Core Values: Authenticity, Stewardship, Accountability, Perseverance

Mission Statement: Church Hill Academy equips students to achieve academic success, develop character, and serve their community.

Church Hill Academy is an independent, Christian, non-profit high school located in the East End of Richmond. Our top priority is responding to the academic needs of our students. We offer all the classroom instruction necessary to fulfill Virginia’s graduation requirements and follow Virginia’s course curriculum outlines. We seek to empower students to become leaders and culture-makers in their school, home, workplace and community.
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Mission Statement: Church Hill Academy equips students to achieve ACADEMIC success, develop CHARACTER, and serve their COMMUNITY.

Academic Success
Church Hill Academy students are intelligent, responsible, and motivated young men and women. All CHA students are capable of achieving their academic goals. CHA offers an excellent and equitable education so that every student can pursue and succeed in higher education, military service, or the workplace upon high school graduation.

Matthew 22:37
Jesus replied: “Love the Lord your God with all your heart and with all your soul and with all your mind.”

Character Development
Church Hill Academy students uphold our school’s stated, core values of Authenticity, Stewardship, Accountability and Perseverance. These values are rooted deeply in the Bible, which tells us that the people of God are known for bearing good fruit. CHA staff aim to model these “fruits of the Spirit” and encourage their students to develop character traits based on the life and teachings of Jesus Christ.

Galatians 5:22-23
“...the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control.”

Serving our Community
Church Hill Academy students serve others. We work for the common good of our school community and not just for ourselves. CHA students lead and participate in community service initiatives throughout the school year.

Mark 10:45
“For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.”
**Staff Contact Information:**

Parents, please contact your student’s teachers via school email or the school office phone and do not use their personal cell phone or social media accounts to contact them, except in cases of emergency. Thank you!

<table>
<thead>
<tr>
<th>Mrs. Libby Germer*</th>
<th>Ms. Janae Dillard*</th>
<th>Mrs. Karen Holland*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School, 2017</td>
<td>School Counselor &amp; Accommodations Coordinator, 2020</td>
<td>Administrative Coordinator, 2015</td>
</tr>
<tr>
<td><a href="mailto:libby.germer@churchhillacademy.org">libby.germer@churchhillacademy.org</a></td>
<td><a href="mailto:janae.dillard@churchhillacademy.org">janae.dillard@churchhillacademy.org</a></td>
<td><a href="mailto:karen.holland@churchhillacademy.org">karen.holland@churchhillacademy.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mr. Oldson Duclos*</th>
<th>Ms. Natasha Baker</th>
<th>Ms. Robinette Diggs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Operations Coord., 2021</td>
<td>Math Teacher, 2021</td>
<td>Food Service Worker, 2014</td>
</tr>
<tr>
<td><a href="mailto:oldson.duclos@churchhillacademy.org">oldson.duclos@churchhillacademy.org</a></td>
<td><a href="mailto:natasha.baker@churchhillacademy.org">natasha.baker@churchhillacademy.org</a></td>
<td><a href="mailto:robinette.diggs@churchhillacademy.org">robinette.diggs@churchhillacademy.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dr. Ted Maris-Wolf</th>
<th>Mrs. Erica Baz</th>
<th>Ms. Chandra Wright</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Studies Teacher, 2019</td>
<td>Science &amp; Math Teacher, 2017</td>
<td>Student Technology Coordinator &amp; CTE Teacher, 2017</td>
</tr>
<tr>
<td><a href="mailto:ted.maris-wolf@churchhillacademy.org">ted.maris-wolf@churchhillacademy.org</a></td>
<td><a href="mailto:erica.baz@churchhillacademy.org">erica.baz@churchhillacademy.org</a></td>
<td><a href="mailto:chandra.wright@churchhillacademy.org">chandra.wright@churchhillacademy.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mrs. Brittany Andrews</th>
<th>Mrs. Jaines Miranda-Cruz</th>
<th>Mr. Micaiah Presley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior College &amp; Career Advisor, 2018</td>
<td>School Nutrition Coord., 2021</td>
<td>Art, P.E, and Science Teacher, 2021</td>
</tr>
<tr>
<td><a href="mailto:brittany.andrews@churchhillacademy.org">brittany.andrews@churchhillacademy.org</a></td>
<td><a href="mailto:jaines.mirandacruz@churchhillacademy.org">jaines.mirandacruz@churchhillacademy.org</a></td>
<td><a href="mailto:micaiah.presley@churchhillacademy.org">micaiah.presley@churchhillacademy.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ms. Zoë Jones</th>
<th>Ms. Marsha Frazier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish &amp; Drama Teacher, 2021</td>
<td>English Teacher, 2021</td>
</tr>
<tr>
<td><a href="mailto:zo%C3%AB.jones@churchhillacademy.org">zoë.jones@churchhillacademy.org</a></td>
<td><a href="mailto:marsha.frazier@churchhillacademy.org">marsha.frazier@churchhillacademy.org</a></td>
</tr>
</tbody>
</table>

*Indicates that this person is a member of the school’s Planning Team, our school’s administration

**School Support Staff:**

Mr. Tim May, Basketball Coach: [timjoelmay@gmail.com](mailto:timjoelmay@gmail.com)

Mr. Randy Wright, Catapult Learning Reading Specialist: [randy.wright@catapultlearning.com](mailto:randy.wright@catapultlearning.com)

Ms. Madelyn Melchert, Nehemiah’s Workshop Manager: [madelyn.melchert@chatrichmond.org](mailto:madelyn.melchert@chatrichmond.org)

Mrs. Allison Hurst, Legacy Farm Manager: [allison.hurst@chatrichmond.org](mailto:allison.hurst@chatrichmond.org)

School Bus Drivers

*Note: If you have questions or concerns related to school transportation, please contact the School Office at 804-222-8760 and ask for Mr. Duclos, Campus Operations Coordinator*
# 2021-2022 Church Hill Academy Daily Schedule

Note: all passing periods are 3 minutes each; lunch will last 25 minutes; classes are 82 minutes long

## Semester 1 & 2 Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:10</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:10-8:17</td>
<td>Homeroom</td>
<td>Homeroom</td>
<td>Homeroom</td>
<td>Homeroom</td>
<td>Homeroom</td>
</tr>
<tr>
<td>8:20-9:42</td>
<td>Block 1</td>
<td>Block 1</td>
<td>Block 1</td>
<td>Block 1</td>
<td>Block 1</td>
</tr>
<tr>
<td>9:45-11:07</td>
<td>Block 2</td>
<td>Block 2</td>
<td>Block 2</td>
<td>Block 2</td>
<td>Block 2</td>
</tr>
<tr>
<td>11:10-11:40</td>
<td>Phantom Block</td>
<td>Phantom Block</td>
<td>CHApel</td>
<td>Phantom Block</td>
<td>Phantom Block</td>
</tr>
<tr>
<td>11:40-12:05</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:08-1:30</td>
<td>Block 3</td>
<td>Block 3</td>
<td>Block 3</td>
<td>Block 3</td>
<td>Block 3</td>
</tr>
<tr>
<td>1:33-2:55</td>
<td>Block 4</td>
<td>Block 4</td>
<td>Block 4</td>
<td>Block 4</td>
<td>Block 4</td>
</tr>
</tbody>
</table>

### ONE Hour Delayed Opening Schedule*:

- **9:00-9:10**: Breakfast
- **9:10-9:17**: Homeroom
- **9:20-10:32**: Block 1
- **10:35-11:47**: Block 2
- **11:50-12:05**: Phantom Block
- **12:05-12:25**: Lunch
- **12:28-1:40**: Block 3
- **1:43-2:55**: Block 4

### TWO Hour Delayed Opening Schedule*:

- **10:00-10:05**: Homeroom
- **10:08-11:11**: Block 1
- **11:14-12:16**: Block 2
- **12:19-12:45**: Lunch
- **12:48-1:50**: Block 3
- **1:53-2:55**: Block 4

*Notification of any campus closures or delays will be communicated via Parent Alert text and email.
General Information

School Email Communication

Students are provided with a school email address (firstinitiallastname.student@churchhillacademy.org). Staff use this email address to communicate school and class-related information to students. Church Hill Academy students are expected to read their email daily during the school year and with some frequency during the summer months.

Student Printing Station

With teacher permission, students may use the designated desktop computer and attached printer in the Lounge to make single copies of school-related materials. Students should be mindful of the number of pages they print. This printer only prints in Black & White. Students must request that their teacher or club sponsor/coach print for them anything requiring multiple copies or colored printing.

Transportation

We offer transportation to students whose families live within our school zone boundaries. A boundary map is available here, on our school’s website. If a family moves outside of our zone, transportation will not be provided.

Students should wait at their designated bus stop 5 minutes prior to pick-up time. Students who miss the bus must find another mode of transportation to arrive at school safely and notify the school immediately.

Parents/Guardians should notify the Campus Operations Coordinator at oldson.duclos@churchhillacademy.org when their student(s) completes the requirements to receive their driver’s license and will begin driving to school. Student drivers should park in the large, rear parking lot and ring the buzzer for entry at the back door. Student drivers may not drive other students to/from school without prior approval from the Planning Team and will need to have completed the CHA Student Driver Permission form with a parent’s signature included (available at Orientation).

Field Trips

To gain educational experiences outside of the classroom, students may have the opportunity to participate in some field trips as well as local trips to various sites, aligned with COVID safety restrictions.

Parent Communication Expectations

Because we consistently communicate with parents through USPS mail service, text alerts to cell phones, as well as email, please let Administrative Coordinator, Mrs. Holland, know whenever your family experiences a change of address or phone number: karen.holland@churchhillacademy.org

School Uniform Store

Students have the opportunity to purchase official CHA logo polo shirts and T-shirts through our online School Store. At Orientation, students receive 2 CHA logo T-Shirts as well as 1 navy logoed polo shirt. Families have the opportunity to purchase additional shirts at that time as well as by request, throughout the school year. CHA stocks shirts of varying styles and colors, ranging in price from $8-$12.

Counseling

At Church Hill Academy, we believe that it is important for students to be emotionally healthy. To help navigate any challenges during the school day, Church Hill Academy students may check in with our School Counselor after receiving teacher permission. Counseling is offered and provides an opportunity for students to address stressors and mental health challenges. Students also have the opportunity to participate in discussions centered around life skills, conflict resolution, and career interests.

2021-2022
**College & Career Counseling**

CHA also offers college & career counseling to all upperclassmen. Our Senior College & Career Advisor, Mrs. Andrews, assists students with college applications, resume development, FAFSA completion, searching and applying for scholarships, and planning prospective college trips. The College & Career Advisor also facilitates the 2-year and 4-year college selection process and teaches Senior Advisory for all 12th grade students.

**Athletic Teams and Clubs**

Church Hill Academy currently offers students the opportunity to try out for, and participate in, two formal athletic teams: boys basketball and the pep squad. Church Hill Academy will also work to offer fitness related clubs such as running and girls’ basketball to meet student interests. All athletic team participation in 2021-2022 hinges on the rates of local COVID transmission rates and the guidance of the Virginia Department of Health.

**Exceptional Education Student Support**

Students who come to CHA with an Individualized Education Plan or 504 Plan will be assessed by our School Counselor and given a Student Learning Plan (SLP) with accommodations for classroom learning. If teachers notice that a student may need learning accommodations and benefit from an SLP, they refer the student for services. Teachers, parents, and the student will meet annually with the School Counselor to review the SLP and discuss the effectiveness of their learning accommodations.

**Academics at Church Hill Academy**

2021-2022
Grading Scale: This scale has been adjusted to align with the regional practice of grading on a ten-point scale

<table>
<thead>
<tr>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C-</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-97</td>
<td>96-94</td>
<td>93-90</td>
<td>89-87</td>
<td>86-84</td>
<td>83-80</td>
<td>79-77</td>
<td>76-74</td>
<td>73-70</td>
<td>69-60</td>
</tr>
<tr>
<td>4.00 GPA</td>
<td>4.00 GPA</td>
<td>3.70 GPA</td>
<td>3.30 GPA</td>
<td>3.00 GPA</td>
<td>2.70 GPA</td>
<td>2.30 GPA</td>
<td>2.00 GPA</td>
<td>1.70 GPA</td>
<td>1.00 GPA</td>
</tr>
</tbody>
</table>

Academic Standards & Diploma Requirements

Our school is accredited by the Virginia Association of Independent Schools. As an accredited, non-public school, CHA chooses to “meet or exceed” state requirements such as curricular alignment with the VA Standards of Learning (SOL). Our students are not required to complete SOL tests. We offer the NWEA, a research-based, computerized assessment that measures student growth. Academy students complete three different NWEA tests (reading comprehension, language usage and math) twice a year, in October and May.

Church Hill Academy’s diplomas follow the Commonwealth’s diploma course descriptions as developed by the Virginia Department of Education (VDOE). The VDOE offers high school students the choice of an Advanced Studies or Standard diploma. To receive a Standard diploma, a minimum of 22 verifiable course credits is required. A diploma is awarded to students who pass 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 from their sending school. Students with a final GPA of 3.0 or higher from Church Hill Academy will receive Honor Cords to wear at Graduation. Church Hill Academy does not rank students.

Required classes for a Standard diploma (for students without a Student Learning Plan):

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Required Course Credits</th>
<th>Course Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>4 credits</td>
<td>English 9, 10, 11, and 12</td>
</tr>
<tr>
<td>HISTORY</td>
<td>3 credits</td>
<td>World History or Geography, US/VA History, Government</td>
</tr>
<tr>
<td>MATH</td>
<td>3 credits</td>
<td>Algebra I, Geometry, Algebra II</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>3 credits</td>
<td>Earth Science, Biology, Chemistry or Physics</td>
</tr>
<tr>
<td>PE/HEALTH</td>
<td>2 credits</td>
<td>PE/Health</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE, FINE ART, OR CAREER &amp; TECHNICAL</td>
<td>2 credits</td>
<td>Spanish I, II and III. Fine Art classes. CTE classes offered in partnership with CHAT’s Workforce Development Program</td>
</tr>
<tr>
<td>ECONOMICS/ PERSONAL FINANCE</td>
<td>1 credit</td>
<td>Economics &amp; Personal Finance</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>4 credits</td>
<td>Academy elective courses vary each year</td>
</tr>
</tbody>
</table>

2021-2022
Advanced Diploma

Students who are interested in attending a 4-year university are encouraged to strive for an Advanced Studies diploma. This requires 3 years of foreign language and 4 years of science, history, and math for a total of 26 credits in specific classes. Church Hill Academy cannot guarantee all of the classes necessary to fulfill advanced diploma requirements because of our small size but will make every effort to accommodate each students' needs. Students should meet with the School Counselor if interested in the Advanced Studies diploma option.

Class Size and Courses Offered

CHA offers small class sizes and an emphasis on individual learning; as a result, students may not be divided evenly by grade, age or experience. This is a necessity at CHA for a variety of reasons: (1) we may only have staff 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) other scheduling conflicts.

Community College Concurrent Enrollment

Concurrent Enrollment at Reynolds Community College provides an opportunity for Church Hill Academy Juniors and Seniors who are eligible to take college level courses on the Reynolds campus or online. Students must meet the GPA requirement of a 2.5 or better and be on track to graduate. Students are awarded high school credit on their CHA transcript. In addition to high school credit, students will receive college credit from Reynolds. Concurrently enrolled students are responsible for paying their own tuition and fees for college courses. Participating students must coordinate their own transportation and receive permission from the Head of School to leave campus. See the School Counselor for more information.

FACTS (Student Information System)

Grades, attendance, and assignments are stored in a secure student information system called FACTS. Information can be accessed online by students and parents/guardians. Students are able to see their grades, assignments, and missing work at any time through their FACTS account. CHA will email parents and students a quarterly progress report via email; additional copies can be requested of Mrs. Holland, Administrative Coordinator. Academy staff and coaches also have access to student records.

Senior Spring Exam Exemption

New in 2022: Senior students who have achieved a grade of 90% or higher in their 4th Quarter classes will be eligible for final exam exemption in those classes. They will be notified by each teacher on or before Friday, June 10th if they need to return to school the following Monday, June 13th for exam review. We hope all of our Seniors will enjoy this privilege and make high marks during their final semester of high school!
CHA Community Expectations

Core Values: “A.S.A.P!”

Church Hill Academy has adopted a set of core values that serve as the guiding principles of our school culture. Reflective of our mission statement and our Christian faith, these core values hold students and staff accountable for the standards we set for ourselves and each other.

- **Authenticity**: CHA is a place in which students are free to be themselves, are proud of who God made them to be, and are genuinely welcomed into the school community by their peers and staff. Returning students exemplify openness and sincerity, setting the example for new students.

- **Stewardship**: Students value and take care of school property and classroom materials, their own school work, and allocate their time wisely to execute academic success.

- **Accountability**: Students take responsibility for their actions, their interactions with peers, staff and parents, and for their school work. Students help their classmates to stay focused and motivate each other to achieve their goals.

- **Perseverance**: When CHA students endure obstacles in life, they remain hopeful. They are empowered through faith in God and encouragement by our community to navigate challenges. We can do all things through Christ who strengthens us!

Student Cell Phones

Student cell phones will be collected daily during Homeroom. If a student chooses not to earn the requisite merit point for placing their cell phone into their teacher’s lockbox, they must turn off their phone and put it in their school bag, i.e.: “Off and Away Policy.” If a student is seen using their cell phone during the school day, they will be issued a warning by school staff and may be given Demerit points. If the student persists, their phone will be confiscated until the end of the school day. Parents may contact the school whenever they need to reach their child and can expect messages to be relayed quickly.

Bullying & Sexual Harassment

Bullying is not tolerated at Church Hill Academy. Bullying includes any form of intimidation, threat of violence or ostracization, or repeated attempts to diminish someone else’s feelings of self-worth. Sexual harassment is an unacceptable offense at Church Hill Academy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Students should immediately report acts of bullying or sexual harassment to the Head of School.

Social Media

We assume CHA student social media interactions with each other will be positive. Church Hill Academy staff only become involved with our students’ social media interactions when what is written, insinuated or pictured negatively impacts our school community. That negative impact might directly or indirectly involve other students, CHAT staff, any CHAT buildings or rented space, or affiliated group programs. Inappropriate social media interactions by our students will result in disciplinary actions, even if they originated off-campus.
Food and Drink Policy

Carlisle Avenue Baptist Church requests that students not take drinks outside of the cafeteria, other than water. Students are encouraged to use personal water bottles to stay hydrated throughout the day. Breakfast foods may need to be eaten during Homeroom but students are otherwise discouraged from eating in the classroom. Please do not bring snacks to class.

Make Up Work

Students are responsible for making up missed work due to absences. Academy teachers may not be able to reteach all assignments but will use their class website to post assignment due dates and expectations. This applies to both excused and unexcused absences, unless the student requires special accommodations. For every day of absence, a student has one day to make up missed work. CHA teachers will publish and share their own, additional classroom rules re: make up work in their course syllabus, distributed during the first week of each semester.

Church Hill Academy's Honor Code

*Students may be asked to sign this statement before taking formal assessments:*

"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."

Honor Infractions

Honor infractions are acts that prevent students from truthfully achieving academic success, developing character and serving the community. Each student is expected to refrain from cheating on academic work. Church Hill Academy will not tolerate any student’s submitted work that is not produced by that student’s own initiative.

The following behaviors break 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 original work. 
      All students are expected to follow their teacher’s citation standards and format guidelines.
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 or using "cheat sheets" to access information during an assessment
5. Using electronic devices that are approved (computer) or not approved (cell phone) during an exam
6. Talking to other students or passing notes during a quiz, test or exam
7. Using unauthorized websites when taking an online exam/leaving the test site before completing the test
8. Stealing exams, selling exams, altering a grade, taking an exam for someone else, using bribery/threats, intimidation in pursuit of a better grade

Consequences for Honor Infractions

<table>
<thead>
<tr>
<th>1st Infraction</th>
<th>Zero credit for assignment. Assignment will be copied and retained in teacher’s files. Teacher will write a report in FACTS and contact parent. School Counselor may be consulted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Infraction</td>
<td>In addition to first infraction consequences, the student, teacher, School Counselor, and Head of School will meet with parents. A behavior contract related to honor violation may be written and signed by the student.</td>
</tr>
<tr>
<td>3rd Infraction</td>
<td>Review of contract which may result in failure of the academic course. Optional: May result in the student’s withdrawal from Church Hill Academy.</td>
</tr>
</tbody>
</table>

2021-2022
**Student Conduct**

At Church Hill Academy, all students should contribute to a welcoming and supportive school community. For exemplary behavior, they are recognized with Merits. Students who exhibit behaviors that negatively impact their growth and maturity or that negatively impact our school community will receive Demerits. A pattern of negative behavior and the accrual of many demerits will result in larger consequences. Church Hill Academy addresses student behavior using trauma-informed care guidelines and will attempt, in every case, to understand and address the origins of negative student conduct. We utilize the merit/demerit system to assist in strengthening a healthy and positive school environment.

**Merits**

Church Hill Academy defines a “merit” as any exemplary action by a student which contributes to a supportive school community. These actions may be awarded with merit points based on staff observation. Merits accumulate each Quarter. Students who receive exceptionally high marks will be recognized and receive awards in a quarterly, all-school Awards Ceremony.

Merit-worthy behavior examples: voluntarily serving a classmate or staff member, showing exceptional academic effort, doing something difficult without being asked to, etc.

**Demerits**

Church Hill Academy defines a “demerit” as any negative action by a student which disrupts the community and/or prevents learning. Actions that create a negative or unsafe school community will warrant demerit points, which can be given by any staff member who has observed the action. Demerits are reset at the end of each quarter. Demerits accrued quarterly will incur the following consequences:

*Consequences for Demerits per Quarter*
- 10 = Call home from teacher
- 20 = Detention during Lunch
- 30 = In or Out of School “Insight” + parent meeting *(In or Out of School Insight is a suspension that includes a debrief with the school counselor to reinforce positive behavior)*
- 30+ = Administrative Review meeting with parents/guardians

Demerit-worthy behavior examples: disruptive behavior, use of profanity, defiance of teacher directions, uniform infractions, stealing, being in unauthorized locations without permission, misuse of Chromebook, etc.
Attendance
For parents providing their own student’s transportation, students should be dropped off at school no earlier than 7:45 AM, unless prior approval has been given by the Campus Operations Coordinator.
Parents, please call the school office (804.222.8760) to report your child’s absence by 10:00 AM on the day your child misses school.

Tardies

Student/Parent Responsibility
Students should be at school by 8:00am daily. Those who arrive at school after 8:10 a.m. are considered tardy and must sign in at the front desk, after a medical screening with the School Nurse before going to class. Tardy students will not have access to breakfast after 8:20 a.m.. For an absence or tardy to be excused, a student must: 1) provide an official doctor's note(s) confirming sickness or appointments, or 2) the parent/guardian must send in a signed note or email with the reason for absence to Mrs. Holland. Parents and students must provide the official note or signed permission within 5 school days of the related absence/tardy for the absence to be marked “excused.”

Consequences
A student is considered tardy if they are not in their seat or completing a teacher assigned task when the bell rings. Frequent tardiness hurts a student’s performance and disrupts class for other students.

- Tardiness that is clearly due to circumstances beyond a parent or student’s control (such as a late bus) will be automatically excused.
- Once a quarter, every 5 tardies will be converted to 1 unexcused absence in FACTS, which can negatively impact course credits.

Absenteeism

Student/Parent Responsibility
Acceptable reasons for an excused absence or tardiness include:

- Medical, dental or other health appointments. Written notification (an official doctor’s note) must be received within one school day of the child’s return to school.
- Recognized family emergency or major family event

Church Hill Academy’s Head of School reserves the right to determine if a student’s absence or tardy is unexcused or excused. Excusing an absence(s) will be based on the 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 five absences per quarter before jeopardizing course credit. More than five unexcused absences per quarter can affect a student’s projected graduation year.
- On the student’s sixth unexcused absence per quarter, CHA staff will 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, an attendance contract may also be written and signed.

See Church Hill Academy’s official 2021-2022 Attendance Policy here.
Uniform and Dress Code Policy

The purpose of CHA's uniform and dress code policy is to present a unified student body, in which students feel comfortable and proud to positively represent Church Hill Academy.

When students are on campus, they should wear one of their uniform shirts and a pair of khaki or black, straight-legged pants.

At the beginning of the school year, students are issued 2 CHA T-Shirts and 1 CHA polo shirt. Additional uniform shirts are available for purchase at Orientation and throughout the school year (see Mrs. Holland in the school office), at the costs below:

1. Red or blue CHA T-shirts - $8 (S,M,L), or $10 (XL, 2 and 3 XL)
2. Collared, navy CHA polo shirts - $10 (S,M,L), or $12 (XL, 2 and 3 XL)
3. Black, hooded CHA sweatshirts - $15 (S,M,L), or $18 (XL, 2 and 3 XL)

Homeroom teachers will perform daily uniform checks. If a student is not in the proper uniform, two demerits will be recorded in FACTS.

- Pants cannot have holes or rips and must be worn at the waist. No leggings, sweats or jeans.
- On casual dress days, crop tops, tank tops, or spaghetti strapped shirts are not permitted. Also, shirts with explicit language or images are not permitted.
- Shoes should be appropriate for school use; we do not allow flip flops or slides.
- While students can wear cultural head wraps or approved bandanas, they are not permitted to wear sleep headwear such as bonnets or durags during the school day. Hoods may not be worn during the school day.
- Outerwear should either be CHA-issued sweatshirts that feature our logo or plain jackets. Other coats, hoodies, and jackets should be kept in a students’ cubby.

Wear your CHA uniform with pride and please help us enforce our uniform and dress code policy in 2021-2022!
I, _____________________________, (student’s name) understand that I should use my school computer only for school-related purposes, ie: research, writing, class activities and assignments. In addition, I know that:

1. I should only use the Chromebook assigned to me and labeled with my name, which is the property of Church Hill Academy.

2. I agree to take excellent care of my laptop in school and out of school and will follow the Chromebook Care guidelines I have received. If my laptop has a mechanical failure of an internal part, it is covered by a warranty and can be repaired at no cost. If my laptop is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then I understand that I am solely responsible for the cost of repair or replacement.

3. I will handle the computer gently, keeping it away from food and drinks, protecting the screen, and charging it sufficiently when not in use.

4. In class, I will only use the Chromebook with my teacher's approval.

5. I will use appropriate language in all communications on my laptop. I cannot use profanity or obscenity and should avoid offensive or threatening speech.

6. My Chromebook must be made available for inspection by a school administrator or teacher upon request. Any messages or files sent or received on my computer or using my Internet accounts may be viewed by school staff.

7. I will refrain from attempting to locate files that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, alcohol/drug related files, sounds, music, language, video, or other inappropriate material. CHA computers must be free of such material at all times.

8. I will not bypass or attempt to bypass the school’s filtering software and I will not 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.

9. I will not use this resource for any illegal activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of computer files.

10. I commit to making every effort to keep all my passwords and school accounts secure and private.

In signing below, I agree to abide by the terms of this computer use contract. If I fail to uphold these agreements, I may be subject to disciplinary action, payment for repairs, and/or a loss of computer access…
**Chromebook Care:**

Students are responsible for the general care of the Chromebook. Devices that are broken or fail to work properly must be immediately reported to the Student Technology Coordinator. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced. If a Chromebook cannot be repaired, a new Chromebook will be issued of similar age/wear.

**Screen Care**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. To avoid damage, please:

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

**Chromebook Loss or Damage**

Students/families will be held responsible for the cost of replacement of any materials or property which is lost or damaged through their negligence or intentionally destructive behavior. Please discuss with your child the importance of taking good care of Chromebooks, textbooks, library books, and all school equipment and property.

- Students are responsible for the care of the Chromebook issued by the school.
- Siblings and friends should not use the Chromebook.
- Chromebooks that are broken or fail to work properly must be reported to the Student Technology Coordinator.
- Never try to repair the Chromebook yourself or have someone other than the Student Technology Coordinator or staff work on it, as this could void the warranty and cause you to incur additional charges.
- Turn in the Chromebook as soon as possible if repairs are needed. A loaner may be issued.
- If your Chromebook is lost or stolen, please report immediately to Student Technology Coordinator.

**Chromebook Repair**

If a Chromebook is damaged, it is the responsibility of the student and parent involved to contact the school Student Technology Coordinator immediately. The user will be given another device (or accessory) to use until the Chromebook is repaired or replaced. Non-warranty repair/replacements will be performed at cost.

- Total replacement of the Chromebook = $200.00
- Charging Cord = $15.00
- Case = $15.00
- Screen = $50.00

**Loaner Chromebooks may be issued to students when needed. If a repair is needed due to negligence, the school may refuse to provide a loaner Chromebook.**

All Chromebook questions should be directed to CHA's Technology Coordinator, Ms. Chandra Wright: chandra.wright@churchhillacademy.org

2021-2022


Medication Administration Policy

General Information and Procedures

Only MAT trained staff members are permitted to administer medication to students. This school year, those staff members are Ms. Dillard, Mr. Duclos, and Ms. Wright. **No other staff may administer medication to students.** All medication brought to school must be in the original prescription bottle or original container for over-the-counter (OTC) medications and hand-delivered to staff by a parent or guardian. Prescription medications require a *Permission for Medication* form signed by the parent and Health Care 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 times 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 the exceptions of inhalers, insulin pumps, Epi-Pens, or other emergency medications, as long as the *Permission for Medication* form has been signed and is on file in the school office. Students with prescription emergency medications 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 child carries their own emergency medication.

Over-the-Counter Medication Policy

A parent/guardian must grant Church Hill Academy permission to give their student(s) over-the-counter (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. Dillard or Mr. Duclos give OTC medication to their child by indicating such on their student’s health form. If a student falls ill during class time and needs medical attention, they should report to the School Counselor, Ms. Dillard, and must receive administrative permission before calling home.

Student Hospitalization

When a student is admitted for hospitalization, for any reason, the parent/guardian of the student must contact a member of the school’s Planning Team. CHA staff will provide steps for the student to complete before they can return to school. Parent/guardians and students must fully participate in providing all information requested in a timely manner. Confidentiality of health issues will be maintained when necessary or requested by parents/guardians.
**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 does not show signs of progress or a desire to follow our stated rules during the school year, the parents, student, and Academy staff will meet together to discuss withdrawal.

**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 of the student to agree to or maintain our academic, character, or community standards
- Failure to maintain our standards of behavior (including, but not limited to, truancy, excessive tardiness, Honor Code violation and computer and internet usage)
- Continued demonstration of poor behaviors without clear signs of change (for example, an unacceptably high number of behavior 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 to address
- Lack of full disclosure (by student or parent/guardian) on any part of the student’s application
- Lack of parent/guardian agreement and support of CHA’s mission, goals, and/or behavior standards

**Expulsion**

Bringing a weapon or illegal substances to school, physically harming or indicating a serious intention to harm another CHA student or staff person, or coming to school under the influence of illegal substance(s) will result in immediate withdrawal and/or expulsion.

**Disenrollment Decisions by Head of School**

Withdrawal or expulsion decisions are made by Church Hill Academy’s Head of School, Mrs. Germer. All Head of School decisions are final.
Church Hill Activities and Tutoring (CHAT)

Church Hill Academy is a part of CHAT, or Church Hill Activities and Tutoring (www.chatrichmond.org). CHAT’s mission is to serve the youth of the East End of Richmond and equip them with the heart, head, and hands to make transformative life decisions.

After School Program

CHAT’s After School Program provides a rich opportunity for mentorship and fun for local students in grades K-8. Volunteers must apply; please visit http://chatrichmond.org/volunteers, and click on Sign Up underneath After School Program. Once an online application is completed, the After School Team will be in touch with next steps, which may include interviews and training.

Workforce Development Program

CHAT’s Workforce Development Program (WDP) is a job training and development program, preparing teens and young adults for the workplace. The WDP provides meaningful job training and work opportunities with woodworking, screen printing, urban farming, and culinary arts. WDP participants participate in the following small business operations including (1) Nehemiah’s Workshop (students learn woodworking and home repair skills), (2) Front Porch Cafe (students learn culinary and customer service skills), (3) On Point Prints (students learn design and print shop skills), and (4) Legacy Garden (students learn nutrition, gardening, and urban farming skills).

WDP offers a small business internship program and participating Church Hill Academy students are eligible for course credit and various incentives for participation. Applicants must complete an application form and interview for internship opportunities.

For more information, contact the Workforce Development Program Director: duane.brown@chatrichmond.org.
COVID-19 Addendum - Accommodations Made for Social Distancing & Safety Requirements

Church Hill Academy is committed to keeping our school community safe. Safety measures are in place that meet and exceed CDC and VDH guidelines, and we have also formulated a COVID Health Mitigation Plan to help protect students and staff. As such, it is highly important that students monitor how they feel before preparing for each in-person school day. Ask yourself these self-screening questions:

“Since my last day in the building, have I had any of the following symptoms that cannot be attributed to another health condition?

- A new fever of 100.4°F or higher,
- A new cough,
- New shortness of breath,
- New chills, or
- New muscle aches?”

If you answer “YES” to any of the questions, you should stay home and contact the school immediately. You will be advised to monitor your symptoms, and a member of the school’s COVID-19 Team will follow up with you. If symptoms remain the same or worsen, you may be advised to seek medical attention before returning to campus. In the event a student tests positive for COVID-19, the school must be notified immediately, and they will need to self-quarantine for up to 14 days. With guidance from the Richmond City Health District, CHA in-person operations may be suspended for 2-5 days.

Transportation
Bus routes are modified to ensure physical distancing on our vehicles. Parents are encouraged to provide their own transportation to and from school for their students if they are able.

Morning Screenings
Wellness screenings will be conducted for students and staff each day by a designated staff member. The screening will include a symptom assessment and temperature check using a no-touch infrared thermometer. A student with a temperature above 100.4 will need to return home.

Hand Washing
Students and staff will be asked to regularly wash their hands, use hand sanitizer, and to wipe down surfaces they have touched before leaving their classroom or bathroom.

Classroom Size
Furniture in every classroom is arranged to ensure 3 ft of distance between all students and staff. Students will be discouraged from physical contact with other members of the school community.

Mask Requirements
Mask-wearing is required while on campus and on CHAT vehicles. CHA will supply high quality and effective disposable and reusable masks for all students and staff. When staff and students leave the building (for class breaks or PE class), masks can be removed as long as 3 ft of social distance is maintained.

Sick While on Campus
If a student begins to develop symptoms consistent with COVID-19, and/or develops a fever while on campus, a designated staff member will immediately contact the parent/guardian of the student so that they can be picked up. The student will be isolated in our designated quarantine room before pick up (upstairs, off of Lounge).
**Visitor Policy**
CHA is not accepting visitors at this time; this includes family, friends, volunteers, alumni, and other guests who are not authorized CHAT employees. Dropping off food or other items for students will not be permitted until further notice.

- **For pick-ups/drop offs:** Parents/guardians should remain in their cars when dropping off or picking up a student for dismissal. If you need to pick up your student early, please call the school in advance, or send a note with your student. Ring the buzzer at the Randall Avenue entrance, and a designated staff member will communicate with you through the intercom. We will release your student once we confirm they are being picked up by the designated adult listed in their student profile.

**New Breakfast/Lunch Plan**
CHA will offer all students lunch and breakfast on school days. All students are required to wash their hands or use hand sanitizer before receiving their food. While eating meals on-site, all students will be spaced at least 3 feet apart and will face the same direction, per CDC guidelines.

**Student and Parent Responsibilities**
All of our school decisions are informed by COVID-19 developments from the CDC, VDH, and the Richmond City Health District. Students and parents should stay up to date on the latest news regarding COVID-19 by visiting this website which we will follow closely for guidance about school reopening this Fall. Students and parents are also encouraged to visit our school website to view our updated COVID Mitigation Plan.