

January 31, 2017

Dear Parents and Students,

Welcome to Christian Heritage Academy, where Christ will always come first! We are looking forward to another wonderful, productive year of learning and growth. It is our desire that each year will be a time of increase, both scholastically and spiritually for your student and family. The faculty and administration are looking forward to assisting you in the education of your child.

Christian Heritage is committed to helping each child reach his/her God-given potential. It is our goal to address all aspects of your child's development: academic, social, emotional, physical, and most importantly, spiritual. The prophet Isaiah wrote, "And all of your children shall be taught of the Lord and great shall be the peace of your children." Isaiah 54:13. Therefore, our Bible classes are an important part of helping our students to grow spiritually and to develop a biblical worldview.

The faculty and staff at Christian Heritage strive to be Christ-like examples for our students. It is our goal to exhibit the "fruit of the Spirit" (Galatians 5:22-23) while working with you in the education of your child. With God's guidance, we are committed to making this the best possible educational experience for all our students.

We are excited about our facility completed in July 2006. We have 16 spacious classrooms, computer lab, a gymnasium, kitchen, cafeteria and school offices all in one building. It is going to be another great year!

In His Service,

Mr. James Stephens  
Administrator

## MISSION STATEMENT

**Christian Heritage Academy exists to offer quality education in a Christian atmosphere, so that students are exposed to a saving knowledge of the Lord Jesus Christ and are encouraged to develop their individual abilities and are academically prepared to successfully handle future educational challenges.**

## VISION STATEMENT

Our vision for Christian Heritage Academy is that it will be a pre-school, elementary, and middle school which provides quality education in a Christian atmosphere. We desire to meet the educational needs of families with children from one year of age through the 8<sup>th</sup> grade. This will be accomplished through establishing a partnership between school families and school personnel. We will strive to prepare students to successfully handle future educational challenges and also encourage students to face life's situations with confidence through a personal relationship with Jesus Christ. We envision a school that prepares students to excel in the fine arts. Our goal is to consistently have a pre-school of 90 and a school enrollment of 250. All our efforts are based on the premise that the only complete education is a Christian education, which views life from a biblical perspective.

## STATEMENT OF FAITH

We believe that the Bible, both the Old and New Testaments, reveals the three Persons of the Godhead: Father, Son, and Holy Spirit. It is fully inspired by God and reveals God's will to us for our daily life. It is our only rule in matters of faith and practice. We believe in creation, not evolution; that man was created by the direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe that all men are born in sin. We believe in the incarnation, the virgin birth, and the deity of our Lord and Savior, Jesus Christ. We believe in the vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tomb, His ascension to heaven, and that He is now our advocate. We believe that He is personally coming again. We believe in the necessity of the new birth, and that this new birth is through the regeneration of the Holy Spirit. We believe that salvation is by grace through faith; plus nothing, minus nothing, in the atoning blood of our Lord and Savior, Jesus Christ. We believe that marriage is ordained by God as a sacred covenant between one man and one woman. We believe that the Scriptures teach us that sexual relationships are reserved for marriage. We believe in His power to save men from sin.

## **INTRODUCTION**

### **SCHOOL POLICY STATEMENT:**

Christian Heritage Academy is an integral and inseparable part of the ministries of University Boulevard Nazarene Church to our community. The policies of the school are determined by the controlling authority of the local congregation. Parents are expected to cooperate fully with the school policies as set forth in this handbook. Any written requests for an exception to any policy may be brought to the School Board for review and will be determined on a case by case basis. An exception made to a policy based on a specific request is not meant as an exception to the policy for anyone else.

### **OUR PHILOSOPHY OF CHRISTIAN EDUCATION:**

Christian Heritage is founded on the premise that the only complete education is a Christian education. This premise is based on the fact that only Christian education deals with all the dimensions of life from a biblical perspective. It is our goal to provide those things that will promote the development of each student's soul, mind, and body in order that they might become productive, responsible citizens to God, country, and society.

We have two basic goals for our students: to be spiritually prepared to face life with confidence through a personal relationship with Jesus Christ, and to be academically prepared to successfully handle future educational challenges.

### **PRIMARY OBJECTIVES:**

1. To give God the glory in all things.
2. To lead non-Christians to Christ by teaching and example.
3. To prepare students for leadership in the church and community.
4. To develop an understanding of one's unique responsibility to God and to one another.
5. To help students develop their individual abilities.
6. To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
7. To teach the fundamentals of Bible, language arts, mathematics, social studies, science, and technology.
8. To enable each child to develop a system of values based on biblical principles.
9. To provide opportunities for students to learn to act in a socially acceptable manner.
10. To encourage creativity and curiosity.
11. To teach the fundamentals of physical fitness, nutrition, and hygiene.
12. To encourage an appreciation of the arts.

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## **ADMISSIONS POLICY:**

Christian Heritage admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

Acceptance of a student will be based in part on the completion of an application for enrollment, a student writing sample, a parent interview, results of testing, previous academic records, and/or recommendations concerning character, attitude, behavior, and general promise. Pre-admission testing may be required. Students should have a minimum IQ of 80. All new students are accepted on a 90 (calendar) day probationary basis. If Christian Heritage is not meeting the needs of the family, parents will be asked to withdraw the student from the school at the end of 90 days.

A child entering Kindergarten must be five years old by September 1 of the school year and have passed a developmental readiness screening. To enter the 1<sup>st</sup> grade a child must have successfully completed Kindergarten. Any exceptions or deviations from this policy must be approved by the School Board.

Because of the preexisting limitations of our facilities, we cannot meet the needs of all students, but endeavor to meet as many as the ministry allows.

## **RE-ENROLLMENT:**

Students re-enrolling must complete a re-enrollment form and pay registration fees in order to hold a space. The school reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school. In addition, no family may be re-enrolled unless all financial obligations for tuition, curriculum, pre-school, extended care, etc. have been met from the previous school year.

## **FINANCIAL POLICY:**

Business office hours are 8:00 a.m. to 4:00 p.m. Checks may be left in the drop box in the school office at any time. Payments made in cash should be exact, as no change is kept in the office. Receipts for cash payments are available from the school office at time of payment.

Tuition fees are due on the first of the month (August through May for ten month payment plans). Annual curriculum fees are due in full by July 10<sup>th</sup>. After the tenth of each month, a late payment fee of \$30.00 will be added to each student's account with unpaid balances. Students whose accounts are more than 30 days past due may be

suspended from classes until a satisfactory agreement is reached with the business office.

Upon the third occurrence of an account being in arrears, continued enrollment in the school will be possible only upon receipt of a cashier's check for the total outstanding balance.

**In the event of withdrawal, transfer, or expulsion, parents are responsible for full payment of tuition and other fees through the end of the calendar month. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the initial Application for Enrollment parents are authorizing the school to withhold student records until tuition and other fees have been paid in full. Parents of students receiving Step Up Scholarships are responsible for all tuition and fees not paid by Step Up.**

A \$30.00 returned check fee will be added to accounts if a check is returned by the bank for insufficient funds. After two returned checks, payments must be made on a credit card, cash or money order basis only.

The registration fee is only refundable if the student is not accepted by the school. The curriculum fee is not refundable after the first day of classes. This fee covers use of required textbooks, consumable workbooks, and standardized testing in addition to other items. Parents of students entering the school later in the year are responsible for 100% of both fees. There will be no refunds of tuition payments.

**Christian Heritage reserves the right to apply payments as deemed necessary and/or appropriate.**

#### **CHANGE OF ADDRESS/TELEPHONE:**

The school office must have each student's correct telephone number and home address on file at all times in case it is necessary to contact the parent. Additionally, the school should have each parent's correct work number and other numbers where they can be reached. If a change in any of these occurs, please notify the school office promptly. Current e-mail addresses are also helpful to school faculty and staff.

#### **SCHOLARSHIPS:**

Funds are available for scholarships from Step Up For Students for families that meet the criteria. Parents interested in learning more about these scholarships should call Step Up For Students at 1-877-762-7759, or visit their web site at [www.scholarshipfunding.org](http://www.scholarshipfunding.org). It is the responsibility of the parent to contact Step Up For Students for continued eligibility.

## **WITHDRAWAL:**

All student withdrawals must go through the school office. Parents of students who are withdrawn or dismissed from school during the school year are responsible for the full tuition for the month in which the child is withdrawn. No refunds will be given for prepaid tuition. In addition, Registration Fees and Curriculum Fees are non-refundable. Student records will not be transferred while there is still an outstanding balance due on the family's account.

All curriculum is property of Christian Heritage and must be returned to the school upon a student's withdrawal. Curriculum includes all textbooks and workbooks issued to the student.

Parents are required to complete a withdrawal form from the school office before requests for a student's records will be considered.

## **CURRICULUM:**

Christian Heritage's selected curriculum ensures that students will be taught new material on each grade level and that there will be sufficient review of former material each year. Students can progress steadily from year to year. A variety of interesting drill ideas throughout help ensure that learning will be lasting. Because no curriculum is perfect, we are constantly evaluating and supplementing our curriculum with various quality materials. Curriculum is used from several publishers. These include: A Beka Book, Bob Jones University Press, McGraw Hill (english, reading, science, social studies); Positive Action and Purposeful Design (Bible); Houghton Mifflin, Bob Jones University Press and Pearson Education (math); Great Source (writing), and Wordly Wise 3000 (vocabulary, spelling).

Biblical integration is an important part of every class. Teachers encourage the development of Christ-like attitudes and stress fundamental teachings of the Bible throughout the day. The Bible course is designed to promote the spiritual growth of each student and to provide a basic knowledge of the Old and New Testaments. Students also memorize Bible verses each week. Teachers and staff use teachable moments to help students apply Biblical principles in daily life situations.

All students participate in chapel each week. Parents are welcome to join their children for worship. Elementary students (K-5<sup>th</sup> grade) meet on Wednesday afternoons in the church sanctuary, and Middle School students (6<sup>th</sup>-8<sup>th</sup> grades) meet on Wednesday mornings in the church sanctuary. **Please check the weekly Crusader Chronicle for changes in the chapel schedule.**

## TEXTBOOKS:

The following is a listing of curriculum offerings per grade:

Kindergarten:	Language Arts (Phonics, Reading), Math, Science, Bible, Penmanship, Social Studies, Health
1 <sup>st</sup> Grade:	Language Arts (Phonics, Reading, Spelling), Math, Science, Bible, Penmanship, Social Studies, Health
2 <sup>nd</sup> Grade:	Language Arts (Phonics, Reading, Spelling), Math, Science, History, Bible, Penmanship, Health
3 <sup>rd</sup> - 5 <sup>th</sup> Grades:	Language Arts (Reading, Spelling, Grammar, Vocabulary), Math, Science, History, Bible, Penmanship, Health
6 <sup>th</sup> Grade:	Language Arts (Reading, Spelling, English), Math, Science, History, Bible, Health, and Electives.
7 <sup>th</sup> Grade:	English, Pre-Algebra or Math, Life Science, World History, Bible, and Electives
8 <sup>th</sup> Grade:	English, Algebra or Pre-Algebra, Earth Science, American History, Bible and Electives

In addition to this core curriculum, special classes in library, computer, physical education\*, music\*, foreign language, and art may be included for each grade level. Middle school students are also offered Life Management, Introduction to Performing Arts, Debate and elective resource classes.

Each student is responsible for the care and condition of his or her books. A student should never write in a textbook. Learning to accept responsibility with regard to proper care of books and equipment is an important aspect of character development. In the case of lost or defaced textbooks or library books and materials, the student will be responsible for the total price of replacement of such books. All textbooks are the property of the school.

**\* Participation in Christmas Musicals and P.E. are required. Therefore, a student is exempt from Christmas Musicals and P.E. class only if he/she has a note from a parent/guardian or doctor.**

## DISHONESTY IN SCHOOLWORK:

A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, the student must cite all relevant sources. This documentation of sources must be grade level appropriate and as instructed by the teacher. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communications clearly originates from an identifiable source. All class-related submissions fall within the scope of words and ideas that require citations if used by someone other than the original author.

## **MEDIA CENTER:**

The media center houses a collection of approximately 9,200 books appropriate for Kindergarten through middle school. This collection includes Kindergarten through 2<sup>nd</sup> grade level reading, fiction, and non fiction books, with about one third of the collection falling into each classification. The Dewey Decimal Classification System is used to catalog and shelve the books. The library is fully automated, with students using bar coded library cards (kept in the library) to check out books. Our librarian carefully screens the content of books before the books are added to our collection. In addition, the media center has computers which are used for research and instruction activities. The library is a place of learning and growth. Every student is encouraged to use this resource. Parents are welcome to visit. This can be arranged with the school office.

Each elementary class has a scheduled library time each week. Library skills are taught by the media specialist, and books are checked out by students. Check-out Permission Slips (sent with enrollment packets) must be on file for students to check books out. Books are checked out for a period of one week, however, books are renewable if the student brings them into the library and wishes to renew them. Books not brought into the library after one week are fined at the rate of five cents per school day. We encourage parents to have the students pay this fine themselves to foster responsibility, and teach that our actions have consequences. Fines do not apply if the child is out sick, though parents will have to let the media specialist know the child was out sick.

An annual budget is set for library enhancement which includes the purchase of new books, periodicals, on-line subscriptions, instruction videos, equipment, and as necessary, computer hardware and software. In addition to these budgeted funds, the media specialist coordinates one to two book fairs a year.

## **INTERNET ACCESS**

Students will be allowed to participate in instructional activities that will include accessing the internet. All computers at Christian Heritage are equipped with internet filter software. Students will be monitored while on the internet by instructional personnel. Students should not attempt to gain access to unauthorized and inappropriate internet sites. We require students in Grades 2 through 8 to sign an Internet Usage Agreement.

## **AWARDS:**

Academic recognition is given at the end of each year. Students who earn the highest grade point average in each class, 1st Grade through 8<sup>th</sup> Grade, receive a medallion in honor of their achievement.

Also, a “Crusader Award” is given annually to one student in each class, 3<sup>rd</sup> Grade through 8<sup>th</sup> Grade. The recipient of this award is a well-rounded student who exemplifies the school motto, “for mind, body and soul,” including the following characteristics:

1. Portrays Christian behavior in the classroom and on the playground
2. Demonstrates love for the Lord
3. Demonstrates Crusader Characteristics:
  - Responsible
  - Respectful
  - Honest
  - Hardworking
  - Kind

### **CHAPEL:**

There will be an age appropriate chapel service once a week, during which the children will have a time of worship and a lesson will be brought. These chapel services are led by school administrators, teachers, pastors, and pre-approved guest speakers. In addition to the lesson and singing, pledges are recited to the American flag, Christian flag, and the Bible. An offering may be taken, giving students an opportunity to minister to a charitable organization designated by the administration. In addition, students are given the opportunity to lead in a variety of ways. Parents are welcome to join their children for worship.

Since Christian Heritage is a ministry of University Boulevard Nazarene Church, we are under the direct supervision of the church board and are subject to the values and moral standards of the church.

### **ABSENCES:**

The scholastic achievement attained by students is directly related to their attendance pattern. Regular classroom attendance allows children the opportunity to have the optimal learning experience. Although daily assignments and tests can be made up, the valuable experiences gained through interactive learning in the classroom setting are lost when a learner has not attended class. Please try to plan family vacations during Christmas, Spring, or Summer breaks.

All missed work must be made up. If a student has excessive absenteeism during the year, his/her promotion or continued enrollment may be in jeopardy. **If the reason for being absent is something other than illness or a duly recognized emergency, the absence is unexcused if prior arrangements have not been made at least one week in advance.**

## EXCUSED ABSENCES

1. Personal illness, injury, or doctor appointments which cannot be scheduled after school hours.
2. Illness in the immediate family, which requires the student's presence.
3. Death in the family.
4. Absences with at least one week prior written notice to the school office and teacher.

**All students will be marked "absent /unexcused" until a note is sent by the parents indicating the date and reason the student was absent. This note must be presented to the school office the day the student returns to school following an illness or emergency situation.**

Florida School Law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law." Excessive unexplained absences may require the administration to notify the State Attorneys' Office.

All assignments given prior to an Excused Absence are due the later of the assignment due date or the first day back after the Excused Absence. One day for each EXCUSED day absent will be allowed to complete make-up work assigned during the absence. Missed assignments will be given by the teachers and teachers will work with the student and/or parents to schedule make up tests and quizzes. Work not made up in the allotted time will be recorded as a zero.

## UNEXCUSED ABSENCES

Absences for shopping, haircuts, baby sitting, needed-at-home, etc., will be unexcused. If a student accumulates ten unexcused absences per semester, a parent conference may be scheduled to discuss the student's progress and continued enrollment at Christian Heritage.

## PROCEDURE FOR ABSENTEES

1. Parents should notify the school office by 8:30 a.m. when a student is to be absent. Parents requesting work for their student may pick it up from the school office at the end of the day.
2. Students must bring a written "parental excuse" to the teacher upon returning to school after an absence.
3. Any student leaving the campus during school hours must be signed out by a parent in the school office. Students leaving extended care must be signed out by the parent with the extended care worker.

## **STUDENT CHECKOUT/ EARLY DISMISSALS:**

Checking students out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. If it is necessary for a child to be taken from school before dismissal, you must personally come into the school office and sign out your child. No student will have permission to leave unless approved by a custodial parent or guardian. Any student who leaves before 11:30 a.m. will be considered absent for that day.

On scheduled early dismissal days, all students will be dismissed at noon. Please refer to the school calendar for these dates. Lunch will not be served on these dates. Normal student pick up procedures and locations apply to early dismissal days.

## **TRUANCY:**

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated. Under Duval County requirements, chronically absent students must be reported to the State Attorneys Office. Any student who has been withdrawn without notification to the school will be considered truant and reported as such.

## **TARDINESS:**

It is important that students always be on time to school and to class. By being prompt, the parent and student are both demonstrating self-discipline and responsibility. Self-discipline in this area is important not only for proper academic achievement, but is essential for the development of personal habits which are characteristic of success and good citizenship in every walk of life. Each elementary student is expected to be in the classroom and prepared to start the day by 8:30 a.m. (A good plan is to arrive at least ten minutes early to hang up backpacks, sharpen pencils, etc.) An elementary student is considered tardy if he/she arrives at the school office glass doors after 8:30 a.m. Middle school students are tardy if they arrive at the school office glass doors after 8:20 a.m. Every five tardy occurrences, whether excused or unexcused, will be counted as one day's absence on the report card since all tardiness results in time missed from class. In an effort to control tardiness and encourage the development of personal habits that are characteristic of success and good citizenship, the following guidelines will be followed for each quarter:

- 5<sup>th</sup> tardy occurrence - first notice to parent (1<sup>st</sup> absence earned)
- 10<sup>th</sup> tardy occurrence - second notice to parent (2<sup>nd</sup> absence earned)
- 11 or more tardy occurrences - third notice advising of required parent / administrator conference.

If enough absences are accrued, a child's promotion at the end of the year may be in jeopardy.

Any student arriving after 11:30 a.m. or missing more than three hours of the school day will be considered absent for that day.

### **PROCEDURE FOR TARDY STUDENTS:**

Students who are tardy must obtain an "admittance slip" from the office. Middle school students are tardy if they do not arrive in the school building by 8:20 a.m. Elementary students are tardy if they do not arrive in the school building by 8:30 a.m.

### **EARLY ARRIVAL--LATE DEPARTURE:**

**For safety reasons, students arriving early and departing late are not permitted to wait in the school office. Students arriving prior to 8:00 a.m. or remaining after 3:30 p.m. must be enrolled in the extended care program, for which there is an additional charge. The students will meet in a designated area for extended care. The extended care program is supervised by the extended care director.**

### **SCHOOL HOURS:**

K5 through 5<sup>th</sup> grades: 8:30 a.m. - 3:00 p.m.

6<sup>th</sup> through 8<sup>th</sup> grades: 8:20 a.m. - 3:10 p.m.

Children are supervised from 8:00 to 8:15 a.m. Teachers are scheduled to pick students up from the gym or designated area by 8:15 a.m.

### **DISMISSAL:**

When students are dismissed at the end of the school day, they must either proceed to extended care or to car pick up under the supervision of a teacher.

**Students who will be picked up by 3:30 pm must go to car pick up.** Students will be taken to the location (extended care or car pick up) designated by parents at the beginning of each school year unless the parents contact the teacher or school office regarding a change. Parents not wishing to pick up their students from the car pick up line should park, leave their vehicles, and approach school staff for the release of their children. **For the safety of all students, at no time should parents ask their children to wait in locations other than extended care or the car pick up area.** Students should not be encouraged to leave the group and cross a parking lot by themselves, nor should parents call the students or otherwise cause them to leave the group. School authorities are unable to take any responsibility for the safety or well-being of students who leave their care without permission.

## **SUPERVISION OF STUDENTS:** (Also, see Early Arrival--Late Departure)

Supervision of students on school property is provided 30 minutes before school starts and 30 minutes after school is dismissed. During this time, it is understood that a child is the responsibility of Christian Heritage, and as such, we retain the authority to exercise supervisory and disciplinary measures. Children are not to be left before 8:00 a.m. or after 3:30 p.m. unless they are enrolled in the extended care program.

**Students are not permitted to wait in the school office.** Students who arrive before 8:00 a.m. and students still on campus after 3:30 will be taken to Extended Care and parents will be billed specified rates. Parents of Middle School students must pick their children up at the scheduled ending time for after school activities or the student will be checked into Extended Care. Extended Care is available before school from 6:45 a.m. to 8:00 a.m. and after school from 3:30 p.m. to 6:00 p.m.

## **SCHOOL CLOSURES:**

Our reaction to natural disasters will be governed by instructions given by local authorities on radio, local websites and television. On the front side of any storm, we will always follow Duval County (if Duval schools are closing in preparation for a storm then we will close). On the back side of a storm, our general rule is to follow Duval County schools. However, we may reopen before Duval County if we believe that conditions are safe for our school to reopen. Should we decide to deviate from Duval County on the back side of a storm the following describes the procedures we will follow:

1. Always follow Duval County the first school day after a storm.
2. Decision to reopen will be made by noon of the day prior to reopening.
3. By 1:00 p.m. on the day prior to reopening, phone message at school office will be changed to reflect date school will reopen.
4. Phone calls to parents will be made before 5:00 p.m. of the day prior to reopening.
5. School website ([www.chajax.org](http://www.chajax.org)) will be updated with school reopening information, if possible.

## **ILLNESS DURING SCHOOL HOURS:**

If a student becomes ill during the day, he will be permitted to lie down in an isolated area. If a child is running a temperature or has visible signs of being ill, he/she will have to go home. The parents will be contacted and are responsible for having the child picked up as soon as possible. For this reason, it is important that the school have the correct home, office and cell phone numbers of both parents and guardians.

**Students should be fever free for 24 hours before returning to school.**

## **MEDICATIONS:**

Whenever possible, medications should be administered outside of school hours. However, if it is necessary for your child to take medicine during the day it will be dispensed by school office staff.

Florida state law requires that all prescription and over-the-counter medication (including aspirin, cough drops and sore throat lozenges) must be brought to the school office by the parent. No medication can be given without written parental authorization containing specific instructions regarding the correct dose and the time medication is to be administered. All medication must be sent in its original container.

The first time medication is taken, it should be given at home or in the doctor's office, in case there should be an allergic reaction.

The only spoons the school has available for dispensing medication are plastic teaspoons. To ensure your child will receive exactly the dose you require, please send a medicinal measuring cup or a teaspoon from home.

## **STUDENT INSURANCE:**

Student insurance is covered automatically in the registration fee. The school is not liable to parents or students because of any injury incurred at school or during any activity at or away from the school. Parents are encouraged to carry medical insurance on their child/children but in the event they do not, the school's general policy may help defray some of the expense. The school's policy is a secondary policy only and parents whose children are injured assume responsibility for medical care and/or treatment.

## **STUDENT INJURY:**

All student accidents are reported to the school office. The classroom teacher on duty at the time will prepare an Accident/Incident Report. This report must be signed by the parent and returned to the school office. The staff of Christian Heritage will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. This is with the best interest of your child in mind. We will try to act in such cases as we would with our very own children. Children are God's most precious gifts. Parents will be responsible to pay for the services obtained on the child's behalf, not covered by the student accident policy.

## **DISCIPLINE:**

Discipline without love can be devastating. Love without discipline is devastating. Children need discipline administered with genuine love and concern (and you can't fool a child for a minute. They know if they are really loved). As Dr. James Dobson points out, children need boundaries. Boundaries give a child security. A child may test boundaries from time to time to make sure they are still there. We believe in providing the security that children need by providing loving discipline with definite boundaries.

Both parent/guardian and child must understand and agree that rebellious, disrespectful or unacceptable behavior will not be tolerated.

This school is dedicated to the training of children in a program of study, activity and living that is Christ-centered. We believe that all things should be done decently and in order, and that our students should be taught to accept responsibility and to walk honorably before God and all men.

Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the classroom through kindness, love, and a genuine regard for the students. Students are reminded that the Lord Jesus Christ expects us to be disciplined in all areas of life:

1. Children, obey your parents in all things for this is well pleasing unto the Lord.  
Colossians 3:20
2. Let every soul be subject to the higher powers. Romans 13:1
3. Obey them that have rule over you and submit yourself. Hebrews 13:17a
4. For the commandment is a lamp, and the law is light and reproofs of instruction are the way of life. Proverbs 6:23
5. Chasten thy son while there is hope and let not thy soul spare for his crying.  
Proverbs 19:18

Each student must at all times act in a manner which is pleasing to God. If your child complains about a policy or discipline, please follow this procedure:

1. Give the school staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all relevant information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the school staff and administration and contact the school for all facts. Your first point of contact is your child's teacher.

Because of the school's testimony, children are trained to adhere to the school's philosophy of a Christ-centered program. Christian Heritage reserves the right to determine what is an offense. Infractions include, but are not limited to:

1. Possession of tobacco, alcoholic beverages and narcotics.
2. Offensive language.
3. Physical contact with another student.
4. Fighting.
5. Lying/cheating.
6. Stealing.
7. Acts of defiance, disobedience, and disrespect.
8. Possession of pornographic material.
9. Possession of weapons or articles that can be used as weapons.
10. Possession of matches/lighters or articles that can be dangerous.
11. Written or verbal threats of violence

These offenses are considered major offenses and will not be tolerated, either on or off school property.

The school reserves the right to search backpacks, desks, lockers, etc., with or without cause. The search will be conducted by an administrator and at least one witness. In addition, the school reserves the right to restrict use of backpacks and lockers by students that have committed major offenses.

#### **PROCEDURES FOR DISCIPLINARY ACTION:**

1. Ordinary classroom control will be maintained based on the teacher's classroom Discipline Plan. These plans are based on guidelines established by the administration. Teachers will post classroom rules, consequences, and rewards. Positive reinforcement is always our primary means for behavior modification. Classroom procedures will be explained at orientation. Parents/guardians will be asked to sign a form to acknowledge their understanding of these at the beginning of the year.
2. Handling of day-to-day discipline will be at the discretion of the administration, exercising professional judgment based on previous years of experience. However, major offenses will be handled as follows (in each case the student will be brought to the school office for counseling, and the offense will be documented. The parent will be notified regarding the offense and the action taken. A discipline report will be sent home.):
  - a. First offense: Appropriate staff will hold a conference and pray with the student. Strategies for appropriate behavior will be discussed. The student will receive a warning and parents will be notified with a Discipline Report which will be signed and returned the following day.
  - b. Second offense: The student will be given an appropriately applied disciplinary assignment. Parents may be notified by phone or Discipline Report. Student may be given an in-school detention, with an appropriately applied disciplinary assignment.

- c. Third offense: A parental conference may be scheduled. The student may be given in school or after-school detention with an appropriately applied disciplinary assignment.
  - d. Fourth offense: Disciplinary actions may include in-school suspension, suspension or other appropriate measures.
  - e. Fifth offense: One of the previous disciplinary actions may be repeated, or suspension (a "0" will be recorded for all work or tests missed during this suspension, but student is required to complete assigned work), or expulsion from Christian Heritage.
3. The parent agrees to allow the responsible school official to exercise the proper disciplinary measures at the discretion of the administration.

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

#### **OFF LIMITS:**

The following areas are off-limits to all students:

1. Other students' desks or work areas.
2. Teacher's desk and files.
3. Teachers' workroom.
4. Any classroom or office without a teacher present.
5. Storage rooms in Gymnasium.
6. Ice machine.
7. The kitchen (all students should ask a member of the kitchen or office staff for assistance if something is required from the kitchen).
8. School office lobby rest rooms (unless given permission by appropriate staff).
9. School phones may be used only in emergencies. No student may use the phone without permission from a school employee.
10. Closed campus policy; students cannot leave the school area during school hours without permission from the administration.

#### **MUSIC:**

No personal electronic devices (including headphones, CD players, radios, DVDs, MP3, ipods, other electronic devices, or tape players) are allowed in school unless given special permission. All music must be of a Christian nature.

#### **BOOKS/MAGAZINES:**

Books and magazines must be approved in writing by parents and must be approved by the teacher upon arrival at school. Unauthorized and unapproved material

that is seized by the administration will not be returned to the student. Parents may arrange to pick up and talk about such materials with the Administrator or designated staff.

### **TOYS AND ELECTRONIC DEVICES:**

Personal toys may be brought to school to be used before and after school. (Sports equipment may also be used at recess time. No baseballs or baseball bats are permitted.) However, Christian Heritage cannot be responsible for the loss, theft, or damage of ANY materials brought to school by the student. It is strongly recommended that Game Boys, MP3 players, cell phones, ipads and other such expensive items not be brought. When specific permission is given for use of these items, all games must be rated "E".

Any toy or electronic device brought to school must be kept in the student's backpack or locker during school hours. Violations of this rule may result in loss of a student's privilege to bring these items for use in extended care. **If a student has a cell phone, it must be turned off and out of sight at all times while on the school campus.**

The administration reserves the right to disallow any toy or item that is deemed inappropriate. Toys that have the appearance of weapons and other items deemed inappropriate will be confiscated. Any item that is confiscated will be held by the school and released to the parent at the parent's request.

### **LOST AND FOUND:**

Lost and found items will be stored in the school office. **It is strongly suggested that all items be clearly marked with the student's name.** At the end of each month all unmarked and unclaimed items will be available in the school office lobby. Any items not claimed in a timely manner will be donated to charity.

### **SCHOOL VISITS/CONFERENCES:**

All parents are welcome at the school during school hours. When a visit to the classroom is desired, you must come to the school office first, sign in, and get a "visitor" badge for security reasons. Do not go directly to the classroom. If you wish to talk to your child's teacher, please arrange for a private conference by calling the school office. Please do not detain the teacher from his/her responsibilities immediately before or after school. Teachers are happy to arrange for conferences with parents at a scheduled time. Please be considerate of your child's teacher and the other students in their classroom.

Lunches, homework, books, or other items to be delivered to your child should be left in the school office.

## **LUNCH PROGRAM:**

Lunch is provided each day at a cost which is periodically set. Lunch menus are sent home each Monday and are posted on our website. Any student may bring a lunch from home rather than purchasing a school lunch. Students are encouraged to bring healthy foods and snacks. If parents send drinks from home, they should not be in glass bottles. Also, please do not send carbonated beverages. Lunch will not be served on early release days. It is the parent's responsibility to provide food and snacks for their child.

Teachers or staff lead students in a prayer of thanks before lunch each day. Common manners and courtesy must be shown during lunch. In no case may a student throw, play with, or waste food. Any damage, disregard to rules, or disrespect to teachers will result in disciplinary action. Each student is responsible to pick up his or her trash. Tables, chairs and floors are to be left clean at the end of each lunch period.

## **PARTIES:**

Parties are not school sponsored unless parents receive a notification letter from the school. Parents are welcome to send treats to celebrate birthdays, but please be sure to notify the teacher in advance. Birthday parties are not permitted during school hours. If you are sending out invitations for a party and would like for us to distribute the invitations, please send to all girls or boys. We will only distribute invitations to an entire group. This promotes unity and does not exclude children.

## **PARENTAL SUPPORT:** (Also, see School Visits/Conferences)

In order to provide families with information to support students, teachers distribute weekly agenda sheets either on paper or via websites. We also provide a planner to each student in 1<sup>st</sup> through 8<sup>th</sup> Grades. In addition, Parent-Teacher Conferences are scheduled at the completion of the first and third quarters. Parents or teachers may request conferences at any time. Concerns should be addressed with your child's teacher as soon as they arise.

Our school does not deal with children only, but rather we deal with the whole family. For this reason we desire to stay in close contact with the home. Our school programs allow for contact between parents and the school, but this is not enough in itself. The parent and the school must both be guiding the child in the same direction to get the results that both desire. **We are here to help the family in the education of children.**

We ask at this point that you understand our objectives. If our school has certain objectives and parents have others, this results in frustration for the child and criticism of the school. Parents or teachers who have a "don't do as I do, do as I say" philosophy

breed bitterness and resentment in their children. Our Christian faith must extend to every area of our lives, and your children will be taught that by the testimony of our staff.

If we are to accomplish in your child the goals we desire this year, you, as parents, must stand behind us. Please, never criticize the school for its policies or procedures in front of your child. When you criticize the school you are criticizing something that has a place of authority in your child's life. If you have concerns with policies or procedures, feel free to arrange an appointment with an administrator to discuss them.

Your input is important to us. An annual survey will be provided to parents. We encourage you to complete and return this to us. In addition, any other input throughout the year is welcomed.

We try to schedule very few events after school, but when we do it is important that parents make every effort to attend. Most notably, these events will include: orientation, before the school year begins; musical programs; and parent-teacher conferences (at the end of the first and third quarters), and any other time requested either by the parent or the teacher.

We welcome parental involvement. We encourage you to complete a "volunteer form" (in the orientation packet) to let us know the areas in which you would be interested in helping. For the safety of our children, stop by the school office to sign in and receive a badge every time you volunteer in the school. In addition, every field trip chaperone must have completed an authorization form for a background check.

## **HOMEWORK:**

Parents are encouraged to have a consistent place and time for their child to complete homework each evening. Homework is given to students to provide activities that will reinforce skills taught during the school day. It is not given as busy work but is used to assist children to develop independent study habits, to acquire research skills, and to complete creative projects that enhance classroom learning.

All students are expected to complete their homework assignments and return them on time. It is the policy of the school that no homework assignments should be given on Wednesdays to provide opportunity for students to attend Wednesday evening church services. In addition, major tests and exams that would mandate a lot of study on Wednesday evening are not administered on Thursday. However, if an assignment, project, or major exam has been approved and announced in advance, a teacher may choose to make an exception to the above policy. Also, assignments begun in class on Wednesdays are to be completed at home and returned the next day.

## **GRADING:**

The grading scale for progress reports and report cards for K5 is as follows:

E: Excellent      S+: Above Satisfactory      S: Satisfactory      S-: Below Satisfactory      U: Unsatisfactory

The grading scale for progress reports and report cards for 1st through 8th grades is as follows:

A: 90%-100%    B: 80%-89%    C: 70%-79%    D: 60%-69%    F: Below 60%

If a significant amount of work has not been completed during the grading period, the student will receive an "I" (Incomplete). This will be changed to the grade earned after work is completed in the amount of time designated by the teacher.

For elementary students (K5 – 5<sup>th</sup> grades), art, computer, foreign language, library, music, penmanship, and physical education will be graded "E" for excellent, "S" for satisfactory work or "U" for unsatisfactory. The grades for these subjects will be based primarily on effort, behavior, and attitude as well as consideration of aptitude. Not participating in a Christmas Musical performance may result in the student receiving a "U" in Music for that quarter. Attendance at Christmas Musicals is mandatory unless the parent informs the school office of a valid reason the student could not attend. Bible for Kindergarten through 3rd grade will also be graded "E", "S" or "U". A "U" in any of these subjects may affect a student's honor roll status.

Grades 6<sup>th</sup> through 8<sup>th</sup> will earn grades A, B, C, D or F for middle school resource classes and resource class grades will be calculated in their GPA. In addition, conduct grades of "E", "S", or "U" may be given in Grades 1 through 8. A "U" in conduct may also affect a student's honor roll status.

In those cases when a student has a diagnosed learning disability and modifications have been made to the curriculum, the students grades will be marked with an "\*" to notify other schools of the modifications.

The school will maintain a cumulative file of students' grades for each grade level, as well as standardized testing results.

## **REPORT CARDS:**

Teachers communicate students' progress each week via weekly agenda sheets, website, e-mail, weekly packets of recent work, and/or student planners. Grade sheets (progress reports) will be sent home mid-term. Report cards will be issued every nine weeks. Parents are encouraged to attend Parent/Teacher Conferences which are scheduled after the first and third quarter report cards are issued. In addition, parents

may schedule appointments with teachers by calling the school office or e-mailing teachers. Parents must first contact the appropriate teacher(s) concerning a student's grades. The Administration will not discuss a student's grades unless the teacher(s) has already been consulted.

Report cards must be returned to the school within 7 days of distribution with the parent's signature. Replacement cost of report cards will be \$5.00. No student will be issued a new report card until the old card has been returned or the fee paid. In the event that a student returns a report card late, re-issuance of the revised version may be delayed.

It should be noted that no report cards will be issued if a family is behind in their account.

### **LATE WORK POLICY:**

Students are expected to turn in their classwork and assignments on time. Work that is turned in late affects a student's ability to keep up with the rest of the class. If students do not complete their work on time they are not ready to move ahead with new concepts and material. Consequently, the next assignment will not be completed when due or will be of poor quality. Teachers will notify parents of individual late work policies.

"Extra credit" work is generally not given. Students are expected to complete their daily and long-term assignments as they are assigned. If a student is not grasping a concept, extra practice and correction will be given to help the student master the skill. "Extra credit" work cannot compensate for diligence and persistence. In the event there are extenuating circumstances beyond a student's control that are ongoing and pervasive, the teacher will use his/her professional judgment and discretion as to whether or not extra credit work will be assigned.

In the case of illness or other absences, parents should refer to the make-up policy under Excused Absences.

### **IMMUNIZATION AND HEALTH RECORDS:**

It is required that the school office maintain a record of immunizations for each student, as well as a statement of physical health. This immunization and health record should be taken care of through your physician or local health department authorities. It will be necessary to bring these records when the child is enrolled, before entering classes. **Students enrolling in Grade 7 and above must show that scoliosis screening has been performed.**

## **COMMUNICABLE DISEASES:**

This school desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Administrator. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), AIDS related Complex (ARC), Amebiasis, Animal Bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R. Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, and Yellow Fever.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy, and to take all necessary action to control the spread of communicable diseases within the school.

Please notify the school immediately if your child is diagnosed as having a contagious disease. We would appreciate your cooperation in this matter.

## **HEAD LICE:**

From time to time the staff of Christian Heritage will check students for head lice. Should any be found, a note will be sent home to all parents of children in that class to check their children's heads. While head lice do not present a serious health hazard, they are highly communicable. In the event a child is found to have head lice, the parent will be called to remove the student from the school and treat him or her with an appropriate shampoo and comb. For the well-being of all our students and their families, Christian Heritage has adopted a "no nits" policy. Upon returning, the student should report to the school office to be checked before returning to the classroom.

## DRESS CODE:

Christian Heritage believes that a student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Style of clothing should indicate a serious academic purpose on the part of the student and not in any way distract from instruction. Our standards for dress and grooming are in keeping with the high Christian ideals which we seek to establish in those who attend the school. Therefore, we have established the following dress code:

### SPECIFIC GUIDELINES BOYS AND GIRLS

- Shirts: Long-sleeved or short-sleeved, knit "polo" style or turtlenecks, in solid white, dark green, navy or primary red (not maroon/burgundy or pink); no emblems, logos, initials/letters, words, or pictures. Middle school students are permitted to wear black, light blue, or primary purple "polo" style shirts. Shirts should not have pockets. Christian Heritage t-shirts may be worn on Fridays and Christian Heritage sweatshirts may be worn as needed.
- Slacks or shorts: Solid, dark navy or khaki, uniform style, with no labels. Shorts must be no more than two inches above the knee. Capri pants and Bermuda shorts (uniform style) that are purchased from a Uniform Shop, Gap or French Toast may also be worn. Clothing must be properly fitted (an appropriate size) and hemmed to an appropriate length. **No cargo pants permitted.**
- Socks or tights: Crew or ankle socks or tights must be worn at all times. Socks and tights must be solid uniform colors (red, navy, white, or black).
- Shoes: Must be enclosed (no sandals, flip-flops, "jelly" shoes, heelies with wheels, etc.) No boots, "crocs", or platform shoes may be worn. Solid color shoes are preferred and colors should not draw attention to the students. Students must follow these guidelines on non-uniform days.
- Belts: Solid navy, brown, or black belts may be worn with apparel that has belt loops. A belt is optional for K5 students.
- Sweaters: Pullover or button, solid white, solid primary red, solid black or solid dark navy. Sweaters must be properly fitted, not oversized.
- Outer wear: Jackets and coats of your choice. Jackets and coats may **not** be worn in classrooms. Christian Heritage sweatshirts may be purchased each fall in navy or red. We can have cold days in Florida during the winter. On these days please send your child to school with appropriate, warm outer wear. Students may be outside during recess or extended care when the temperature is 40 degrees or above.

In addition to the above, girls may supplement their wardrobes with the following:

Skirt, Skort, or Jumpers: Solid, dark navy, or khaki. Skirt, Skort, or Jumpers must be no shorter than two inches above the knee.

Blouses: White, "uniform" style, button up blouse.

Hair Accessories: Must be uniform color (red, white, navy or black). Bows, flowers, etc. may be no more than two inches in size.

NOTE: The solid, dark navy articles of clothing can be purchased at major department stores. Only uniform-style clothes are acceptable. The RC Uniforms and Sunshine School Uniforms also carry these items. You can also visit the website for French Toast brand uniforms at [www.frenchtoast.com](http://www.frenchtoast.com). *(Please be aware that, as with any other store, not all items in the uniform stores meet the dress code. Please call the school office if you have a question.)*

1. Hair must be clean and neatly combed. For boys, length should be above collar, mid-ear, and above eyebrows. Hairstyles should be appropriate and consistent with good grooming and in no way a distraction to instruction. Fad hairstyles featuring different colors, unusual figures or designs cut in the hair, or ponytails on boys are not acceptable. Hair styles which are short in one area and long in another are not acceptable. Hair styles which draw attention to the student or cause them to stand out are not acceptable. Caps and hats are not to be worn inside the buildings.
2. All clothing should be clean, properly fitted and in good repair (properly hemmed, no holes, etc.).
3. Shirts must be tucked in neatly at all times.
4. Jewelry should be in keeping with the testimony of a Christian woman. Elementary students are not to wear make up. The dress of the Christian should not call undue attention to self. Jewelry that reflects feminine appearance must not be worn by boys. Boys may not wear earrings and if a necklace is worn it must be inside the shirt. Girls earrings may be no longer than one inch.
5. Students may not write on themselves, others, or on school uniforms. Fake skin tattoos are not allowed on skin not covered by the uniform.

From time to time there may be "free" days or field trip days, when students may not be required to wear their uniforms. "Free" days are ONLY when scheduled by the administration. Modesty, good taste and sensitivity to school policies and our Christian principles should be an overriding guideline to selecting clothing for such "free" days. The following guidelines do not attempt to embrace every conceivable situation in the realm of dress. In the event of a question, the administration will make the final determination on acceptability.

1. All shorts, skirts, and dresses are to be modest in length. Females' sleeveless shirts, sweaters or dresses should not be revealing. No sun dresses or backless styles will be permitted.
2. Halters, spaghetti straps, midriffs and tube-tops are not allowed.
3. No bleached out, faded, sheer, see-through, clingy, or tight-fitting garments will be permitted.
4. All slacks should be properly fitted and in good repair. The "bicycle" elastic pants or any close fitting pants will not be permitted, nor any oversized or baggy pants. No sweat pants.
5. Clothing advertising tobacco products, alcoholic beverages, drugs or drug-related paraphernalia is not to be worn. In addition, shirts with inappropriate slogans, pictures, or designs are not permitted. Tank tops and fishnet shirts are not acceptable.
6. Shoes must be worn at all times. Tennis shoes must be in good repair and laces tied at all times. No thongs or flip-flops. Boots without a heel may be worn on free dress day only. Boot must be solid black, brown, or gray in color.
7. If denim jeans/skirts are worn, they must be neat, clean, and not torn.

PLEASE NOTE: Parents should dress modestly and appropriately when volunteering on campus and when chaperoning a school event (e.g. a field trip).

All items of dress and other articles that fall into this category are subject to the approval of the administration. Dress code violations will be handled in the following manner:

1. On the first occasion, a letter from the school office will be sent home with the student to make the parents aware of the problem.
2. On the second occasion, the parents will be called about the infraction.
3. On the third occasion, parents will be called to bring the appropriate clothing. The student will wait in the office until someone is able to bring appropriate clothing.

Thank you for your support in this area, as together we help your child learn to take responsibility for this area of his/her life.

### **FIELD TRIPS:**

Field trips are planned for their educational value. Information giving details of the trip will be sent home with students. We try to plan for a minimum of two field trips per class per year. If a student chooses not to attend a field trip this will count as an absence and could affect their grade. Parents will need to arrange supervision for that day.

## **TRANSPORTATION:**

No transportation is provided to or from school.

Safe and efficient drop off and pick up of students requires the cooperation of everyone. Traffic patterns are included in the orientation packet at the beginning of each year. Please exercise extreme caution and patience to ensure the utmost safety for our children. The pick up process is expedited when parents use name signs provided at the beginning of the school year.

A reputable bus company will be used to transport children to and from most field trips. In the event that parents should drive students to or from a field trip, it will be necessary for them to provide the school with information regarding their automobile insurance and complete the appropriate forms.

## **FUND RAISERS:**

Fund raisers will be conducted throughout the year to supplement the income the school receives from tuition. Parents are encouraged to help their children raise funds, or make a donation to the school in lieu of participation. Door-to-door fund raising by elementary students is discouraged.

## **SCHOOL PARENT ASSOCIATION:**

To strengthen the ties between our school and parents, we have organized a School/Parent Association which holds meetings each month during the school year. The SPA provides input on fundraisers and supports the school in various ways (student directory, Christian Heritage sweatshirt sales, Teacher Appreciation Week, etc).

## **EMERGENCY DRILLS:**

Safety is always our primary concern. Throughout the school year there will be unannounced fire drills. When the fire alarms sound, all persons in the school buildings will file out in a quiet, orderly fashion. All doors must be shut, lights turned off, and absolutely no talking. All classes will have an "assigned exit" through which they are to pass. A signal will be given to reassemble in the classroom. Drills are held every month (ten drills per year, according to fire code). In addition, other drills may be held during the school year (i.e. tornado, intruder).

## **SPECIAL SERVICES:**

PIANO AND OTHER INSTRUMENT LESSONS are available to students who desire them. Information will be included in the orientation packet, or inquire in the school office for details on financial arrangements.

SPEECH, LANGUAGE AND LEARNING SERVICES--A certified and licensed speech-language pathologist can provide a variety of services throughout the academic year and during the summer months for students enrolled at Christian Heritage. Children in need of specialized services can be tested and receive therapy. Appointments can be made by contacting the school office or through your child's teacher.

SPEECH AND LANGUAGE SCREENING--This is a quick method of identifying students with potential speech and language disorders. There may be an opportunity to have your child screened for development in the following areas: Articulation (speech sound production), Voice, Language (including auditory and visual processing), and Stuttering. Teachers or parents may request a screening for any child at any time throughout the year. This service may be available through Duval County Public Schools.

Students identified as having difficulty during screening will be recommended for a complete diagnostic evaluation. The evaluation is very important as it will determine the severity of the problem, the possible need for therapy, and the prognosis for remediation. It can also give the parents and teachers helpful information concerning the problem. There is a fee for testing which includes a conference to discuss the results.

Note: Students involved in the above special services will be required to complete any and all assignments they may miss while out of the classroom.

HEARING SCREENING--This is a quick method of identifying students with potential hearing difficulty. Students who fail the screening are referred to their pediatrician, an audiologist, or an ear-nose-and-throat (ENT) physician for further evaluation. Hearing screenings are available for all students annually for a nominal fee. A letter notifying parents of the screening and request for permission is sent home prior to the screening date.

VISION SCREENING--This is a quick method for identifying students with potential vision problems. Students who fail the screening are referred to their pediatrician or an ophthalmologist for further evaluation. All students are given the screening. Donations to the Vision is Priceless Council are accepted. A letter notifying parents of the screening is sent home prior to the screening date.

LEARNING DISABILITIES--Due to pre-existing limitations (in facilities, staffing, training, etc.), Christian Heritage may not be able to meet the needs of all students. Duval County provides services to students with diagnosed learning disabilities who are

enrolled in private schools. Our staff will work with you to complete the paperwork required to schedule testing services from Duval County School Board. If a learning disability is diagnosed, we will cooperate with Duval County employees in scheduling their therapy services with your student.

GIFTED EDUCATION--The Duval County public school system offers a gifted program for students who qualify. In order to determine if a student is eligible, standardized test scores are considered and an Otis-Lennon test may be administered. Parents of qualifying students may opt to take them to a gifted class at a public school one day a week. Individual parents are responsible for their own transportation.

Note: Students attending therapy for learning disabilities or a gifted education class are required to demonstrate knowledge of any content missed during their absence. Grade calculation procedures will be equitable for all students.

IDENTA- KID—Identa-kid is a service provided for parents who want to purchase an I.D. card with their children’s vital information, photo, and fingerprints.

TUTORING – This service is available following the school day by a degreed teacher. Additional information is available from the school office.

### **STANDARDIZED TESTING:**

Achievement tests are given in the spring of each year to measure individual student achievement in areas of language, mathematics, science and social studies. The school administers the Stanford Achievement Test (Tenth Edition) and results are machine scored.

In addition, an Otis Lennon (Eighth Edition) test will be administered to 1st through 8<sup>th</sup> Grade students annually. Students will be expected to achieve a score of at least 80 to remain enrolled at Christian Heritage.

### **PROMOTION CRITERION:**

Promotion to the subsequent grade level is based upon passing grades and results of standardized test scores. A student may not be promoted if he/she earns failing grades in two or more major subject areas or if standardized test scores are below grade level.

### **OUR PERSONNEL:**

Qualified -- Our teachers are qualified, degreed professionals. All classroom teachers secure a state teaching certificate and/or an ACSI certificate. They continue to develop their teaching skills by attending conventions, workshops, faculty meetings and by professional reading. In addition, teachers are formally observed in their classrooms

during the school year. Informal observations occur routinely throughout the school year.

Dedicated -- We secure only those teachers who are dedicated to the Word of God as their rule of faith and practice, and to the belief that quality education is essential to the development of personal character, the preservation of Christian morals, and patriotic courage. Each of our teachers sign a form acknowledging their agreement with our Statement of Faith.

### **ACCREDITATION / AFFILIATIONS:**

Christian Heritage is accredited by the Association of Christian Schools International (ACSI). ACSI is a member of the National Council for Private School Accreditation (NCPSA) and the Florida Association of Academic Non-public Schools (FAANS). Christian Heritage is affiliated with Nazarene International Education Association and the University Boulevard Nazarene Church.

### **POLICY EXCEPTIONS:**

A request for an exception to any of the policies stated herein may be brought to the School Board for review. An exception made to a policy based on a specific request is not meant as an exception for anyone else.

### **ENDING REMARKS:**

Many institutions take the position that their responsibility to the student does not go beyond academic work or "school hours". We at Christian Heritage do not take such a position. We believe it is our responsibility to set full behavior standards for our students and we will take a firm stand in doing so.

Each student and their parents make the decision to attend Christian Heritage. Those who decide to enroll agree to accept the school's standards, principles, and requirements. For us to pursue any other course would be to abandon the responsibility of a Christian school. We appreciate the confidence shown in placing your children within our power to guide and teach them socially, academically, and spiritually. We are humbled before God at our responsibility to them and to you.

Revised January, 2017. Christian Heritage reserves the right to revise this handbook at any time, as deemed necessary.

## APPENDIX

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## **HISTORY OF CHRISTIAN HERITAGE ACADEMY**

Christian Heritage was established as a non-profit organization in 1975. The original charter of its Articles of Incorporation were signed January 27, 1976. These documents are filed and recorded with the clerk of the Circuit Court of Duval County, Florida. The school was started due to the vision of the pastor and members of the University Boulevard Nazarene Church. They realized that a school would provide a unique opportunity for ministry, unlike any other of the church. The authority for operation of the school is the Manual of the Church of the Nazarene. Even though the school has a separate corporate status in the county, it functions as an integral ministry of University Boulevard Nazarene Church.

Christian Heritage started with an enrollment of twenty-five students. All students were in one classroom that first year. Each student worked at his/her own pace using the Accelerated Christian Education curriculum. From its inception, the school began to grow. It wasn't long before the school had outgrown the facilities.

In 1977, the church board decided to build a two-story educational building to accommodate their growing needs. During 2006, the church completed the addition of another building which includes 16 classrooms, a gymnasium, kitchen, cafeteria and a designated student pick-up area.

In the decade between 1980 and 1990, the seventh through twelfth grades were gradually dropped due to lack of space and inability to provide a well-rounded quality education at those grade levels. This decision was made in order to provide a strong, solid, elementary school program. The ACE curriculum was also replaced by a more traditional, teacher-directed approach, which largely consisted of the A Beka curriculum. In 2003, the school began adding middle school grades to meet the needs of our school families.

Mr. James Stephens is the current and ninth administrator of Christian Heritage. He has served in this capacity since January 2004. Mr. Stephens has been a member of University Boulevard Nazarene Church since 1987. He is a graduate of Florida State University, and received his MBA from the University of West Florida. Mr. Stephens' wife Martha is the church ministry assistant. Their son, Jonathan, attended Christian Heritage. Mrs. Lori Dean is the Business and Technology Manager. Ms. Heather Mercer is the director of the pre-school and VPK program.

The school has a separate board and annual operating budget from the church. Teachers are not required to attend the Nazarene Church and denominational doctrine, per se, is not taught as part of the curriculum. However, the school is an integral part

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of University Boulevard Nazarene Church, and functions with the approval and support of the members of the church board.

The church's mission statement is as follows: "University Boulevard Nazarene Church exists to encourage individuals and families to experience Jesus in worship, prayer, and spiritual growth, to Connect with People in healthy relationships, and to Serve God's mission of redemption."

The purpose of Christian Heritage is to assist the church to fulfill this mission and in doing so, to develop the minds, bodies, and souls of the children who are privileged to attend.

May God continue to guide and bless Christian Heritage!

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## **THE PLEDGES USED AT CHRISTIAN HERITAGE ACADEMY**

### **Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

### **Pledge to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe.

### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

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