail more than one graduation required course and be eligible the coming year. However, all graduation required courses failed must be retaken to meet school graduation requirements.
4. If a student drops a class after the first three weeks of the semester, he/she will be ineligible for a three-week period. Any exceptions to this must be approved by the OSSAA.
5. Any other special provisions not listed here can be found on the OSSAA website at http://ossaa.com/handbook/handbook_rules.pdf

Ineligible Student Guidelines

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

Requirements for Participation in Summer League Activities

1. A student should be enrolled in CHA for the coming school year with enrollment fee paid and last month's tuition paid.
2. A student ineligible because of 2nd semester grades should not participate in summer league play, unless he/she is working to take care of the grades that made him/her ineligible.
3. Although the summer is somewhat more relaxed, we would like for the young men to avoid hair color, earrings, radical haircuts, etc. If you have any questions in this area, please contact the Athletic Director.

Eligibility for Transfer Students

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

Athletic Letters

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

NCAA Guidelines

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

Seasons and Practices

Seasons

1. Football and volleyball begin in mid-August before school begins.
2. Basketball begins after football and volleyball, no sooner than October 15.
3. Tennis, baseball, and golf may begin February 1 or when weather permits.

High School Practice

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

Junior High Practice

Junior high girls practice during school. Junior high boys practice during the last hour of the day, with practice ending by 4:00 PM.

Transportation

To games

The school will provide transportation to all games when needed.

To practice

All athletes must complete a CHA driving/riding permit that is signed by the parents.

Out of town games

All athletes must ride the bus home unless they have a note from their parents allowing them to ride with another parent. Athletes may not ride home with other students.

Athletic Handbook

All other information pertinent to athletics may be found in the Athletic Handbook.

Cheerleading

Purpose of Cheerleading

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

Academic Requirements

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

Other Cheerleading Requirements

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

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

What is considered recruiting?

An suggestion, innocent or otherwise, directed at a student who currently is not enrolled at your school would be a violation of this rule.

Saying things like “you look good in blue” would constitute a violation.

Offering incentives, such as, shoes, warm-ups, fees for camps, housing, paying bills, etc. would violate the rule.

Offers of any kind to a student or student’s family etc. would violate the recruiting rule.

To Whom does this apply?

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

Financial Information

Tuition

Tuition payments are due on the 16th day of each month. Late fees will be assessed as per the contract.

Fees

Class Dues

The materials fee and monies built into the tuition now cover many of the costs that were formerly charged to our families throughout each school year. Those costs include yearbook, newspaper, athletic fees, computer, art, band, graduation, events, various handbooks, textbooks, and many classroom supplies.

Fines

1. Lost and found fine
2. Gum fine
3. Library fine
4. Late lunch loan fine

Fundraisers

All students are expected to participate in the school-wide campaigns. The major Fundraisers are sponsored by the Parent Club with the proceeds designed for special projects to improve the school.

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

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

Special Gifts

Christian Heritage Academy is a private non-profit organization. Gifts are considered tax-deductible by the IRS. General donations will be used for the school's annual operating expenses. Gifts may also be designated for any special area of concern. There are several designated funds already established such as:

Ralph Bullard Heritage Endowment

Gifts such as cash, securities, life insurance, real estate, trust remainder bequests, etc. to provide long-term income to the school.

Missions

Gifts to the fund help with the school's on-going mission projects and to help finance the special summer mission trips.

General Information

Weekly Memo

The school e-mails a weekly memo of current events home to each family every Wednesday. It is intended to keep the parents informed of any important dates and other happenings in the school. It will also give parents additional information, not available in the school calendar, as it becomes available.

Communication with School

As teachers, headmasters, and staff personnel work very closely with over 600 students, it is likely that some problems will develop during the course of the school year. It is important that a clear, two-way channel of communication be open between the home and the school if the two are to work together in the education of the child.

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

The following procedures are based upon the verses in Matthew 18.

If the problem is teacher-related:

1. Contact the teacher at school to schedule a conference. E-mail is preferred.
2. If the problem is unresolved, contact the school office to request a conference with the teacher and the appropriate Headmaster.
3. If the concern is not resolved, contact the school office to request a conference with the School Headmaster.
4. If there is still no resolution, send a written request for an appeal to the Board of Trustees.

If the problem is school-related:

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

Awards

1. **Senior Awards** - listed under Senior Awards.
2. **Christian Character Awards** - Awards recognizing a particular character quality are given at the year-end awards assembly.
3. **Christian Citizenship Awards** - The highest awards presented at Christian Heritage Academy are Christian Citizenship Awards. In secondary, a boy and girl in each of the three categories (7-8), (9-10), (11-12) receive these awards. The following is a list of the criteria:
 - A. Christian Character
 - B. Dependability
 - C. Friendly, helpful relationship with classmates and faculty
 - D. Faithful development of intellectual abilities (applies himself academically)
4. **Krista Speas Award** - This scholarship award is given to the junior student who has best demonstrated the leadership qualities exemplified by Krista as listed on the memorial plaque in her honor near the entrance to the school. Krista died in a car accident the summer before her junior year in 1994.
5. **Subject Area Excellence** - Teachers of specific subjects will decide on these awards given at the year-end awards assembly.

Board of Trustee Meetings

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

The bi-monthly Board meetings are not on a set day of the month. Please call the school office for the date of the current board meeting.

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

We are sure you realize the importance of having a standard procedure to be followed, and we appreciate your cooperation in this matter.

Automobiles

Students who drive are to park their cars in the designated parking lot. Off-campus parking is not permitted. Students who drive should leave their cars immediately after arrival and should not return to them without office approval until the close of the day. Radios must be low enough so as not to disturb others. CHA reserves the right to suspend the driving privilege of any student who violates speed limits, drives in a careless or reckless manner, or consistently parks in unauthorized areas. Each student who drives must complete a "Driving Permit" form that can be obtained from the Secondary Office.

EMERGENCY SITUATIONS

Fire

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

Tornados

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

Shelter In Place

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

Lock-down drills

Lock-down drills are held during the year to prepare students in case there is an event of a severe, violent nature or an intruder is in the building. Faculty, staff, and students take cover in the safest location possible and all doors are locked until released by emergency personnel.

Weather

General Reminder

The decision whether or not to close school is always a very difficult one to make. Students are always in favor of closing, but some parents are greatly inconvenienced if school is closed. Other parents feel quite pressured if school is open while the roads are in bad condition. When the difficulty of contacting radio and T.V. stations is combined with the possibility that they may make the wrong announcement, it is easy to see the problems with closing school. The school will make every effort to announce a closing early enough for all to make necessary adjustments.

Do not call the T.V. or radio stations asking for information—this adds to the congestion on the phone lines. Wait for their regular bulletins.

T.V. Stations

We will try to notify Channels 4, 5, and 9. (It is very difficult to contact all of them, especially in the early morning.)

Radio Stations

We will notify KTOK AM 1000 and KQCV AM 800.

Late Start or Early Closing

Sometimes we delay the morning starting time to avoid the morning traffic rush. In this case, do **not** bring your children at the regular time due to lack of supervision by our faculty. We do **not** close school early. Many children cannot get into their homes before their regular home arrival time. If the weather becomes severe, you may check your child out early. Students should not call home to ask to be checked out of school.

Follow these procedures carefully, please! Do not call the homes of the administration or faculty in order to find out whether or not we will be having school. The announcements over the T.V. and radio stations will be early enough to benefit everyone involved.

Lockers

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

Lost and Found

All articles not in their proper place will be placed in “Lost and Found.” Items in Lost and Found that are identifiable will be returned to the student, and an irresponsibility referral will be assigned by the office. Items not identifiable can be redeemed with an irresponsibility referral or with a charge of \$0.50. Students are required to retrieve their belongings from “Lost and Found” before school and after school only. Unclaimed articles will be disposed of periodically. The dates of the “give away” consisting of all “Lost and Found” articles will be announced in the weekly Parent Memos. These usually occur at the end of each quarter.

Lunch

1. A student who leaves messes at his table, is continually late to lunch, throws food or ice, is excessively noisy, etc., will be assigned to eat at a table by himself, or another penalty will be assigned. A student should not “save” places in line or take “cuts” in line.
2. Food and drinks are not to be taken from the cafeteria. Unopened food may be returned to lockers. A student who forgets his lunch or forgets lunch money may borrow from the office a total of three times during the year. Money borrowed should be repaid the next day.
3. Visitors in the Lunch Room
 - A. Parents, adult relatives, pastors, and youth directors are always welcome.
 - B. Students from other schools cannot attend lunch unless there is prior permission from the administration.
 - C. Students who are interested in attending Christian Heritage Academy may visit the school and lunch room with permission from the administration. Modest attire should be worn. These visitors should stay a maximum of ½ day, and the visit should be pre-arranged.
4. Vending machines — These machines are not to be used by students during the school day (except lunch).
5. Students may not order pizza, etc. to be delivered to the school for lunch.

Lunch Time Check-Out Policies

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

Telephone Calls and Medication

Telephone

There is a telephone in the secondary office for general use. Calls on the phone should be brief, proper, personal calls, and only made before and after school or during lunch. Any misuse will be reported to the office. A student will be permitted to use the telephone in the office for **emergencies only** and must have permission from the teacher if during a class period. Emergencies **do not** include forgotten money, gym clothes, homework assignments, etc.

Messages to Students

Messages for students are accepted from parents or guardians only. Except in cases of emergency, these messages will be written down and delivered to the student by the office at a convenient time, so as not to disturb classes. We ask that parents make as many arrangements as possible with students prior to their arrival at school to avoid interrupting the school day.

Medication

School personnel are not allowed to dispense aspirin or other drugs to the students. To do so would be a violation of state health laws. Parents will have to make provision for any necessary medication to be given to their own child. Parents of students with asthma should call the school to learn about the policies regarding self-administration of medication.

Building and Grounds

1. Students should not be in the building before 7:45 a.m. Students may wait on the 1st or 2nd floor or go directly to the cafeteria; until 8:00 a.m.
2. Students are not to leave the school grounds during school hours without specific permission from the office.
3. Students after being dropped off in the morning should not leave the school grounds, even if it is before school.
4. Students should only use the doors by the main school office to enter and exit the building.
5. Students should only park in the lot on Del Road.
6. Auditorium — the auditorium is not to be used by students without a teacher present.
7. Students should be out of the building by 3:50.
8. Students may wait outside or in one of 2 lobbies (main building or west gym lobby) for their rides.
9. Student may leave campus after 3:15 (with their parents approval) however, while on campus after 3:50, they should be in one of two lobbies (main building or west gym lobby) or just outside.
10. **Elementary building** — Secondary students should not go into the elementary section of the building without permission.
11. Closed Campus — Students are to check out at the school office before leaving the campus at any time or for any reason during the school day.

School Property

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

Delivery of Gifts

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

Chapel

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

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

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

Music

Music is a gift from God, given to man to refresh the human spirit and to bring glory to the Lord. Christian Heritage Academy seeks to encourage the student to listen, sing, and play Christian music which brings honor to the Lord and which does not seek to conform to the standards of the music system of the world. Very careful guidelines are given concerning music selected for programs, class parties, chapels, and any other type of school functions. Music played at any school function or on the school grounds should have a clear and Biblically true message, both vocally and instrumentally.

School Store

Replacement books, P.E. clothing, and various school supplies are available to purchase throughout the year in the main office.

Non-School Activities

Any non-school activity should not be promoted at school with signs, banners, pamphlets, etc., without prior approval by the Headmaster.

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

Selling Items

Students should not sell items on their own at school if the profit is going to themselves, even if it is to fund a mission trip.

Students can sell items on their own, at school, if all the profit is going to a CHA approved organization. (Please speak with the Headmaster).

Class Rings

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

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

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

It is possible to go outside of the school to purchase a ring, but because of the reasons listed above, we would discourage students from doing this. If this is done, we would ask that the ring not be worn to school or school- sponsored activities.

Senior Trip

The Senior American Christian Heritage Tour to the Boston-Plymouth area has been taken by every senior class at CHA beginning in 1977. Students participate in many fun activities and also receive a first-hand experience of the great heritage they have as American Christians. The senior trip has become a wonderful tradition and is viewed by all alumni as the highlight and capstone to their years at CHA. The nine-day trip is taken in May and is a **required** event. Most if not all of the funds for the trip can be raised by taking part in school and class-sponsored events.

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

Parent Club

The Parent Club of CHA is a volunteer organization of parents who assist, support, and serve the goals and needs of the school through various activities and events. The purposes of the Parent Club are to organize and maintain a support group of volunteer parents; to supplement the school's total program and provide for special needs by participating in fundraising projects, activities and events, and encouraging donations; to visibly support and demonstrate the spiritual and academic goals and standards of CHA during school activities.

The Parent Club welcomes and invites every parent at CHA to membership. Membership in the Parent Club is a means of showing your interest and support of CHA.

Alma Mater

Hail our Alma Mater on whose holy ground we stand,
To honor God Who raised our walls lifted high in praise to Him,
Holding fast to the truth once learned within these hallowed halls,
Prepared, All to share the Light of Christ each time He calls.

May your sons and daughters true scholars strive to be,
Reclaiming ev'rything to the glory of God for all to see.
Give them courage, boldness, faith, guide their steps in all their ways.
We hail our Alma Mater—God bless C. H. A.

By Mr. Scott Sanders, Former CHA Band Director

English Proficiency

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

Viewing Student Records

Public and private schools are required by law to allow parents to view their children's educational records. Any parent or legal guardian of any student enrolled in Christian Heritage Academy may request to view his child's educational records. This request will be made to the School Headmaster.

Immunizations

Each student must provide the school with a record of all immunizations as required by the current Oklahoma Department of Health, Education, and Welfare laws. A Guide to Immunization Requirements in Oklahoma is below. In addition, all required boosters must be current. Immunization records will be checked twice yearly, and notices will be mailed for necessary updates as needed. Any new student will be provisionally enrolled with thirty days allowed for records to be received from his previous school. Any **student failing to acquire the needed immunizations will be removed from the classroom until the office obtains verification**. A complete guide to immunization requirements can be found on the next page.

Guide to Immunization Requirements in Oklahoma - 2014-15 School Year

VACCINES	CHILDCARE	PRE-SCHOOL/PRE-KG	KG-6th	7th - 10th	11th - 12th
	PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION				
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	4 DTaP	5 DTP/DTaP★	5 DTP/DTaP★ & 1 Tdap booster	5 DTP/DTaP★
PCV (pneumococcal conjugate vaccine)	1-4 PCV◆	Not required for school			
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	3 IPV/OPV	4 IPV/OPV◀	4 IPV/OPV	4 IPV/OPV
MMR (measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	2 MMR	2 MMR
Hib (<i>Haemophilus influenzae</i> type b)	1-4 Hib◆●	Not required for school			
Hep B (hepatitis B)	3 Hep B	3 Hep B	3 Hep B	3 Hep B■	3 Hep B■
Hep A (hepatitis A)	2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella (chickenpox)	1 Varicella	1 Varicella	1 Varicella	1 Varicella	1 Varicella

- ★ If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.
 - ◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given.
 - ◀ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.
 - Children may be complete with 3 or 4 doses of Hib vaccine depending on the brand of vaccine used.
 - Students 11 through 15 years of age who have not received HepB vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.
- The table above lists the vaccines that are required for children to attend childcare, preschool, and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.
 - **Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column.** Refer to this web page for information on when doses are due for children attending childcare: http://www.ok.gov/health/Disease_Prevention_Preparedness/Immunizations/Vaccines_for_Childcare/index.html.
 - Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed child care facility. They are required for children attending licensed child care facilities.
 - Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
 - The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.
 - For doses given on or after Jan. 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday). This rule does not apply to doses given before 2003.
 - If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine.
 - It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due because longer than recommended intervals between doses do not affect final immunity.
 - **Children may be allowed to attend school and childcare if they have received at least one dose of all the required vaccines due for their age and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule.** These children are "in the process" of receiving immunizations.

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School Visitors

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

Classroom Visits

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

Adult Overnight Sponsors

Non-school adults who will be spending the night in the same room as a CHA student will need to first have on file a background check authorization form. Please check with the main office well in advance of an overnight trip.