



Name: \_\_\_\_\_

# Student Handbook 2017-2018

Church Hill Academy, a part of CHAT  
[www.churchhillacademy.org](http://www.churchhillacademy.org)  
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2010 Carlisle Avenue Richmond, VA 23231



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Last revised: 8/2017

***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.

## ***2017-2018 Church Hill Academy Bell Schedule***

<b>Time</b>	<b>Mon-Thurs</b>	<b>Friday A</b>	<b>Friday B</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	
11:35-12:05	Lunch		
12:10-1:00	5th Period	Chapel (12:05-12:35)	
1:05-1:55	6th Period	Elective (12:40-2:50)	
2:00-2:50	7th Period		
2:55-3:45	8th Period (M, W)		

## ***Late Opening Schedules 2017-2018***

### **Mon-Thurs. ONE Hour Delay Schedule**

8:45            *School Starts*  
 8:55-9:35    *1<sup>st</sup> period (40 minutes)*  
 9:40-10:20   *2<sup>nd</sup> period (40)*  
 10:25-11:05   *3<sup>rd</sup> period (40)*  
 11:10-11:30   *Lunch\**  
 11:35-12:20   *4<sup>th</sup> period (45)*  
 12:25-1:10    *5<sup>th</sup> period (45)*  
 1:15-2:00     *6<sup>th</sup> period (45)*  
 2:05-2:50     *7<sup>th</sup> period (45)*

### **Friday A/B ONE Hour Delay Schedule**

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

### **Mon-Thurs. TWO Hour Delay Schedule**

9:45            *School Starts*  
 9:55 -10:30   *1<sup>st</sup> period (35 minutes)*  
 10:34-11:09   *2<sup>nd</sup> period (35)*  
 11:13-11:48   *3<sup>rd</sup> period (35)*  
 7<sup>th</sup> (45)  
 11:52-12:10   *Lunch\**  
 12:15-12:50   *4<sup>th</sup> period (35)*  
 12:55-1:30    *5<sup>th</sup> period (35)*  
 1:35 - 2:10    *6<sup>th</sup> period (35)*  
 2:15 - 2:50    *7<sup>th</sup> period (35)*

### **Friday A/B TWO Hour Delay Schedule**

9:45            *School Starts*  
 9:55-10:30    *1<sup>st</sup> (35)*      9:55-10:40 *5<sup>th</sup> (45)*  
 10:35-11:10   *2<sup>nd</sup> (35)*      10:45-11:30 *6<sup>th</sup> (45)*  
 11:15-11:45            *3<sup>rd</sup> (30)*      11:35-12:20  
 11:50-12:20   *4<sup>th</sup> (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 2017-2018

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

## 1<sup>st</sup> Quarter:

First day of School: All Students	Tuesday, September 5
College Mentor Program Starts	Wednesday, September 20th
Back to School Night for Parents and Students	Thursday, October 12
Teacher Professional Development	Friday, October 13 (no school)
End of 1 <sup>st</sup> Quarter	Friday, November 3
VAIS Conference (no school)	Monday, Nov. 6
Teacher Work Day	Tuesday, Nov 7

## 2<sup>nd</sup> Quarter:

Begin 2nd Quarter	Wednesday, November 8
Parent/Teacher Conferences	Thursday, Nov. 9-Friday, Nov. 10
Thanksgiving Lunch	Tuesday, November 21
Thanksgiving Break	Wed., November 22- Friday, November 24
Christmas Celebration	Friday, December 15
Christmas Break	December 16 - January 1
Martin Luther King Jr. Holiday	Monday, January 15
Semester Exams	Wednesday, Jan. 24-Monday, Jan. 29
End of 2 <sup>nd</sup> Quarter	Monday, January 29
Teacher Professional Development (no school)	Tuesday, January 30
Begin 3rd Quarter	Wednesday, January 31

## 3<sup>rd</sup> Quarter:

Begin 2 <sup>nd</sup> Semester/3rd Quarter*	Wednesday, January 31
Presidents Day - Regular School Day	Monday, February 19
Parent/Teacher Conferences	Thursday, March 15-Friday, March 16
New Student Applications Due	Friday, March 30
Spring Break	Monday April 2-Friday April 6
End of 3 <sup>rd</sup> Quarter	Wednesday, April 11

## 4<sup>th</sup> Quarter

Begin 4th Quarter	Thursday, April 12
Spring College Trips	Thursday, April 12 - Friday April 13
Teacher Appreciation Week	Monday May 7-Friday, May 11
CHAT Professional Development - (no school)	Monday, May 21
Memorial Day Holiday (no school)	Monday, May 28
Second Semester Exams	Monday, June 4 - Thursday, June 7
Last Day of School (½ day)*	Friday, June 8
Graduation	Saturday, June 9 at 10:30 a.m.

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



## Staff Contact 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><b>Mrs. Libby Germer</b>            Head of School, 2017  <a href="mailto:libby.germer@churchhillacademy.org">libby.germer@churchhillacademy.org</a></p>	<p><b>Hope Walker</b>            Principal, 2016  <a href="mailto:hope.walker@churchhillacademy.org">hope.walker@churchhillacademy.org</a></p>
<p><b>Karen Holland</b>            Administrative Coordinator, 2015  <a href="mailto:karen.holland@churchhillacademy.org">karen.holland@churchhillacademy.org</a></p>	<p><b>Mallory Hansen</b>            School Counselor, 2014  <a href="mailto:mallory.hansen@churchhillacademy.org">mallory.hansen@churchhillacademy.org</a></p>
<p><b>Robinette Diggs</b>            Nutritionist, 2014  <a href="mailto:robinette.diggs@churchhillacademy.org">robinette.diggs@churchhillacademy.org</a></p>	<p><b>Bradley Nemitz</b>            Mathematics and Science Teacher, 2013  <a href="mailto:brad.nemitz@churchhillacademy.org">brad.nemitz@churchhillacademy.org</a></p>
<p><b>Matt Lyell</b>            Social Studies Teacher, 2015  <a href="mailto:matt.lyell@churchhillacademy.org">matt.lyell@churchhillacademy.org</a></p>	<p><b>Dawn Marble</b>            Exceptional Education, 2016  <a href="mailto:dawn.marble@churchhillacademy.org">dawn.marble@churchhillacademy.org</a></p>
<p><b>Erica Thomas</b>            Mathematics and Science Teacher, 2017  <a href="mailto:erica.thomas@churchhillacademy.org">erica.thomas@churchhillacademy.org</a></p>	<p><b>Jason Pacious</b>            Spanish and Science Teacher, 2014  <a href="mailto:jason.pacious@churchhillacademy.org">jason.pacious@churchhillacademy.org</a></p>
<p><b>Chandra Wright</b>            Computer Applications Teacher, 2017  <a href="mailto:chandra.wright@churchhillacademy.org">chandra.wright@churchhillacademy.org</a></p>	<p><b>Renee Wilmot</b>            English Teacher, 2014  <a href="mailto:renee.wilmot@churchhillacademy.org">renee.wilmot@churchhillacademy.org</a></p>
<p><b>Nick Asby</b>            Teaching Resident, 2017  <a href="mailto:nick.asby@churchhillacademy.org">nick.asby@churchhillacademy.org</a></p>	<p><b>Katrina Schwien</b>            Teaching Resident, 2017  <a href="mailto:katrina.schwien@churchhillacademy.org">katrina.schwien@churchhillacademy.org</a></p>
<p><b>Marcellus Wright</b>            Teaching Resident, 2017  <a href="mailto:marcellus.wright@churchhillacademy.org">marcellus.wright@churchhillacademy.org</a></p>	

### Support Staff

Pam Pitchford, Elk Hill Outpatient Counselor  
 Julie Carlton, Elk Hill Therapeutic Day Counselor  
 Tamika Jarvis, Elk Hill Therapeutic Day Counselor  
 Casey Bodlak, ([casey.bodlak@chatirchmond.org](mailto:casey.bodlak@chatirchmond.org)) Part-Time Teaching Resident  
 Michael Roper, [michael.roper@catapultlearning.com](mailto:michael.roper@catapultlearning.com), Title I Instructor

## ***General Information***

### ***Student Admissions***

CHA's new student admissions process is conducted in the spring. 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. Unless notified by the Head of School, 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. 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 (specific boundaries may be adapted each year). 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, facebook pages, 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. **Phone:** Parent/Guardians will be contacted regularly by staff.
  - b. **Email:** Is used most often to contact parents/guardians. Please contact Karen Holland, karen.holland@churchhillacademy.org if you are not receiving CHA emails
  - c. **US Postal Service:** 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.
  - d. **Student:** Throughout the quarter school memos are printed and sent home via your student. We also print progress reports for your student each quarter.
  - e. **"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.
  - f. **Parent Alert Text or Phone Messages:** Starting this school year we have a Parent Alert text and phone call system. This will be used for school-wide announcements as well any emergency situations in which we need to contact parents quickly
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:***

1. **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.
2. **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.
3. **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.
4. **Behavior Standards:** It is an honor to serve your student. We have high goals and expectations. CHA staff request that parents support our stated standards.
5. **Questions or Concerns:** We want to honor both parent and student's questions or concerns. To best serve you, we request a phone call or an email expressing your concerns before we meet. Please contact Karen Holland, Gina Maio or Hope Walker (see page 8 for contact information).

# 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](http://www.vais.org)).

## Diploma Requirements

The Virginia Department of Education 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 a 4-year college or university 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 <b>or</b> Geography, US/VA History, Government
MATH	3 credits	Algebra I, Geometry, Algebra II
SCIENCE	3 credits	Earth Science, Biology, Chemistry <b>or</b> 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 offered by CHAT’s Work Leadership Institute
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](http://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](http://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](http://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 Chris Lee, [chris.lee@chatrichmond.org](mailto:chris.lee@chatrichmond.org), 804.389.8407.

### ***Work Leadership Institute***

CHAT's Work Leadership Institute currently includes: (1) Nehemiah's Workshop (students learn woodworking skills and produce and sell corn hole games, picnic tables, bird feeders and other products), (2) Front Porch Cafe (located on Nine Mile Road, students prepare and sell homemade items), and (3) On Point Prints (students make and manage orders of hundreds of tee-shirts for CHAT and other clients). WLI is the proud recipient of the Lora M. and E. Claiborne Robins Community Innovation Grant, offering 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 position.

For more information, please contact Chris Whiting, [chris.whiting@chatrichmond.org](mailto: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

# ***Community Policies***

Church Hill Academy is a small, faith-based, non-profit. As a result, it is important for all students and staff to contribute to a positive and supportive community. To create a positive and supportive community, we focus on accountability to peers, respect, and positive student conduct. We believe that positive student conduct is important to promoting student growth, maturity and professionalism. For any conduct not explicitly stated, students are expected to make good choices and display positive student conduct at any school-related event (school, field trips, bus rides, etc.).

## ***Community Conduct***

### ***Daily Conduct***

- In all things, students should be respectful and strive to self-regulate. Students are expected to be on time to school and each class. Students should come to school in the correct uniform or attire. Students should take proper care of their computers. Throughout the day, students should avoid entering unauthorized locations in the building.

### ***Classroom or Meeting Conduct***

- Students are encouraged to create a positive learning environment by helping others learn, encouraging peers to make positive decisions and respecting peers and teachers.
- Inappropriate conduct includes actions that disrupt learning, including defying teacher directions, excessive talking, verbally expressed negativity towards a lesson, nonthreatening physical acts, etc.
- Disrespect can be expressed verbally or nonverbally.

### ***Electronic Devices***

- **Student electronic devices (cell phones, iPads, pagers, etc) will be turned in at the beginning of each school day.** This is the student's responsibility. Parents can contact the school number should they need to reach their child.

### ***Social Interactions***

- Students are encouraged to create a positive social environment by serving, encouraging, and respecting peers and teachers.
- Negative interactions include rude actions, profanity, crude jokes, gossip, inappropriate physical behavior (e.g. threatening or fighting) and excessive touching. **Bullying** includes any form of intimidation or attempts to diminish someone else's feelings of self-worth.

### ***A Special Note on Social Media***

- We assume CHA student social media interactions with each other will be positive. 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, CHAT staff, any CHAT buildings or rented space, or CHAT affiliated group programs. Students may be involved in disciplinary actions based on social media interactions.

### ***Safety Concerns***

- Any action that impacts school safety, either perceived or actual, will be considered at the least threatening behavior. This includes during bus transportation and on field trips. See "Note" section on page 18 for a specific list.

### ***Food and Drink Policy***

- Carlisle Avenue Baptist Church requests no food or drink (other than water) outside of the cafeteria. Students may bring water outside of the cafeteria and to class.

There may be instances when Carlisle Avenue Baptist Church, Church Hill Academy and/or CHAT will require a higher standard of behavior. As well, staff or community circumstances may lead to CHA adapting expectations and consequences. All such instances will be stated clearly and expectations shared.

## ***Student Conduct***

We believe that positive student conduct is important to promoting student growth, maturity and professionalism. At Church Hill Academy, we desire that all students contribute to a positive and supportive community. Students are expected to make good choices and display positive student conduct at any school-related event (school, field trips, bus rides, etc.). Students who exceed our expectations for positive student conduct can receive merits. Merits can lead to rewards such as Jeans Passes, Homework Passes, etc.

Students who exhibit behaviors that negatively impact their growth, maturity or professionalism and/or behaviors that negatively impact the community- will receive demerits. A pattern of negative behavior and/or demerits will result in larger consequences, seen below, including After-School Detention, In-School or Out-of-School Suspension, Withdrawal or Expulsion.

Church Hill Academy will address student behavior using trauma informed care guidelines and will attempt, in every case, to understand and address the origins of negative student conduct. This approach will utilize a merit/demerit system to assist in strengthening a healthy and positive conduct policy.

### ***Merits***

**Church Hill Academy defines a “merit” as any positive action by a student which contributes to a supportive community.** The actions in the chart below (*see page 19*) **can be** rewarded with merits. In addition, other actions may be rewarded with merit points based on staff observation. Merits can be cashed in for rewards. Merits accumulate and lead to the following rewards for students:

#### ***Rewards for Merits***

- 5 Jeans Pass
- 8 Casual Day Pass
- 12 No Homework Pass
- 15 2 Casual Day Passes
- 20 2 No Homework Passes

### ***Demerits***

**Church Hill Academy defines a “demerit” as any negative action by a student which disrupts the community and/or prevents learning.** The actions in the chart below (*see page 19*) will warrant demerits. In addition to the chart, any action that contributes to a negative or unsafe school community will warrant demerit points. Demerits will reset at the end of each quarter. Demerits accumulate and will incur the following consequences:

#### ***Consequences for Demerits (Quarter totals)***

- 1 Phone call to parent/guardian
- 10 After School Detention 3-4 PM
- 15 Principal Review and assess next steps (Detention, In-school or Out-of-School Suspension)
- 20 Principal Review and Parent/Guardian Meeting

**The following actions will result immediately in 10 or more demerits, either an In or Out of School Suspension, and possibly withdrawal or expulsion** (see page 27 for more details on student disenrollment policies):

- Skipping detention
- Physical violence against a student, staff or other school based adult
- Stealing
- Bringing weapons to school
- Bringing alcohol, coming to school inebriated, or smelling strongly of alcohol
- Bringing illegal drugs, coming to school under the influence of drugs, or smelling strongly of drugs
- Threatening behavior against a student, staff or other school based adult.

## ***Merit/Demerit System***

<b><i>Merits</i></b>	<b><i>Points</i></b>	<b><i>Demerits</i></b>	<b><i>Points</i></b>
Exceptional classroom behavior	+1	Tardiness	-1
Cleaning classrooms or school property	+1	Littering	-1
Assisting a teacher or staff	+1	Excessive time out of class	-1
Appropriate use of Quiet Room	+1	Negative nonverbal communication	-1
Morning Meeting Leader	+2	Uniform or dress code infraction	-2
Leading Chapel Set-Up	+2	Taking or eating food out of the cafeteria	-2
Tutoring another student after school	+2	Being in unauthorized locations without permission	-2
Acts of Service	+2	Bullying/Picking on others	-1 (to -5)*
Positive attendance during 8th Period	+2	Disruptive behavior	-2 (to -5)*
Bus Leader (field trips)	+3	Disrespectful behavior (including profanity)	-3 (to -5)*
Participating in Service Projects	+3	Defying teacher directions	-3 (to -5)*
Planning and leading Team Building	+3 (to +5)*	Misusing electronic devices	-5
Leading a Service Project	+5 (to +10)*	Excessive or inappropriate touching	-5
Leading MP Day Training	+5 (to +10)*	Inappropriate displays of affection	-5
Chapel Speaker	+10	Inappropriate physical or verbal behavior- including threatening posture or words	-5 to 10
		Improper behavior on the bus	-5 (to -10)
		Unauthorized possession of phone	-5
		Horseplay (including playing with or abusing school property)	-5 (to -10)*

(\*) indicates merit/demerit points depends on severity of behavior and student response.

## ***Actions and Consequences for Demerit Reports***

Church Hill Academy staff will follow the following consequences for each demerit report.

<b><i>Demerit reports</i></b>	<b><i>Actions</i></b>
Each instance	<ol style="list-style-type: none"> <li>1. Students unwilling or unable to follow stated expectations will follow staff directions to remove themselves from the classroom.</li> <li>2. At an appropriate time, student and teacher will meet to discuss the situation. As needed, student may also meet with Counselor, Principal or Head of School to discuss the situation.</li> <li>3. Teacher will complete a Renweb report following stated procedures. Demerits will be assigned by the teacher or lead staff based on merit/demerit list.</li> <li>4. Consequences will be assigned by lead staff based on severity of the situation and the number of demerits already accumulated by the student.</li> <li>5. Teacher will contact parents to discuss the situation. Lead staff may also contact parent.</li> </ol>
Shared Quarterly	Demerit (and merit) reports will be shared each quarter with students and parents. Parents or students may request a review or rewrite to reports by submitting their concerns, in writing, to the Principal. Next steps will then be provided.
Principal Review	Behavior is one important aspect of a student's continued enrollment at Church Hill Academy. A student's continued poor behavior, or only one specific incident, may result in a student being withdrawn. See page 27 for more details.

# Attendance

Academy students are expected to arrive to school on-time, every day. Parents are asked to call the school (804.222.8760) to report an absence/tardy and the expected time of arrival.

- Buses will arrive by 7:40 a.m.
- Student Drivers, walkers and students who are dropped off must arrive 7:45 a.m.
- School officially starts at 7:50 a.m.

## Tardies

### Student/Parent Responsibility

Students arriving at school after 7:50 AM are considered tardy and must check in at the information desk before going to class. Parent and student will convey verbal information related to the tardy and/or bring an official doctor's note(s) confirming sickness or appointments.

### Consequences

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.
- 5 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.*

## Absenteeism

### Student/Parent Responsibility

If absent, Parents/Guardians will call the school no later than 7:40 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.

Church Hill Academy Head of School and Principal 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.

### Consequences

- Consequences apply to **both excused and unexcused 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.
- Students may have three absences per quarter before jeopardizing course credit. **More than three absences per quarter (six per semester) can affect a student's projected graduation year.**
- On the student's fourth absence, 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 attendance. In addition, a covenant may also be written and signed.

# ***Uniform and Dress Code Policy***

The purpose of the uniform and dress code policy is to present a clean, neat and unified student body as a positive representation of Church Hill Academy. While we recognize the uniqueness of each student and seek to develop individuality, it is important for each student to understand the concept of appropriate dress for particular situations. We want to cultivate a strong sense of self-identity and pride within our students; we believe that this begins with good quality uniforms.

Staff will perform daily uniform checks. If a student is not in their proper uniform, the parent/guardian will receive a phone call notification and the infraction will be noted in RenWeb (-2 points). All dress code questions or concerns are reviewed at the discretion of the Head of School and Principal.

## ***Tops***

- A minimum of 3 Polo shirts which must be red, black, white or blue.
- Church Hill Academy or Key Club T-shirt.
- When supporting an athletic team, team shirts can be worn if the athletic event is on that day (if athletic activity is over the weekend. The student may wear their jersey/shirt on that Friday).

## ***Bottoms***

- Women: Skirts or Uniform pants: The pants or skirt must be khaki, navy blue and black chinos.
- Men: Uniform pants: The pants must be khaki or navy blue chinos.

*Note: We recommend students have a minimum of 3 polo shirts and 3 pair of uniform pants. Our preferred uniform vendor is White Oak Target.*

## ***Special Circumstances***

***Field Trips:*** When we go on school field trips, we want to represent a positive and unified image. As a result, uniforms are required for all students on field trips. No casual passes or jeans pass can be used during field trips.

***Marketplace Day:*** Business Attire for all. Suits, dress shirts/ties for Men. Women may wear dresses, skirts, or dress pants with blouse and/or blazer. There are usually three Marketplace Days per year.

***Casual Pass:*** Students can earn casual passes which allows students to wear appropriate casual clothing of their choice. No flip flops or hats.

***Jeans Passes*** are issued to students by the teachers and administrators for exceptional conduct, academics, etc. Uniform tops must be worn.

## ***Uniform and Dress Code Standards***

- All casual attire must be clean and in good condition.
- Sweatshirts and hoodies that are not issued by Church Hill Academy will not be authorized for wear unless the student is utilizing a casual day pass.
- No hats
- No flip flops or slides
- Shirts are to be tucked in at all times and pants will be worn with a black or brown belt.
- Pants shall be worn on the waist at all times. Pants shall not be low riding or sagging.
- If socks are visible they must match and coordinate with school uniform colors.
- Cargo pants are NOT a part of the uniform and will not be acceptable.
- Students are encouraged to wear predominantly neutral colored (black, dark blue, tan, brown) tennis shoes or dress shoes with the school uniform.
- Clothes may not be ripped, worn or out of season.

# ***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:

- The student 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***

When absent a student must quickly make up work missed. Academy teachers may not be able to reteach all assignments. **The procedures below apply to both excused and unexcused absences. The procedures below apply unless the student requests special accommodations.**

### **One Day Absent**

- 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**

- 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.

**Note:** *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.

Failing grades on a progress report or a report card could result in one of the following:

- Being required to attend 8th period tutoring. Transportation will be provided.
- Being required to participate in one of Church Hill Academy or Elk Hill's on-site programs
- Being required to 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***

## **Church Hill Academy's 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 our foundation of honor and integrity or prevents students from truthfully achieving academic success, developing character and serving 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 a 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.
2. The teacher/staff will first present evidence of honor violation to Head of School. The student in question will then present their explanation in writing to Head to 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 Usage***

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 2017" for more specific information which must be followed by all students.

### ***General Information and Expectations***

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.

# ***Medical Administration Policy***

## ***General Information and Procedures***

Only MAT trained staff members are permitted to administer medication to students. Starting in September 2017 no other staff can administer medication to students. All medication brought to school must be in the original prescription bottle or original container for OTC medications and hand delivered by a parent or guardian. Prescription medications requires a *Permission for Medication* form signed by the parent and HealthCare provider. Parents are responsible for communicating with school staff and developing a plan for administering medication during the school day. The student is responsible for going to MAT trained staff at the appropriate time to receive medication.

There will be no sharing of medications (prescription or over-the-counter). **Providing medication to someone other than to whom it is prescribed is illegal. This will result in disciplinary action and could result in legal action.**

Students are not allowed to carry medication with them. As an exception, students may carry inhalers, insulin pumps, Epi-Pens, or other emergency medications with them if a *Permission for Medication* form has been signed by the parent and a healthcare provider and is on file with Ms. Marble. Students prescribed prescription or emergency medications to self-carry are expected to have them in their possession at all times. This includes field trips, athletic events, and after-school activities. Parents are responsible for making sure their son/daughter self carries their emergency medication.

## ***Over-the-Counter Medication Policy***

A parent/guardian must grant Church Hill Academy permission to give their student(s) OTC medications. Church Hill Academy has OTC medications available for student use for pain/discomfort, fever, cough, congestion, skin rashes, cuts/abrasions, etc. Parents may elect to have Ms. Marble give OTC medication to their son/daughter by indicating such on their son/daughter's health form. Students may go to Ms. Marble for OTC medication in between classes and during lunch. If a student falls ill during class time and needs medical attention or to call a parent/guardian, students must see Ms. Holland or Ms. Hansen.

## ***Illness and After School Activities***

Any student missing an academic class because of illness will be restricted from participation in after-school activities (e.g., athletics, dance, step, and/or any after school programing) for the remainder of that day. Exceptions of this rule may be made by the lead staff.

## ***Student Hospitalization***

Church Hill Academy is a small, private, faith-based nonprofit. We do not have the resources to provide all the services a student might need post a hospitalization.

When a student is admitted for hospitalization, for any reason, the parent/guardian of the student must contact either Mallory Hansen, School Counselor, or Karen Holland (contact information on page 8). CHA staff will provide steps that must be completed before the student can return to school. Parent/guardians and student must fully participate in providing all information requested in a timely manner. Confidentiality procedures will be maintained.

## ***Student Disenrollment Procedure***

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 Academy staff will meet together to discuss withdrawal. Additional Academy staff, CHA or CHAT Board members, and CHAT's Executive Director may have the opportunity to offer input into a withdrawal or expulsion situation. (Cf. Procedures and Protocols)

### ***Withdrawal***

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, but not limited to, attendance, tardy, cheating and computer and internet usage)
- Continued demonstration of poor behaviors without clear signs of change (for example, an unacceptable number of demerit reports)
- 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/guardian) on any part of the student's application
- Lack of parent/guardian or student agreement and support of CHA's mission, goals, and/or behavior standards

### ***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.

### ***Disenrollment Decisions by Head of School***

Withdrawal or expulsion decisions are made by Church Hill Academy's Head of School. All Head of School decisions are final.

# ***Church Hill Academy Student Contract 2017-2018***

I, \_\_\_\_\_, a student of Church Hill Academy understand that:

- I understand that I am required to show a great deal of self-discipline, hard work and class participation.
- I understand that tuition to attend Church Hill Academy is \$100 per year and that I may be asked 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.
- I will follow the Church Hill Academy Honor Code.
- I understand that my behavior will impact my continued enrollment at Church Hill Academy.
- I understand my character development and service to 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.
- I understand that 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 believe that all Church Hill Academy staff want me to succeed and will work with me and my family to help me succeed.
- I believe that 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.
- I understand that I am expected to attend Spring/College Trips because these trips provide helpful information on postgraduate opportunities.
- I understand that I am expected to attend graduation on June 9, 2018

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

Signature of Academy Student:

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Signature of Parent/Guardian:

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Signature of Head of School:

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Signature of Principal:

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