CHA Family Handbook

2022-2023

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 meet or exceed Virginia’s graduation requirements. 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>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Libby Germer*</td>
<td>Principal, 2017</td>
<td><a href="mailto:libby.germer@churchhillacademy.org">libby.germer@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Mr. Napoleon Hailstock, Jr.*</td>
<td>Assistant Principal, 2022</td>
<td><a href="mailto:napoleon.hailstock@churchhillacademy.org">napoleon.hailstock@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Ms. Tamika Jarvis</td>
<td>English Teacher, 2018</td>
<td><a href="mailto:tamika.jarvis@churchhillacademy.org">tamika.jarvis@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Mrs. Brittany Andrews</td>
<td>Senior College &amp; Career Advisor, 2018</td>
<td><a href="mailto:brittany.andrews@churchhillacademy.org">brittany.andrews@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Ms. Zoë Jones</td>
<td>Spanish &amp; Drama Teacher, 2021</td>
<td>zoë<a href="mailto:.jones@churchhillacademy.org">.jones@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Ms. Janae Dillard*</td>
<td>School Counselor &amp; Accommodations Coordinator, 2020</td>
<td><a href="mailto:janae.dillard@churchhillacademy.org">janae.dillard@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Ms. Natasha Baker</td>
<td>Math Teacher, 2021</td>
<td><a href="mailto:natasha.baker@churchhillacademy.org">natasha.baker@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Mr. Jason Pacious</td>
<td>Science Teacher, 2014</td>
<td><a href="mailto:jason.pacious@churchhillacademy.org">jason.pacious@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Mr. Ronald Merriwether</td>
<td>Athletic Program Coordinator, 2022</td>
<td><a href="mailto:ronald.merriwether@churchhillacademy.org">ronald.merriwether@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Ms. Chandra Wright</td>
<td>CTE Teacher &amp; Student Tech Coord., 2017</td>
<td><a href="mailto:chandra.wright@churchhillacademy.org">chandra.wright@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Ms. Robinette Diggs</td>
<td>School Nutritionist, 2014</td>
<td><a href="mailto:robinette.diggs@churchhillacademy.org">robinette.diggs@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Ms. Natasha Baker</td>
<td>Math Teacher, 2021</td>
<td><a href="mailto:natasha.baker@churchhillacademy.org">natasha.baker@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Mrs. Karen Holland*</td>
<td>Administrative Coordinator, 2015</td>
<td><a href="mailto:karen.holland@churchhillacademy.org">karen.holland@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Ms. Robinette Diggs</td>
<td>School Nutritionist, 2014</td>
<td><a href="mailto:robinette.diggs@churchhillacademy.org">robinette.diggs@churchhillacademy.org</a></td>
</tr>
<tr>
<td>Ms. Taylor Scott</td>
<td>School Nutrition Coordinator, 2022</td>
<td><a href="mailto:taylor.scott@chatrichmond.org">taylor.scott@chatrichmond.org</a></td>
</tr>
<tr>
<td>Mr. Marcellus Wright</td>
<td>Social Studies Teacher, 2022</td>
<td><a href="mailto:marcellus.wright@churchhillacademy.org">marcellus.wright@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: tim.may@churchhillacademy.org
Mr. Ed Gotta, Track Coach: ed.gotta@churchhillacademy.org
Mrs. Brittany Andrews, Cheer Coach: brittany.andrews@churchhillacademy.org
Mr. Randy Wright, Catapult Learning Reading Specialist: randy.wright@catapultlearning.com
Mrs. Felinta Sanders, Kitchen Assistant
School Bus Drivers: Mrs. Burgess, Ms. Johnson-Blair, Ms. Isley, and Ms. Scott

*Note: If you have questions or concerns related to school transportation, please contact the School Office at 804-222-8760 and ask for Mr. Hailstock, Assistant Principal*
# 2022-2023 Church Hill Academy Daily Schedule

Note: all passing periods are 4 minutes each; lunch will last 25 minutes; classes are 82 minutes long

<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>8:10-8:16</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>9:46-11:08</td>
<td>Block 2</td>
<td>Block 2</td>
<td>Block 2</td>
<td>Block 2</td>
<td>Block 2</td>
</tr>
<tr>
<td>11:12-11:37</td>
<td>Phantom Block</td>
<td>Phantom Block</td>
<td>CHApel</td>
<td>Phantom Block</td>
<td>Phantom Block</td>
</tr>
<tr>
<td>11:37-12:02</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:07-1:29</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***:

<table>
<thead>
<tr>
<th>Time</th>
<th>Breakfast</th>
<th>Homeroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-9:10</td>
<td>Breakfast</td>
<td>Homeroom</td>
</tr>
<tr>
<td>9:10-9:15</td>
<td>Homeroom</td>
<td></td>
</tr>
<tr>
<td>9:19-10:31</td>
<td>Block 1</td>
<td></td>
</tr>
<tr>
<td>10:35-11:51</td>
<td>Block 2</td>
<td></td>
</tr>
<tr>
<td>11:55-12:24</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>12:28-1:40</td>
<td>Block 3</td>
<td></td>
</tr>
<tr>
<td>1:44-2:55</td>
<td>Block 4</td>
<td></td>
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</table>

**TWO Hour Delayed Opening Schedule***:

<table>
<thead>
<tr>
<th>Time</th>
<th>Breakfast</th>
<th>Homeroom</th>
<th>Block 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00-10:04</td>
<td>10:08-11:10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00-11:10</td>
<td>10:08-11:10</td>
<td>Block 1</td>
<td></td>
</tr>
<tr>
<td>10:08-11:10</td>
<td></td>
<td>Block 2</td>
<td></td>
</tr>
<tr>
<td>11:14-12:16</td>
<td></td>
<td>Block 2</td>
<td></td>
</tr>
<tr>
<td>12:20-12:43</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:47-1:49</td>
<td>Block 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:53-2:55</td>
<td>Block 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Bus pick up will happen 1 or 2 hours later than normal

*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-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. 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 Assistant Principal 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).

Parent Communication Expectations

Because we consistently communicate with parents through USPS mail service, text alerts to cell phones, as well as email, please let the Administrative Coordinator know whenever your family changes addresses or phone numbers: karen.holland@churchhillacademy.org

School Uniform Store

Students have the opportunity to purchase official CHA logo polo shirts and tee-shirts through our online [School Store](#). At Orientation, students will receive a few CHA logo shirts. 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-$14.

School 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. With the aid of the school counselor, students learn to develop effective collaboration and cooperation skills, to practice perseverance, to develop time management and study skills, and to learn self-motivation and self-direction habits. The school counselor also works with students on academic planning, scheduling, and assists with career exploration.
**College & Career Counseling**

CHA also offers college & career counseling to all upperclassmen. Our Senior College & Career Advisor 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, three formal athletic teams: boys basketball and cheerleading in the Winter and track in the Spring. Student athletes will be held to specified athletic and behavioral expectations. Church Hill Academy will also work to offer fitness related clubs when student interest is high. Please see the Athletic Program Coordinator for more information about CHA sports.

**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.

**School Safety and Security**

Our school campus has two entrances, though the preferred main entrance for students and visitors is through the double doors on the u-shaped drive off of Randall Avenue. Please use the buzzer and camera there to identify yourself and expect a response from a staff member in the main office. There is also a buzzer and camera at the rear entrance, off of the large parking lot on Carlisle Avenue. This is the preferred entrance for staff and for students who drive themselves to school.

Church Hill Academy practices fire drills once per month as well as two lockdown/active shooter drills per year, and an annual tornado drill. The Assistant Principal trains staff and students in how to participate in those drills, how to evacuate the building safely in case of an emergency, and will adjust these procedures as necessary. In case of a real campus emergency, parents will be notified as quickly as possible through the FACTS Parent Alert system, which will automatically send text messages to the phone numbers on file there.

**Community Service Opportunities**

Students are encouraged to pursue opportunities for service to our community through CHAT's After School and Workforce Development Programs as well as partner organizations like Innovate Fulton, Richmond Hill, and Carlisle Avenue Baptist Church. While some service projects will be offered throughout the year, students are also encouraged to log their own community service hours in FACTS. Please see the School Counselor for more information about how to log those hours.
Academics at Church Hill Academy

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Academic Standards & Diploma Requirements**

CHA is accredited by the Virginia Association of Independent Schools. As an accredited, non-public school, we “meet or exceed” state requirements such as curricular alignment with VA's Standards of Learning (SOL). Our students are not required to complete SOL tests. We offer the NWEA, a research-based, computerized assessment to measure student growth. Academy students complete three different NWEA tests (reading comprehension, language usage and math) twice a year, in September 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. Diplomas are 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 for Graduation. CHA 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, VA/US History, VA/US 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, Physics</td>
</tr>
<tr>
<td>PE &amp; HEALTH</td>
<td>2 credits</td>
<td>PE &amp; 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 or internship in 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>Elective courses vary each year</td>
</tr>
</tbody>
</table>

**Advanced Studies Diploma**

2022-2023
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 by the end of Sophomore year 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) scheduling conflicts due to a school transfer.

**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 on time. Students are awarded high school credit on their CHA transcript and 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 Principal 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 is accessible online by students and parents/guardians. Students are able to view 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 the Administrative Coordinator. Academy staff and coaches also have access to student records.

**Senior Spring Exam Exemption**

Senior students who achieve an “A” in Q3 and currently have an “A” (90% or above) in Q4 will be eligible for final exam exemption in those classes. They will be notified by their teacher on or before Friday, June 8th if they need to return to school the following Monday, June 12th 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’s culture. Reflective of our mission statement and our Christian faith, these core values hold students and staff accountable to 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 school property and classroom materials, they take good care of their school work, and allocate their time wisely. They also steward their relationships well and show gratitude for all the good gifts of God.

- **Accountability:** Students take personal responsibility for their actions, their interactions with others, and for their school work. Students stay focused on their goals and motivate each other to do the same. They hold themselves to a high standard and ask for forgiveness when they mess up.

- **Perseverance:** When CHA students endure obstacles in life, they remain hopeful. They are empowered by their faith in God and with 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, ie: “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 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 Principal or Assistant Principal.

**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. Inappropriate social media interactions by our students that threaten the safety of our school community will result in disciplinary actions, even if they originated off-campus.
**Food and Drink Policy**

Students should not take drinks outside of the cafeteria, other than water. Students are encouraged to use reusable 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 any 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 Google Classroom 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**

“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 prevent students from truthfully achieving academic success, developing character and serving the community. Each student is expected not to cheat on academic work. Church Hill Academy will not tolerate any 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, either:
   a. Copying any part of another student's work and calling it your own work,
   b. Obtaining information from other sources (an internet site, book information) and claiming it as original work. 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. Leaving books or notebooks open during an exam or using “cheat sheets” to access information during an assessment
4. Using electronic devices that are school-approved (Chromebook) or not approved (cell phone) during an exam
5. Talking to other students or passing notes during a quiz, test or exam
6. Using unauthorized websites when taking an online exam/leaving the test site before completing the test
7. Stealing exams, selling exams, altering a grade, taking an exam for someone else, using bribery/threats or intimidation in pursuit of a better grade

**Consequences for Honor Infractions**

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Infraction</td>
<td>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.</td>
</tr>
<tr>
<td>2nd Infraction</td>
<td>In addition to first infraction consequences, the student, teacher, School Counselor, and Principal 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>

2022-2023
**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.

**Merit Points**

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

**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 for disciplinary actions. Demerits accrued quarterly will incur the following consequences:

- 10 Demerits = Detention during Phantom Block and Lunch
- 20 Demerits = “Insight” (*in-school suspension with school counselor debrief & assignment*)
- 30 Demerits = Out of School Suspension
- 30+ Demerits = 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

The Assistant Principal reserves the right to assign disciplinary consequences outside of or in addition to those received for demerit accrual, as needed.

*Students are encouraged to regularly check their dashboard in FACTS to see the list of merits and demerits that they are awarded by CHA staff.*
**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 Assistant Principal.

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 8:00 am daily. Those who arrive at school after the beginning of Homeroom will be marked tardy. Students will not have access to breakfast after 8:20 a.m. when the kitchen closes; tardy students must sign in upstairs in the School Office.

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 the Administrative Coordinator. 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 Principal 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 information provided to Mrs. Holland, in the school’s office. A CHA staff person may call or visit personally with the parent/student if a student becomes truant.

**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 daily unexcused absence per quarter, CHA staff will call and schedule a meeting to develop a plan with the parent/guardian to resolve the student’s attendance. In addition, an attendance contract will be issued if excessive absenteeism continues.

See Church Hill Academy’s official 2022-2023 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 are proud to positively represent Church Hill Academy.

Uniform Policy
Monday-Thursday: students must wear a CHA polo shirt and khaki, navy blue, or black, straight-legged pants.
Friday: the student uniform is a more casual CHA logo’d t-shirt and jeans that conform with our dress code.

At the beginning of the school year, students will be issued 4 CHA polo shirts and 1 CHA t-shirt. Additional uniform shirts are available for purchase at Orientation, in our online School Store, and throughout the school year (Administrative Coordinator’s 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, red, white, or black CHA polo shirts - $12 (S,M,L) or $14 (XL, 2 and 3 XL)
3. Black, zip or pullover, hooded CHA sweatshirts - $20 (all sizes)

School-issued CHA polo shirts must be visible throughout the school day. Homeroom teachers perform daily uniform checks. If a student is not in the proper uniform, teachers will record two demerits in FACTS.

Dress Code Policy
- Pants cannot have holes or rips and must be worn at the waist.
- No leggings, sweats, pajama pants, or short skirts or short shorts are permitted.
- Shorts and skirts that are khaki, black or navy blue are permitted, so long as they are loose-fitting fall below fingertip length.
- Crop tops, tank tops, or spaghetti-strapped shirts are not permitted. Also, shirts with explicit language or images are not permitted.
- Shoes must cover a student’s toes; we do not allow flip flops, slippers, or slides (though Crocs are permitted).
- Students may wear cultural head wraps or approved bandanas; headwear such as bonnets, caps, hats, or durags are not permitted 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 throughout the school day.

Look sharp, CHAmpions!
Wear your CHA uniform with pride and please help us enforce our uniform and dress code policy in 2022-2023!
Computer Use Contract and Take-Home Policy 2022-2023
(to be signed by all students and collected at Orientation)

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.

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 Guidelines

Students are responsible for the general care of their school-issued 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 is 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. 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's screen.

Chromebook Loss or Damage

Students/families will be held responsible for the cost of replacement of a computer 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, and all school-issued equipment and property.

- 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.
- If your Chromebook is lost or stolen, please report immediately to the 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. Non-warranty repair/replacements will be performed at cost.

- Total replacement of the Chromebook = $200.00
- Charging Cord = $15.00
- Case = $13.00
- Screen = $50.00

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

Chromebook questions should be directed to CHA's Student Technology Coordinator.
Medication Administration Policy

General Information and Procedures

Only MAT trained staff members are permitted to administer medication to students. This school year, the Planning Team are all trained to administer medication. **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.

**Student Hospitalization**

When a student is admitted for hospitalization, for any reason, the parent/guardian of the student should contact a member of the school’s Planning Team. Parents/guardians must provide all relevant information requested by the school for the student’s post-hospitalization care in a timely manner. Confidentiality of health issues will be maintained when necessary or requested by parents/guardians.

**Communicable Diseases ie: Covid**

Church Hill Academy complies with Center for Disease Control (CDC) and Virginia Department of Health (VDH) guidelines as they apply to disease prevention and mitigation strategies. When local transmission rates of Covid are high, CHAT requires all staff and students to wear masks during the school day and on school transportation. As policies and practices change, our school community will be notified with due speed and will be given a chance to provide input when appropriate.
**Student Disenrollment Procedure**

Church Hill Academy’s academic, character and community expectations may not be the right 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 Planning Team will meet together to discuss their 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, bullying, truancy, excessive tardiness, Honor Code violations, and inappropriate computer and internet usage)
- Continued demonstration of poor behaviors without clear signs of change (for example, an unacceptably high number of behavior reports)
- Actions inside or outside of school that are deemed a danger or threat to staff or students
- Academic, physical or mental health issues beyond the school’s capacity to address
- Lack of full disclosure (by student or parent/guardian) on any part of the student’s application materials
- 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 threatening to harm another CHA student or staff person, or coming to school under the influence of illegal substance(s) will result in immediate expulsion.

**Disenrollment Decisions by Principal**

Withdrawal and expulsion decisions are final and are made by Church Hill Academy’s Principal. These decisions are made in consultation with other members of the Planning Team and/or the school’s Board of Trustees, when a Discipline Appeal process is deemed necessary.
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  
The CHAT After School Program invests in students’ identity, resilience, and agency. We connect K–8th students with a network of trusted adults, local professionals, and peers for recreation, spiritual development, homework help, and skill building. More information, including applications for K8th Students and Adult Volunteers, can be found at https://www.chatrichmond.org/after-school.

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 hospitality. 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 hospitality skills), (3) On Point Prints (students learn design and screen 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.