



Name: _____

Student Handbook 2016-2017

Church Hill Academy, a part of CHAT
www.churchhillacademy.org
Main 804.222.8760 Fax 804.222.8780
Offices in Room 213, Carlisle Avenue Baptist Church
2010 Carlisle Avenue Richmond, VA 23231

Table of Contents

Handbook 2016-2017

<i>Important Facts About Church Hill Academy.....</i>	<i>page 4</i>
<i>Bell Schedule.....</i>	<i>page 5</i>
<i>Late Opening Schedules.....</i>	<i>page 6</i>
<i>School Calendar Dates.....</i>	<i>page 7</i>
<i>Staff Contact Information.....</i>	<i>page 8</i>
<i>General Information.....</i>	<i>pages 9-10</i>
<i>Student Admissions</i>	
<i>Email Communication</i>	
<i>Breakfast and Lunch</i>	
<i>Transportation</i>	
<i>Student Photographs</i>	
<i>Field Trips</i>	
<i>Mentor Relationships</i>	
<i>Weather-related School Schedule Changes</i>	
<i>Parent/Guardian Expectations</i>	
<i>General Academic Information.....</i>	<i>pages 11-12</i>
<i>Grading Scale</i>	
<i>Academic Standards</i>	
<i>Standard Diploma Course Requirements</i>	
<i>Advanced Diploma</i>	
<i>Class Sizes and Courses Offered</i>	
<i>School Supplies</i>	
<i>RenWeb</i>	
<i>Counseling</i>	
<i>NWEA</i>	
<i>CHAT (Church Hill Activities and Tutoring).....</i>	<i>page 13</i>
<i>Mission and Goals of Church Hill Academy.....</i>	<i>pages 14-16</i>
<i>School Policies and Consequences.....</i>	<i>pages 17-24</i>
<i>Attendance Expectations (17)</i>	
<i>Behavior Expectations (18)</i>	
<i>Uniform and Dress Code (19)</i>	
<i>Academic Policies (20)</i>	
<i>Honor Code (21-22)</i>	
<i>Student Computer and Internet Use Policy (23)</i>	
<i>Student Enrollment (24)</i>	
<i>Student Covenant.....</i>	<i>page 25</i>

Important Facts About Church Hill Academy

The mission of CHAT (Church Hill Activities & Tutoring, www.chatrichmond.org) is to equip and serve the youth of the East End of Richmond to make transformative decisions.

Church Hill Academy equips high school students to achieve academic success, develop character and serve their community.

Church Hill Academy = Academics + Character + Community

- Academics: Providing small classes and individualized attention.
- Character: Developing marketplace skills, psychological and emotional well-being, conflict resolution skills, leadership skills, and spiritual growth.
- Community: Maintaining a safe environment fostering service to others.

How does Church Hill Academy compare to a public high school?

We are an independent, Christian faith-based, non-profit high school located in the East End of the City of Richmond. Our largest class this year has sixteen students, our smallest has 3 students. Our top priority is responding to the academic needs of our students and reducing the area's dropout rate. Bible study, prayer and chapel are a part of our school schedule, but students are not required to be or become Christians. We offer all the classroom instruction necessary to fulfill Virginia's graduation requirements and follow Virginia's course curriculum outlines. Finally, we seek to build thriving and healthy students who become leaders in their school, home, workplace and community.

What is the cost to attend Church Hill Academy?

Church Hill Academy asks each parent to contribute \$100 per student to attend Church Hill Academy. Approximately \$600,000 each year, on average \$20,000 per student, is contributed by churches, individuals, and businesses to maintain the school. Without these partnerships Church Hill Academy would not be able to exist. Therefore, all students and staff are expected to participate in activities related to partnership development.

What is the history of Church Hill Academy?

Church Hill Academy was founded in 2007 by Jack Bell, Taylor Winters and Dan Fisher. It was started using a "home school" model to serve CHAT students who were not achieving success in public high school.

2016-2017 Church Hill Academy Bell Schedule

Time	Mon-Thurs	Friday A	Friday B
7:45-7:55	Morning Meeting		
8:00-8:50	1st Period		5th Period
8:55-9:45	2nd Period		6th Period
9:50-10:40	3rd Period		7th Period
10:45-11:35	4th Period		Team Building
11:35-12:00	Lunch		
12:05-12:55	5th Period	Chapel (12:05-12:35)	
1:00-1:50	6th Period	Elective (12:40-2:40)	
1:55-2:45	7th Period		
2:55-3:25	8th Period (M, W)		

Late Opening Schedules 2016-2017

Mon-Thurs. ONE Hour Delay Schedule

8:45 School Starts
8:55-9:35 1st period (40 minutes)
9:40-10:20 2nd period (40)
10:25-11:05 3rd period (40)
11:10-11:25 Lunch*
11:30-12:15 4th period (45)
12:20-1:05 5th period (45)
1:10-1:55 6th period (45)
2:00-2:45 7th period (45)

Mon-Thurs. TWO Hour Delay Schedule

9:45 School Starts
9:55 -10:30 1st period (35 minutes)
10:34-11:09 2nd period (35)
11:13-11:48 3rd period (35)
7th (45)
11:52-12:10 Lunch*
12:14-12:49 4th period (35)
12:53-1:28 5th period (35)
1:32-2:07 6th period (35)
2:11-2:46 7th period (35)

Friday A/B ONE Hour Delay Schedule

8:45 School Starts
8:55-9:40 1st (45) 8:55-9:45 5th (50)
9:45-10:30 2nd (45) 9:50-10:40 6th (50)
10:35-11:15 3rd (40) 10:45-11:35 7th (50)
11:20-12:00 4th (40)
12:05-12:35 Lunch* 11:40-noon Lunch*
12:05-12:35 Chapel
12:40-2:40 Friday Electives

Friday A/B TWO Hour Delay Schedule

9:45 School Starts
9:55-10:30 1st (35) 9:55-10:40 5th (45)
10:35-11:10 2nd (35) 10:45-11:30 6th (45)
11:15-11:45 3rd (30) 11:35-12:20
11:50-12:20 4th (30)
12:25-12:40 Lunch*
No Chapel
12:45-2:40 Friday Electives

Wild Card Day: CHA Lead Staff hold in reserve a “wild card” to change these late opening classes (e.g. decreasing a day’s number of classes while increasing the length of each class). This change would be noted 24 hours in advance.

*Lunch is shorter than normal

School Calendar 2016-2017

Church Hill Academy bases our schedule on Richmond City Public School's calendar, with a few exceptions. Specifically:

1st Quarter:

First day of School: All Students	Tuesday, September 6
Parent's Night	Wednesday, September 21
Back to School Night for Parents and Students	Thursday, October 13
Teacher Professional Development	Friday, October 14 (no school)
End of 1 st Quarter	Friday, November 4
Parent/Teacher Conferences	Monday, Nov. 7-Tuesday, Nov. 8
Begin 2nd Quarter	Tuesday, November 7

2nd Quarter:

Teacher Workday	Wednesday, November 8 (no school)
Thanksgiving Lunch	Tuesday, November 22
Thanksgiving Break	Wed., November 23- Friday, November 25
Christmas Celebration	Friday, December 16
Christmas Break	December 17 - January 1
Martin Luther King Jr. Holiday	Monday, January 16
Semester Exams	Thursday, January 26-Tuesday, January 31
End of 2 nd Quarter	Tuesday, January 31
Community Day (Late opening)	Wednesday, February 1

3rd Quarter:

Begin 2 nd Semester/3 rd Quarter*	Thursday, February 2
Teacher Professional Development	Monday, February 6 (no school)
President's Day Holiday	Monday, February 20
Parent/Teacher Conferences	Thursday, March 9-Friday, March 10
End of 3 rd Quarter	Wednesday, April 5

4th Quarter

Begin 4th Quarter	Thursday, April 6
Spring College Trips	Thursday April 6-Friday April 7
Spring Break	Monday April 10-Friday April 14
Teacher Appreciation Week	Monday May 1-Friday, May 5
New Student Applications Due	Friday, May 5
Teacher Professional Development**	Friday, May 19 (no school)
Memorial Day Holiday	Monday, May 29
Second Semester Exams	Tuesday, June 5 - Thursday, June 8
Last Day of School (½ day)**	Friday, June 9
Graduation	Saturday, June 10 at 10:30 a.m.

**This day is not the same day as RPS Teacher in-service*

***This date is subject to change depending on the number of snow/weather school day cancellations.*

Staff Information

Church Hill Academy staff believe in Jesus Christ as Lord and Savior. Following Christ's example, we seek to build affirming relationships with each other and our students. As teachers, we hold ourselves and our students to the highest standards. Like all CHAT staff, we are involved in asking people to make financial contributions to CHAT.

Church Hill Academy: Main: 804.222.8760

Fax: 804.222.8780

Staff Contact Information:

<p>Reverend Gina Maio Head of School, 2009 gina.maio@churchhillacademy.org (804) 916-9667</p>	<p>Pastor Skip Long Principal, 2014 skip.long@churchhillacademy.org (804) 334-7923</p>
<p>Kenneth Morris Assistant Principal and Teacher, 2014 kenneth.morris@churchhillacademy.org</p>	<p>Mallory Hansen School Counselor, 2014 mallory.hansen@churchhillacademy.org</p>
<p>Robinette Diggs Nutritionist, 2015 robinette.diggs@churchhillacademy.org</p>	<p>Karen Holland Administrative Coordinator, 2015 karen.holland@churchhillacademy.org</p>
<p>Matt Lyell Social Studies Teacher, 2015 matt.lyell@churchhillacademy.org</p>	<p>Dawn Marble Exceptional Education, 2016 dawn.marble@churchhillacademy.org</p>
<p>Bradley Nemitz Math and Science Teacher, 2013 brad.nemitz@churchhillacademy.org</p>	<p>Jason Pacious Spanish and Science Teacher, 2014 jason.pacious@churchhillacademy.org</p>
<p>Dylan Smith Math and Science Teacher, 2014 dylan.smith@churchhillacademy.org</p>	<p>Renee Wilmot English Teacher, 2014 renee.wilmot@churchhillacademy.org</p>
<p>Carole Chamberlin Teaching Resident, 2016 carole.chamberlin@churchhillacademy.org</p>	<p>Matt Roberson, YMCA Physical Education/Health Teacher robersonm@ymcarichmond.org</p>
<p><i>Support Staff</i> Pam Pitchford, LCSW Elk Hill Outpatient Therapist ppitchford@elkhill.org</p>	<p><i>Support Staff</i> Julie Carlton Elk Hill Therapeutic Day Treatment jcarlton@elkhill.org</p>

General Information

Student Admissions

CHA's new student admissions process is conducted from May - June each year. By the end of June our new student admissions process is usually closed. Depending on overall school enrollment, we may accept students at the start of second semester. All Academy students who end the school year at CHA are expected to return as students.

Church Hill Academy admits students of any race, color, sexual orientation, religious group and national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to the students at this school. Church Hill Academy does not discriminate on the basis of race, color, sexual orientation, religious identity and/or national origin in the administration of its educational policies and other school administrative programs.

School Email Communication

Students are provided with a school email address (firstinitiallastname.student@churchhillacademy.org. Example for Michael Smith is "msmith.student@churchhillacademy.org"). Staff will only use this email address to communicate school and class-related information. Church Hill Academy students are expected to read their email daily during the school year and at least weekly during the summer months.

Breakfast and Lunch

Each day we provide a light breakfast and balanced lunch for students at no cost. Parents are required to complete a USDA form. At different points during the school year our students may be asked to participate in the preparation, purchasing, and organization of our meals. In addition, students are required to clean up and help maintain the cleanliness of the cafeteria.

Transportation

We offer transportation to most students living in the East End of the City of Richmond. Students are expected to be waiting at their designated bus stop five minutes prior to the bus pick-up time. Students who miss the bus should find another mode of transportation to arrive to school safely and notify the school immediately. We cannot provide transportation for students who live outside of the East End of City of Richmond (specifically, outside of the Armstrong school district).

Student Photographs

Many CHA activities will be photographed or filmed during the school year. Unless explicitly prohibited by a student, parent or guardian, photographs, school work, and/or video of a student may be used by CHAT or CHA on the website, in school-related events, or in promotional publications.

Field Trips

We believe that it is important for students to gain experiences outside the East End community. Academy students have the opportunity to participate in overnight field trips as well as local field trips to various educational sites. Based on grades, attendance, and behavior reports students will be eligible to participate in more field trip opportunities.

Mentors

As part of a student's personal and spiritual development, Academy students will have the opportunity to interact with mentors. CHA/T staff will help students find and maintain these relationships. Mentoring opportunities could occur through Royall & Company's College Mentor Program, CHA's Marketplace Day, CHAT's After School Programming, Richmond Family & Fatherhood Initiative. With student and parent permission, mentors may have access to their mentee's reports via RenWeb, our school database.

Weather-related School Schedule Changes

Church Hill Academy follows the City of Richmond Public Schools inclement weather school delays and cancellations. (Note: Not Richmond COUNTY Schools.) We will not make announcements using TV or radio.

Parent/Guardian Expectations

Church Hill Academy seeks to work with parents to equip and serve their student. CHA staff consider parents/guardians very important in helping students achieve success. As a school we seek to show respect to our parents/guardians, to honor their role, and to serve together.

Specific ways Church Hill Academy staff will contact parents/guardians:

1. **Regular communication:** Parents/guardians will be contacted regularly throughout the school year. We strive to make sure parents are well-informed of school activities and events.
 - a. **Email:** Is used most often to contact parents/guardians. Please contact Karen Holland, karen.holland@churchhillacademy.org if you are not receiving CHA emails
 - b. **USPS:** Each quarter a letter is sent to the address listed in Renweb. This letter will include important information, including a student's report card, testing results, and other school information.
 - c. **Student:** Throughout the quarter school memos are printed and sent home via your student. We also print progress reports for your student each quarter.
 - d. **"Renweb" website and email messages:** This is our computerized and secure system for maintaining student records. School announcements can be found on renweb; progress reports and behavior reports are also sent to parents/guardians via email provided to CHA.
2. **Grade updates in "Renweb":** Parents/Guardians can access student grades at any time using Renweb. Contact Karen Holland for directions.
3. **Organize Parent/Teacher Conferences:** Set times for CHA staff to meet individually with parents/guardians concerning their students academic, character and community progress.
4. **Host Events:** CHA and CHAT staff host several events for parents throughout the year
5. **New student interviews:** Either a parent or guardian must attend an initial interview for new students.
6. **Attendance at school counseling sessions:** Parents sign allowing students to be in individual or group counseling. Depending on the circumstances, we will involve parents in their students emotional development
7. **Drop off/pick up:** Any parent may transport their youth to and from school. Staff will have limited time but welcome talking with parents.

Important roles for Parents/Guardians:

Homework: Parents have a strong role as those that encourage their student's academic efforts on homework. Please try to provide a quiet space for your student to concentrate on and complete homework.

Attendance Reporting: Please quickly call in a student's absence and submitting absence information. Parents/guardians must also report any student hospitalizations and submit paperwork as requested.

Teacher Contacts: CHA staff seek to respect and honor our students' families. Staff will be contacting parents with concerns. Parents/Guardians are encouraged to contact teachers directly with questions or concerns.

Behavior Standards: It is an honor to serve your student. We have high goals and expectations. CHA staff request that parents support our standards, contacting staff with any questions or concerns.

General Academic Information **Grading Scale**

F	D	C-	C	C+	B-	B	B+	A-	A
64 or less	65-69	70-73	74-76	77-79	80-83	84-86	87-89	90-93	94-100

Academic Standards

Church Hill Academy's academic standards of learning and curriculum frameworks are based on state requirements. However, our students do not complete Standard of Learning (SOL) tests. Church Hill Academy's diplomas follow the Commonwealth's diploma course descriptions as developed by the Virginia Department of Education. We award academic credit based both on grades as well as time in the classroom (based on the Carnegie-unit system of 120 hours per year). Church Hill Academy is preparing to begin an accreditation process through the Virginia Association of Independent Schools (www.vais.org).

Diploma Requirements

The state of Virginia offers high school students the choice of an advanced or standard diploma. All Church Hill Academy students are expected to earn a standard diploma. To receive a standard diploma a student is required to earn a minimum of 22 verifiable course credits. Importantly, a diploma is awarded based on both yearly attendance (≤ 6 absences a semester) and passing all required courses with a final grade of a D or higher. If not completed at CHA, all course credits must be verified by an official transcript. Per course and teachers availability, an advanced diploma may also be earned (26 credits in specific classes). Earning additional credits is expected since each prepare a student for a career and postgraduate studies. Finally, students interested in attending college should strive to maintain a 3.0 Grade Point Average (B average), earning at least 30 course credits.

These are the required classes to receive a standard diploma:

Course Subject	Required Number of Course Credits	Course Titles
ENGLISH	4 credits	English 9, English 10, English 11, English 12
HISTORY	3 credits	World History or Geography, US/VA History, Government
MATH	3 credits	Algebra I, Geometry, Algebra II
SCIENCE	3 credits	Earth Science, Biology, Chemistry or Physics
PE/HEALTH	2 credits	PE/Health, Rock Climbing
FOREIGN LANGUAGE, FINE ART, OR CAREER & TECHNICAL	2 credits	Spanish I, II and III. Fine Art classes vary each year CTE classes are offered through CHAT's Work Lab
ECONOMICS/ PERSONAL FINANCE	1 credits	Economics, semester Personal Finance, semester
ELECTIVES	4 credits	Academy elective courses vary each year

Advanced Diploma

Students who are interested in attending a 4-year university are encouraged to work toward earning an advanced diploma (this requires 3 years of foreign language and 4 years of science, history and math). Importantly, Church Hill Academy cannot guarantee all of the classes necessary to fulfill advanced diploma requirements. Students must notify Mallory Hansen no later than their sophomore year if interested in the advanced diploma and may need to complete Richmond Public School summer school courses.

Class Size and Courses Offered

At Church Hill Academy, we offer small class sizes and emphasis on individual learning, as a result, students may not be divided evenly by grade, age or experience. For example, it is highly likely that a “senior” will be in class with a “freshman.” While it may be distressing for students to be in a mixed grade-level class, it is a necessity at CHA for a variety of reasons. (1) we may only have staffing to teach a required course once every two years; (2) in the past we could not offer a particular course, and so now older and younger students must take it together in order to graduate; (3) scheduling conflicts may require that classes not be based just on age or grade level.

School Supplies

Through our private donation efforts we try to provide many of the supplies needed by our students and staff. Students and parents may also need to contribute supplies or be involved in activities to raise funds to purchase school supplies.

RenWeb

Grades, attendance, summaries of any behavior or school policy issues and parent/teacher conferences is stored in a secure internet system called Renweb. Information can be accessed online by students and parent/guardians. Printed information can be provided upon request of parent/guardian or student. Students are given printed progress reports twice a quarter and report cards are issued every quarter. Academy staff and select CHAT staff also have access to student records.

Counseling

At Church Hill Academy we believe that to meet our academic, character and community standards it is important to be emotionally healthy. To help navigate life’s challenges, Church Hill Academy students will check in weekly with Mallory Hansen, School Counselor. Counseling on site provides an opportunity for students to talk through some of the stressors that may come up at school and the anxiety, stress, frustration, and anger associated with these stressors. Counseling is intended to help students express and understand their feelings, discover problem-solving strategies and identify support systems to help. Students participate in discussions centered around life skills, conflict/resolution and career interests. We also offer several outlets for counseling including: college counseling, career counseling, group counseling, therapy, or therapeutic day treatment. Overall, developing skills to handle issues help ensure both future career and academic success. All our counseling is aimed at each student achieving strong emotional well being.

Northwest Evaluation Association (NWEA)

NWEA is a research-based, computerized assessment given nationwide to thousands of public and private school students. Academy students complete three different NWEA tests (related to reading comprehension, language usage and math) twice a year (specifically in September and May). Important for Church Hill Academy, NWEA is a diagnostic assessment providing us with a national comparison of our students. It is designed to help educators, parents and students answer crucial questions about a student’s overall academic knowledge and skill levels. It is particularly helpful with documenting growth areas and improvement in reading, language usage and math. Finally, while completing the tests to the best of their ability is a requirement, no Academy student can “fail” NWEA nor does it impact graduation. Please visit www.nwea.org for more information.

Church Hill Activities and Tutoring (CHAT)

Church Hill Academy is a part of CHAT, or Church Hill Activities and Tutoring (www.chatrichmond.org). CHAT is a system of integrated programs that empower aspiring youth to reach their goals. The mission of CHAT is to equip and serve the youth of Church Hill to make transformative decisions about who they are and aspire to be. Visit www.chatrichmond.org for more information.

High School Mix

CHAT offers tutoring for youth kindergarten - 12th grade. High school students receive individual attention through tutoring on Monday and Tuesday afternoons. The program fosters the development of trusted relationships as a tool for focusing on completing homework assignments. It's CHAT's belief that by establishing strong connections through one-on-one tutoring, mentorship, enrichment activities and immersion in a supportive environment, we can teach critical skills and values for living healthy, successful lives.

Tutoring programs take place in approved and monitored homes around the area, staffed by Site Leaders, trained tutors, mentors and Street Leaders. Students are assigned tutors based on grade level, academic progress and proximity to tutoring locations. H.S. Mix tutoring is held on Monday and Tuesday evenings.

For more information about High School Mix, contact Geran Lorraine, geran.lorraine@chatrichmond.org, 804.389.8407.

Street Leadership Program

A Street Leader is a high school student selected for his or her outstanding character, leadership potential, and commitment to community involvement. These young people are trained to serve as counselors, coaches, and role models to youth in Tutoring and Summer Camp. They are a key part of all CHAT operations and represent our next generation of leaders. Importantly, this program helps students develop job, leadership and communication skills. Street Leader Training sessions are held every Monday afternoon.

As well as being paid, participating Church Hill Academy students are graded and earn course credits for the Street Leader program. Students may apply for summer (mid-May to mid-August), school-year (August through May) and year-long positions. All applicants must complete an application and interview for the position.

For more information about this program contact Murray Withrow, murray.withrow@chatrichmond.org, 804.389.8407.

Work Leadership Institute

CHAT's Work Leadership Institute currently include: (1) Nehemiah's Workshop (students learn woodworking skills and produce and sell corn hole games, picnic tables, bird feeders and other products), (2) Urban Farming (students plant, nurture and harvest vegetables and also make homemade salsa and ice cream. Harvests and homemade items are sold at local farmers markets), and (3) Screen Printing (students make and manage orders of hundreds of tee-shirts for CHAT and other clients). The proud recipient of the Lora M. and E. Claiborne Robins Community Innovation Grant, plans are underway to offer student apprentices a setting that fosters a deeper understanding of the challenges of the business environment.

Participating Church Hill Academy students are graded and earn course credits for their summer participation. All applicants must complete an application and interview for these positions.

For more information, please contact Chris Whiting, chris.whiting@chatrichmond.org, 804-644-0518

Mission and Goals

Church Hill Academy's mission is to equip our high school students to achieve academic success, develop character and serve their community.

Mission One: Academics

Church Hill Academy students are intelligent, responsible and motivated young men and women. Our students and staff believe that our Academy's mission will bring academic and workplace success to each student's life. Students will display academic excellence in school and during any school related activity.

Academic Excellence = Perseverance

Hebrews 12:1

Perseverance is defined as the quality that allows someone to continue trying to do something even though it is difficult. We expect students to always keep trying to learn.

Goal #1: Writing

In any written assignment:

- Legibility - Students will write neatly and clearly.
- Complete Sentences - Students will write in complete sentences.
- Paragraph - Students will follow teacher expectations for paragraph and essay writing.

Goal #2: Speaking

When speaking to an adult at Church Hill Academy:

- Enunciation - Students will speak clearly and audibly with complete sentences.
- Articulation - Students will express themselves in a professional manner.
- Body Language - Students will show appropriate posture and good eye contact.

Goal #3: Attentiveness

When in the classroom:

- Learning position - Students will stay awake and alert, sitting up in a learning posture.
- Active listening - Students will practice active listening by staying quiet, looking at the speaker, maintain eye contact and avoid speaking over others.
- Focus - Students will focus on academics by not accessing cell phones and other electronic devices unless authorized by staff.

Goal #4: Preparedness

- College or Career Preparation - Students will develop the academic skills necessary for success
- Equipped - Students will come to class ready with all items (e.g. pencil, paper) needed to fully participate in learning and having fully completed homework assignments.
- Clothing - Students will follow all Academy clothing rules so that everyone can focus on learning.
- Resource Class - Students will fully utilize this class period to be better prepared for their academic classes.
- 8th Period - Students will attend to further enhance their learning.

Goal #5: Participation

To be actively involved in learning:

- Attendance - Students will attend school everyday.
- On time - Students will arrive on time, either to the bus stop, school, or class/activity.
- Transportation - Students are expected to find their own transportation when they miss the bus.
- Mistakes - Students will not allow mistakes to hinder them from full participation
- Active Participation - Students will listen and thoughtfully answer questions when asked.
- Note taking - Students will actively take notes by teacher instruction.

Goal #6: Critical Thinking

- Analytical thinking- Students will learn how to analyze situations and find solutions
- Collaborative learning - Students will learn to work with others to answer academic questions
- Written explanations - Students will learn to explain their thoughts and ideas through writing

Mission Two: Character Development

Church Hill Academy students are intelligent, responsible and motivated young men and women. In addition to academic knowledge, we believe character development is a fundamental component to life success.

Character Development Excellence = Progress

1 Timothy 4:15

Progress is defined as moving forward towards a goal. We expect students to both strive to appropriately handle their concerns and exhibit the self-discipline necessary to develop their character.

Goal # 1: Personal Understanding

Developing self-understanding includes participation in:

- Counseling and Mentorships - Students will learn to express and understand their feelings, discover problem-solving strategies and identify support systems.
- Routines - Students will identify and develop healthy daily routines regarding time management, organization, and goal setting.

Goal # 2: Self-awareness

Developing character involves inward analysis:

- Goals - Students will name and identify their goals and passions.
- Self-esteem - Students will exhibit confidence through their words and actions.
- Personal Identity - Both in school and through mentor relationships, students will discover who they are while developing their strengths, personality, and direction.
- Self-discipline - Students will exhibit signs of self-control by being able to direct or change behavior and control impulses.
- Cultural Understanding - Students will be conscious of their own African American heritage and appreciate cultures different than their own.

Goal # 3: Healthy Interactions

Finding appropriate ways to handle our interactions with others involves:

- Conflict resolution - Students (and staff) will acknowledge how their actions impacted others and identify solutions.
- Self-control - Students will handle their emotions and actions in an appropriate manner.
- Coping skills - Students will learn to identify and implement healthy ways to cope.
- Apologies - Students will offer an honest and sincere apology when they have wronged another.
- Empathy - Students will express an understanding and awareness of how their actions make another person feel or react.

Goal # 4: Spiritual Development

Developing spiritually involves:

- Biblical understanding - Students will express an understanding of biblical concepts.
- Chapel - Students will respectfully attend chapel each Friday.

Goal # 5: Responsibility

Developing responsibility involves holding students accountable in the following ways:

- Accepting responsibility - Students will verbally and nonverbally accept responsibility for actions.
- Criticism - Students will accept feedback in a respectful manner and develop ways to improve.
- Failure - Students will accept when they have failed and use the experience as a tool in the future..
- Integrity - Students will say what they will do and do what they say.

Goal # 6: Professional Skills

Developing professionalism to enter and succeed in the workplace includes:

- Job interviews - Students will demonstrate and develop interview skills through Marketplace Days.
- Job readiness - Students will prepare for jobs through creating a resume, researching employment opportunities and wearing professional attire.
- Work ethic - Students will maintain a positive attitude and work hard in any position they hold.
- Networking - Students will meet various business and nonprofit agencies to development an understanding of the functions and operations local businesses and the civic government.

Mission Three: Community

Church Hill Academy students are intelligent, responsible and motivated young men and women. Building on a foundation of academic knowledge and character development is each student's ability to serve each other, the school, and their community. We believe that each student and staff member is a valuable contributor to everyone else's academic and character development.

Community Excellence = Serving

Mark 10:44-45

Service is the action of helping or doing something for someone else. Church Hill Academy seeks to maintain a safe environment fostering service to others.

Goal #1: Serving the greater community

Students will participate in serving each other:

- Carlisle Avenue Baptist - Students will serve Carlisle members by helping with various needs around the church building as well as participating in church events.
- Key Club - Students will have the opportunity to join and participate in Key Club service events
- Within CHAT - Students will participate and help with a variety of CHAT activities throughout the school year (e.g. Annual Banquet, Street Leader Program)
- In the community - Students will participate in a variety of service activities throughout the school year (e.g. Help in Tiny Tykes, mentoring, Clean-up Days)

Goal #2: Serving the school community

Students will be given opportunities to develop leadership skills:

- "I'm Third" posture - Students will speak in kind words and serve others through their actions
- Classroom leaders - Students will serve in leadership roles as designated by their teacher
- School leadership - Students will have opportunities to serve in leadership at school
- Chapel leaders - Students will have opportunities to serve as leaders in chapel each Friday
- Cafeteria - Students will help set up and clean up for breakfast and lunch
- Classroom Clean up - Students will serve others by helping keep classrooms clean

Goal #3: Team building

Students will participate in serving each other by

- School Spirit Activities - Students will participate in annual school spirit activities (e.g. CHA-Lympics, Christmas Celebration, Spirit Weeks)
- Clubs, Sports, and other School events - Students will have the opportunity to engage in community by encouraging themselves and others
- B Friday - Students will participate in various activities during the 50 minute period every other week
- Field trips - Students will participate safely and enthusiastically on different field trips

School Policies and Consequences

ATTENDANCE EXPECTATIONS

Academy students are expected to come to school on-time, every day.

- School officially starts at 7:50 a.m.
- ABSENT: If absent, parents will call the school promptly and no later than 7:45 a.m. (804-222-8760).
 - Acceptable reasons for an absence or tardy include:
 - Medical, dental or other appointment
 - Written notification (an official doctor's note) must be received within one school day of the child's return to school.
 - Recognized family emergency
 - Any event such as a funeral or birth.
- Prearranging an absence or tardy is encouraged. Contact the Principal in writing or by phone call.
- TARDY: Students arriving at school after 7:50 AM are considered tardy and must check in at the information desk before going to class.
 - Parent will call the school (804.222.8760) to report a tardy and the expected time of arrival.
 - Parent and student will convey verbal information related to the tardy and/or bring an official doctor's note(s) confirming sickness or appointments.

Church Hill Academy Principal and Head of School reserve the right to determine if a student's absence or tardy is unexcused or excused. Excusing an absence(s) will be based on all available information. A CHA staff person may call or visit personally with the parent/student.

Quarter Absences:

- Up to 3 absences (up to 6 for a semester): This is the number of absences allowed in a quarter without jeopardizing course credit completion (which impacts graduation).
- After 3 absences: CHA staff may call and/or visit the home or have a personal meeting to develop a plan with the parent/guardian to resolve the student's non-attendance. A covenant may also be written and signed. More than three absences in a quarter, or six in a semester, can impact a student's graduation. *Note: These are for unexcused and excused absences. Long-term medically excused absences will be handled case-by-case and will require documentation and a written plan of action for completing missed work.*

Tardies:

A student is considered tardy if they are not in their seat or completing a teacher assigned task at the bell. Tardiness hurts learning. Frequent tardiness of even a few minutes clearly interferes with a student's performance and also disrupts class for other students.

- Tardiness clearly due to circumstances beyond a parent or student's control (such as a late bus) will be automatically excused.
- 6 tardies for a single class in a quarter = 1 absence (added together with full class absences). This is the same whether 1 minute late or longer.
- At 10 *combined* tardies for all classes in a quarter, CHA staff will have a meeting with parent/guardian and student to resolve the student's tardiness.

Consequences for tardiness include:

Violations	Consequence
1 - 4	Student will be assigned a specific task by their teacher.
5 - 6	Morris or Long will meet with students, contact parents, and assign specific tasks.
7 or more	Student and parents will be meeting with Ms. G to discuss situation and develop a plan to change attendance or tardy issues.

BEHAVIOR EXPECTATIONS

Church Hill Academy students are expected to desire to achieve academic success, develop their character and serve their community.

Achieving these goals requires that students follow our behavior standards. **For any behavior not explicitly stated, students are expected to make choices which positively contribute to Church Hill Academy's community.**

- Destructive behavior includes: stealing; bringing weapons to school; bringing alcohol or coming to school inebriated; bringing illegal drugs or coming to school under the influence of drugs; physical violence against a student, staff or other school based adult; or threatening behavior against a student, staff or other school based adult.
- Disruptive or disrespectful behavior includes: refusing to obey a teacher, continued failure to follow clothing standards, misusing electronic devices, picking on others, name calling, not attending class, profanity, talking out of turn, disrespectful actions, poor verbal or nonverbal communication.
- Inappropriate physical behavior: excessive touching or inappropriate displays of affection. Appropriate behaviors include: high-fives, handshakes, and side hugs.
- **Student electronic devices (cell phones, iPads, pagers, etc) are not allowed at Church Hill Academy.** It is the responsibility of the student to turn in their devices upon arrival to the school. This privilege may be extended to students at a future date announced by CHA staff. Parents can contact the school number should they need to reach their child.
- Negative social media behavior: Church Hill Academy staff will become involved with our students' social media interactions when what is written, insinuated or pictured impacts Church Hill Academy, CHAT or Carlisle Avenue Baptist Church. The impact could directly or indirectly involve other students, CHA/T staff, any CHAT buildings or rented space, or CHAT affiliated group programs. Students may be involved in disciplinary actions based on such social media interactions.

In addition, Carlisle Avenue Baptist Church may have a higher level of standards of behavior based on church events or activities. These will be stated as needed and any changes will be enforced.

Finally, Church Hill Academy reserves the right to alter or amend these rules during the school year. Any changes will be clearly stated to staff, students and parents.

Consequences for not following Academy behavior standards include:

Behavior	Consequences
1st	<ol style="list-style-type: none"> 1. Student will follow teacher directions (e.g. leave the room) and at an appropriate time meet with teacher to discuss the situation. As needed, may also meet with Assistant Principal, Principal or Head of School to discuss the situation. 2. Teacher will complete a Renweb report following stated procedures. 3. Depending on the severity of the situation the following consequences may be assigned: silent lunch, in-school suspension, out-of-school suspension or after-school detention. 4. Parents may be contacted by CHA staff to discuss the situation.
2nd	In addition to the 1st violation consequences, counseling will be conducted with Ms. Hansen. Parents will be contacted by CHA staff.
3rd	In addition to the 1st violation consequences, a meeting at school to discuss a written covenant of behavior changes with parents and administration.

UNIFORMS and DRESS CODE

The goals of Church Hill Academy's uniform and dress code include: (1) for students to practice following a dress code, (2) for students to show they are prepared to dress for success, and (3) for students to indicate their willingness to follow CHA's standards. **Uniform specifics:**

SHIRTS: Polo or collared shirts in solid red, white/grey or blue/black. Even under sweatshirts.

PANTS/SKIRTS: Khaki or navy blue pants or skirts. Skirts at/below the knee.

SWEATSHIRTS: CHA sweatshirt or a sweatshirt in solid red, blue/black or white/grey.

Coats can be worn, if needed, during the school day.

Our preferred uniform vendor is the Target at White Oak Target. *However, students are not required to purchase from Target.* Each student is provided one official CHA sweatshirts. Additional sweatshirts are available for \$10, by a student completing service hours, or by earning for excellence in academics, character and community.

Uniforms are expected Monday through Friday. Exceptions:

- Announcement: Staff announced changes based on rewards or specific events.
- Game Day: The student is on a sports team that has a game that day.
 - Team shirt or sweatshirt can be worn (pants must follow uniform)
 - If shirt does not cover arms to elbows, then a uniform shirt must be worn underneath
- Official CHA Club or Class Event Day: *If in good condition*, an official CHA club t-shirt (approved are Key Club, CHAT, RAA, or "Class") can be worn on a significant event day. Pants must be uniform.
- Casual Day or Jean Day Pass: A student who has earned a pass from a teacher can wear casual clothes or jeans any school day. Passes must be presented when entering the building. Clothing must follow standards below.
- Birthday: A student can wear their own clothing, following our standards, on their birthday.

Other details:

- All students should have at least 3 polo or collared shirts and 2 pairs of uniform pants. These items should be of good quality to appropriately represent Church Hill Academy.
- Guys shirts are to be tucked in at all times and pants will be worn with a black or brown belt.
- Neither shirts, pants or sweatshirts should have large logos, pictures, patterns or designs.
- We prefer students wear neutral colored tennis shoes or dress shoes with the school uniform.
- If socks are visible they must match and coordinate with school uniform colors.
- Cargo or jogger pants are not acceptable.
- Hats, scarves, ear muffs, hoods or other decorative head coverings may not be worn inside the building (however, for one day only special permission may be granted).

When not in uniform, all clothing must be clean and in good condition (no holes or tears). Pants may not be low riding or sagging (guys) or extra tight (ladies). Shirts must not be extra large (guys) or tight with undergarments visible (ladies), or have upper arms visible.

All dress code questions, concerns or changes are at the discretion of the Head of School and Principal.

Parents and students are encouraged to contact us. *CHA Administration reserves the right to add to this policy when clothing trends lead to additional concerns.*

Staff actions:

- | |
|---|
| 1. Visual check as students enter the building. A student not in uniform should not proceed past room 112/front door.. Staff/designated volunteer will ask students for reasons for being out of uniform. |
| 2. Students will contact parent/guardian. Staff may talk with parent/guardian. |
| 3. Staff will assign consequences. |
| 4. Renweb report written. Continued uniform issues may indicate a student's unwillingness to follow our rules and thus being asked to withdraw. |

ACADEMIC POLICIES

Homework

Church Hill Academy believes homework builds the foundation a student needs to fully understand a subject. When a student does not complete a homework assignment:

- Should discuss the situation with the teacher.
- Depending on the teacher and the assignment, the student *may* be offered the opportunity to earn partial credit for the missed assignment.

Depending on the regularity of incomplete homework, the parent may be contacted for a meeting. Further meetings will also be arranged as needed (e.g. counseling or testing).

Make Up Work (for both unexcused or excused absences)

When absent a student must quickly make up work missed. NOTE: Due to the nature of our classes, sometimes Academy teachers may not be able to reteach all assignments.

One Day Absent-- Unless special accommodations are requested by the student,

- On the day of return, student must turn in assignments & complete tests/quizzes due on day missed
- At the end of second school day after absent, student must turn in all work missed on the day absent. Student may need to stay after school to complete assignments.

Two-Five Consecutive Days Absent-- Unless special accommodations are requested by the student,

- On the day of return, student must turn in any assignments due on first day missed
- Student has one school day + number of days missed to complete all work missed on days absent. Student may need to stay after school to complete missed assignments.

When absent more than five consecutive school days, lead staff will set a standard for make-up work.

Low Grades

Earning a Church Hill Academy diploma requires following our attendance policies and passing classes. Any student earning a class grade of a 70 percent or below on a progress report or report card will immediately be required to:

- Attend 8th period tutoring until their grade rises above a 70 percent. Transportation provided.
- Participate in one of Church Hill Academy or Elk Hill's on-site programs
- Participate in other activities CHA staff believe will help and/or support improving grade(s).

Class Participation

Church Hill Academy teachers will give feedback to students on their class participation. This may include class participation as a part of a student's overall quarter grade. Appropriate participation standards will be shared by each teacher for their class.

HONOR CODE

Our honor code:

**“On my honor as a student of Church Hill Academy,
I have neither given nor received help on this work,
nor am I aware of any breach of honor.”**

Church Hill Academy students are expected to strive to achieve academic success, develop character and serve the community; this must be built on a foundation of honor and integrity. Therefore, students must take initiative, for themselves and their classmates, to foster a community that encourages and supports original academic work.

Honor Infractions:

Church Hill Academy defines an honor infraction as any act that harms the foundation of honor and integrity or prevents students from achieving academic success, develop character and serve the community.

Specifically, each student is expected to refrain from cheating on academic work. Church Hill Academy does not tolerate any student submitting work that is not produced by the student's own initiative. Cheating is defined as any practice, method, or assistance that involves any degree of dishonesty, fraud, or deceit.

The following behaviors are considered breaking our honor code:

1. Plagiarism. Plagiarism is representing another's ideas or words as one's own.
 - a. Includes both copying any part of another student's work to use as your own,
 - b. Obtaining information from other sources (an internet site, book information) and claiming it as your original work. All students are expected to follow their teacher's citation standards and format.
2. Copying another's test/assignment or allowing others to copy your work
3. Having someone complete an assignment for you, including copying answers from an online resource, or completing an assignment for someone else
4. Leaving books or notebooks open during an exam
5. Using "cheat sheets" or other methods of accessing information, including using electronic devices that are approved (computer) or not approved (cell phone) during an exam.
6. Talking or passing notes during an quiz, test or exam
7. Using unauthorized websites when taking an online exam
8. Stealing exams, selling exams, altering a grade, taking an exam for someone else, using bribery/blackmail/threats, intimidation in pursuit of a better grade are all forms of cheating.

Additional guidelines for each class may also be stated by its teacher; each student is responsible for knowing and adhering to them.

Procedures for Honor Infractions:

1. Any act of cheating, whether explicitly mentioned or unmentioned above, will be brought to the attention of the Head of School and possibly a Student Council for review.
2. The student in question will present their explanation in writing to Head to School. In addition the teacher will present evidence of honor violation to Head of School.
3. A meeting will occur between Head of School, teacher and student to determine guilt.
4. If guilt is determined, Head of School has the option to refer case to members of Student Council to determine appropriate consequences. Faculty Advisor will assist a Student Council in decision-making process.
5. Student has the option to bring a mentor or witness(es) to speak on student’s behalf during meetings.
6. Degree of Infraction will be recommended by Council but determined by Head of School.

Consequences for Honor Infractions:

Degree of Infraction	Consequences
Warning	Verbal discussion with Teacher. Renweb Report written. (Example: Accidental roving eyes, Unintentional/Self-reported)
1st Degree	Zero credit for assignment. Assignment will be copied and retained in student’s school file. Renweb report written. Optional: Teacher will contact parent. Counselor may be consulted and support staff or testing conducted. Apology written to teacher.
2nd Degree	In addition to first degree consequences, student, teacher and CHA lead team member will meet with parent. Written covenant may be written. Optional: Student receives F in course.
3rd Degree	Review of covenant which may result in failure of the academic course. Optional: May result in a student being asked to withdraw from Church Hill Academy.

STUDENT COMPUTER AND INTERNET USE POLICY

Church Hill Academy provides all students access to laptop computers and the internet as a means to enhance their education. **Students are expected to use computers or internet in a way that contributes to learning.** Activities that are malicious or negatively impact the school’s ability to utilize the computers and/or internet could result in a student being asked to withdraw. See “Student Computer and Internet Use Policy 2016” for more specific information which must be followed by all students. Overall:

1. **COMPUTER ASSIGNMENTS:** Students should only use the laptop computer assigned to them. Using another student’s assigned computer or sharing passwords is prohibited.
2. **COMPUTER STORAGE AND CARE:** Students are expected to treat their computer with great care, defined as (but not limited to): handling the computer gently, keeping it away from food and drinks, protecting the screen, storing the power cord safely, and storing everything in the designated cubbie when not being used. Tampering with computer hardware or software, unauthorized entering into computers, and vandalism or destruction of computer files, knowingly introduce or knowingly allow the introduction of any computer virus to any CHA computer is considered misuse.
3. **COMPUTER MISUSE:** If a computer is damaged (either accidentally or intentionally), vandalized, or lost, the student may be held financially responsible. A student’s transcript may be held until the balance is paid in full.
4. **COMPUTER USAGE:** Students should only retrieve their laptop in the passing period before a class where the laptop is needed, or when signed out by their teacher. Computers cannot be taken home.
5. **INTERNET POLICY:** Access to the internet is provided for students and staff only for educational purposes. Access that does not directly relate to a teacher’s stated assignment or overall school sponsored event is prohibited.
6. **INTERNET USAGE:** Students should only access email using their school assigned email address. Accessing instant messages, chat rooms, forums, e-mail, message boards, or personal web pages (e.g. facebook, etc.), except for school-approved, teacher-supervised filtered internet communication, is prohibited. Overall, students must abide by all US copyright laws for any downloads or other files, not access or locate materials (files or sites) that are unacceptable in a school setting (e.g. illegal drugs, alcohol, or illegal and/or violent behavior, pornographic, obscene, graphically violent/vulgar images, sounds, music, language, video, or other such materials). Any internet based games must be teacher-supervised educational games.
7. **INTERNET USAGE BY NAME:** Students and staff are expected to follow the strictest confidentiality when participating in approved online educational activities.
8. **COMPUTER OR INTERNET PASSWORDS:** Students should not attempt to discover passwords or to control access to the internet or computer network, bypass or attempt to bypass the filtering software, download any programs, files, or games from the internet or other sources that can be run or launched on the computer as a stand-alone program (sometimes called “executable files”).

Consequences for computer or internet misuse:

Violation	Consequences
1st	Student will cease action(s) immediately and at designated time discuss with staff the computer or internet misuse. Meeting(s) may also include Assistant Principal, Principal or Head of School. Renweb report will be written. Specific consequences assigned.
2 or more	In addition to above, parents will be contacted. Covenant may be written. Continued computer/internet misuse may result in a student being asked to withdraw from Church Hill Academy.

STUDENT ENROLLMENT

Church Hill Academy's academic, character and community expectations may not be an appropriate fit for all students. When a student has continued unresolved issues (academic or behavioral), and most importantly the student does not show signs of progress or an overall desire to follow our stated rules, the parents, student and several Academy staff will meet together to discuss withdrawal. Additional Academy staff may also have the opportunity to offer input into a withdrawal or expulsion situation.

Being asked to withdraw

Academy staff reserve the right to ask a student to withdraw for several reasons, including but not limited to:

- Failure to pass all the classes needed to complete a diploma
- Failure to maintain our academic, character, or community standards
- Failure to maintain our standards of behavior (including attendance, tardy, cheating and computer and internet usage)
- Continued demonstration of disruptive conduct without signs of change
- Actions outside of school are deemed a danger or threat to staff or students
- Academic, physical or mental health issues are beyond the school's capacity
- Lack of full disclosure (by student or parent) on any part of the student's application

Expulsion

Bringing a weapon or illegal substances to school, physically harming or threatening another CHA student or staff person, or coming to school under the influence of illegal substance(s) may result in immediate withdrawal and/or expulsion. An expulsion from Church Hill Academy does impact a student enrolling in another local area public or private school.

Church Hill Academy Student Covenant 2016-2017

I, _____, a student of Church Hill Academy understand that:

- Being an Academy student requires a great deal of self-discipline, hard work and class participation.
- Church Hill Academy is a private, faith-based, nonprofit high school. We receive limited government assistance. All remaining costs are paid for by donations from private individuals, churches, and business grants. Therefore, parents are expected to contribute \$100 per year and students are expected to attend several fund development events throughout the year
- I will be graded on my participation in class.
- I am expected to follow the school's dress code.
- Church Hill Academy has an honor code and I will follow it.
- My behavior will impact my continued enrollment at Church Hill Academy.
- Character development and serving the community are part of the mission of this school.
- I am expected to complete homework, prepare for class, study for tests, and participate in a positive way in class discussions.
- Failure to attend school impacts my ability to earn course credits and graduate from Church Hill Academy.
- I will take care of my textbooks and other supplies. If I lose my textbook and if I cannot afford to pay for it, I will have to work off the cost of the textbook at a rate of \$5/hour.
- I am expected to meet with an approved mentor.

I also understand that:

- All CHA staff want me to succeed and will work with me and my family to help me succeed at Church Hill Academy.
- My teachers are committed to providing, to the best of their ability, lessons, activities, tests, field trips, and events that will help me grow as a person as well as educate me.
- Many CHA staff live in Church Hill and will interact with me and my family outside of the school day.

I understand the above guidelines for Church Hill Academy and will abide by these expectations.

Signature of Academy Student:

Signature of Parent/Guardian:

Signature of Head of School:

Signature of Principal:
