

Cottage Hill
Christian
Academy
2010-2011

Family Handbook

THE MISSION OF COTTAGE HILL CHRISTIAN ACADEMY

In recognition of God as the Creator of all things and Jesus Christ as the Son of God and the Savior of all who know Him as Lord, it is self-evident that the knowledge of God is the beginning of wisdom, and that each student is uniquely created by God as a physical, intelligent, social, and spiritual being endowed with particular abilities and talents. Therefore, the mission of the Cottage Hill Baptist Schools is:

- to create a spiritual and educational environment enabling students to grow in understanding of God with a Christian world view
- to develop students' God-given talents to their fullest
- to help students become mature, well-equipped Christian leaders in a variety of professions in a dynamically changing society

THE PURPOSE OF COTTAGE HILL CHRISTIAN ACADEMY

To provide academic excellence in a Christian environment, through small classes and a Christian faculty, it is believed that the best possible mental, spiritual and emotional development can be achieved. It is our aim to produce secure and successful Christian young people in a Christ-like atmosphere of personal joy and positive achievement.

STATEMENT OF AUTHORITY

While the Cottage Hill Christian Academy welcomes students and families of all denominations, we are an educational and spiritual ministry of Cottage Hill Baptist Church. Our administration, faculty, staff, and students are subject to the authority of Cottage Hill Baptist Church and therefore operate according to the tenets and practices of Southern Baptist doctrine.

All prospective Cottage Hill Christian Academy families are encouraged to prayerfully consider whether this policy would conflict with your personal spiritual beliefs and/or convictions before continuing with the enrollment process.

MISSION STATEMENT

Pursuing excellence in a Christ-centered, Bible-based education, the Cottage Hill Christian Academy will purpose to assist parents by:

- **Enlightening minds** to God's absolute truth in an academic context
- **Enriching hearts** for a growing, personal relationship with Christ
- **Extending hands** in service to others as growing, well-equipped Christian leaders who maximize their abilities and talents to engage the culture for Christ

INSTRUCTIONAL GOALS

It will be our goal to equip each student with:

- A system of personal values predicated on the infallible teachings of the Holy Bible.
- An understanding that each individual is personally accountable for the quality of his/her own acts of commission and omission.
- A positive but realistic self-concept.
- Skills in critical thinking and quality decision-making.
- The body of academic skills, knowledge and attitudes necessary for quality career decision-making regardless of occupational choices.
- That accumulated body of knowledge of the physical and biological sciences necessary for continuing progress in researching, utilizing, preserving and adapting to the global environment.
- Communication skills of the highest standards in reading, writing and speaking.
- Tools for adult citizenship based upon a clear perception of the basic tenets and precepts upon which the United States of America was founded.
- An aesthetic appreciation of artistic self-expression and creativity.
- Basic technological skills of productivity for use in the home, all areas and levels of academics and career fields.
- The necessary skills, knowledge and attitudes for development and maintenance of quality health and physical fitness.
- Personal socialization skills derived from the entire curriculum and a variety of extra-curricular activities.

DESCRIPTION

Cottage Hill Christian Academy (CHCA) is a private institution, sponsored as a ministry of Cottage Hill Baptist Church. The Academy Church Campus is located at 4255 Cottage Hill Road and The Academy West Campus is located at 7355 Creekwood Dr., Mobile, Alabama 36695. The school is open to students of any denomination, race, color and creed.

The school's programs offer a high standard of academics that encourages students to think clearly, logically and independently. The teachers endeavor to instruct students in spiritual matters as they are set forth in the Bible. The programs seek to build Christian character into the lives of students through the exercise of consistent Christian disciplines that enable them to live uprightly with their fellow man and to experience emotional stability. Instructional materials used in the classrooms are of the highest quality and the textbooks used present subject content in an orderly, developmental sequence. The principles of scripture are naturally woven into the subject content, thus providing an integrated approach to a well-rounded education.

THE EDUCATIONAL PHILOSOPHY

The philosophy of Cottage Hill Christian Academy aims for a total witness of the total man for Christ and self-discipline based on a sense of Biblical right and wrong. It aims at producing students who know Christ and know they have a spiritual stability in all circumstances. Both schools build upon and work within a Christian view, which holds all truth to be God's truth. Thus Cottage Hill Christian Academy supports the foundational truth of the Christian faith found in the infallible, inerrant, and inspired word of God.

The product of an educational process is a developed mind. Developing a Christian mind in a secularly-bombarded generation is our goal.

It is our purpose to promote good study habits and to interpret world affairs, in the light of God's revelation to man. Because the Christian should be culturally aware, our objectives include development in the areas of the fine arts and cultural expression.

THE ORGANIZATION OF THE SCHOOL SYSTEM

FACILITIES

Cottage Hill Christian Academy (church campus) is located in the educational buildings of the Cottage Hill Baptist Church complex. Kindergarten through eighth grade classes are held at this location. The school offices are located in the 6000 building (downstairs) on the west side of the CHBC campus. Cottage Hill Christian Academy (west campus) is located at 7355 Creekwood Drive off Cody Rd., between Charlanda Estates and the Creekwood subdivision off Schillinger Road. Grades nine through twelve meet on this campus.

FACULTY

The teachers of Cottage Hill Christian Academy are committed to academic excellence within the context of a totally Christian atmosphere. Each teacher has completed the necessary college training to teach students in the respective area of assignment. Cottage Hill Christian Academy teachers are among God's most dedicated educators. They continually have the students' best interests at heart and stand willing to assist parents in fulfilling the God-given responsibility for educating their children.

ACCREDITATION

Cottage Hill Christian Academy is registered with the Alabama State Department of Education and is accredited by the Alabama Independent School Association (AISA) and the Southern Association of Colleges and Schools (SACS). CHCA is a member of the Association of Christian Schools International (ACSI).

SCHOOL COMMITTEE

Cottage Hill Christian Academy is led by the School Committee appointed through the church. The School Committee's primary duties are to develop policy concerning the operation of the schools. The School Committee upon the recommendation of the Superintendent/Principal approves the selection of the administrative and instructional staffs, who direct the daily activities of the schools.

POLICIES OF THE SCHOOL

REGISTRATION - ADMISSION – ENROLLMENT - FINANCES

General Information

School registration is held in January of each year for Cottage Hill Christian Academy students currently enrolled and in "good standing". Students in "good standing" are students who are passing and have few discipline problems. Students not in "good standing" will be advised of this status. Students not enrolled may call in February to set up an appointment to be tested for admittance. Applicants must be in good standing from their current school in order to be considered for enrollment.

Admission Tests

Entrance tests are required of all new applicants. A testing fee is charged at the time of application. A student will normally be accepted in a grade if he tests on that grade level or above. A student must be age appropriate for grade level (K3 through 1st grade) with a birthday cut-off date before September 1.

Health

New students must submit an up-to-date certificate of immunization at registration. It is the responsibility of the parent to keep an up-to-date certificate at all times. This is a state requirement.

Acceptance

If registration, interview, references, and testing are satisfactory, acceptance is granted, provided there is space available.

Finances

The registration/enrollment fees must be paid by March 15th and are not refundable. The first month's tuition is due on July 1st. * Annual tuition (to receive discount) must be paid by June 30th. No exceptions can be made after June 30th. Semi-annual tuition payments are due July 1, 2008 and January 1, 2009. The monthly tuition payments are due the first of each month and are paid for 11 months. A \$50.00 late fee will be assessed after the 10th of the month for late payments. Tuition may be received at either campus. Since CHCA has a financial obligation to its employees, once enrolled, a student is considered enrolled for the entire school year. Tuition is calculated on the basis of the entire school year; no reductions are made for vacations or school holidays. If a student leaves the school for any reason or enters after the school year has begun, charges are prorated according to actual number of days enrolled. No deduction will be made from tuition for any absence during the school year regardless of the cause of such absence. All withdrawals, whether before the school year begins or during the year, must be made in writing and are made effective when such notice is delivered to the school. A tuition insurance plan is provided and the cost is included in the enrollment fee. A fee is charged for some elective courses and all interscholastic athletics programs. Senior fees (\$150.00) are due by August 10th.

Delinquent Accounts

Accounts 45 days overdue will receive a letter from the Principal concerning the delinquent account(s) policy. If payment is not made or arranged within 60 days, a letter will be sent by the Head of School for the purpose of informing the parents that the child is released from school for nonpayment of delinquent account(s). No records will be sent to any school until full payment of all fees is received. Report cards for each grading period will not be released until payment is made in full. All returned checks will be assessed a \$20.00 charge. Special Amendment payment plans may be required for some families.

Booker/Cagle Scholarship Fund

Financial aid is available based on need and the availability of scholarship funds for students currently enrolled at CHCA. Applications for scholarships are due April 15th for the following year and may be obtained in the CHCA Church Campus office. Families receiving scholarships are not eligible for any other discounts.

Textbooks

Before new textbooks are added to the curriculum, the books are researched, studied and prayerfully considered.

Curriculum (Details - Office)

Bible	Physical Education (CHCA-church campus)
Computer	Art
English (Grammar)	Physical Conditioning (CHCA-west campus)
Mathematics	Foreign Language
Social Studies	Band
Science	Journalism (CHCA-west campus)
Literature	Chorus
Accounting (CHCA)	Speech/ Drama
Health (CHCA)	Psychology (CHCA-west campus)
Music	

SCHOOL STANDARDS

Cottage Hill Christian Academy is first and foremost a Christian School. Our philosophy for life is based upon God's Word. Any student who, by his behavior, denotes that he prefers any other philosophy of life will not be allowed to attend the Cottage Hill Christian Academy.

Honor Code

Each student will be required to sign an Honor Code pledge at the beginning of the school year.

The Honor Code states:

“As a student at CHCA, I shall observe, at all times, the principles of honor and integrity, and in doing so, I will not lie, cheat, or engage in any other dishonest, immoral or illegal acts, or assist others in the commission of those acts, nor tolerate those who do. As a student at CHCA, I will show respect to my classmates and teachers and will strive to obey all regulations of the school.”

Discipline

The schools have a Christian faculty who will have the student’s best interest at heart. Parents are asked to have confidence in the teacher’s judgment in the matter of discipline even as they have confidence in the teacher’s judgment in teaching. A teacher must have liberty in both teaching and discipline. Before a teacher sends a student to the office for disciplinary action, every effort will have been made to counsel and pray with the student in an effort to work out the problem.

Discipline Policy (Elementary) Overview

Communication and positive reinforcement are the keys to discipline of younger students. Each week parents receive an update of student’s performance and a schedule of events. The student’s behavior information is included in this update; chronic discipline problems are referred to the principal for appropriate action and/or a parent conference.

Discipline Policy (Middle School/High School) Overview

All students must respect and obey school rules to continue to attend CHCA. Minor behavior problems in class or on campus are addressed through a plan of issuing “Detention Slips” for the behavior. Students may be referred directly to an administrator for disciplinary reasons. A copy of the discipline policy is given to students at the beginning of each school year in the high school student planner. This policy specifically addresses inappropriate behavior and disciplinary actions.

Detentions

Detentions are held after every school day. A student may be assigned more than one detention for one offense depending on the severity of the offense. More serious offenses will result in suspension or expulsion. Six detentions per quarter may result in a suspension. Detention will be held from 2:40-3:40 each day. If a student misses detention without permission, he will be given two detentions. If a student misses a second time without permission, he/she may be suspended.

Suspension and Expulsion

Parents will be required to meet with the principal regarding the suspension of a student. Reasons for suspension or expulsion include chronic acts of disrespect, honor code violations, vandalizing school or church property, repeated instances of disruptive behavior, use of vulgar words, taking the Lord’s name in vain, possession of firearms, knives, or any weapon on school property or at school activities, use and/or possession of tobacco on school grounds or at school activities, use and/or possession or distribution of alcohol and/or narcotics or paraphernalia at school or school functions, failing drug test, threats, fighting and skipping school. Students may be expelled from school for these behaviors. Expulsion may be appealed in writing to the School Committee.

Electronic Devices

The use of cell phones and pagers is not allowed on campus during the school day. On the first offense violators will be assigned detention and parents must come to pick up the phone. The second and subsequent offenses will lead to suspension. Students should not bring items to school that could be disruptive to the school program.

Immoral Behavior

Students whose conduct, language, or demeanor violates the standards of moral behavior expected at Cottage Hill Christian Academy will be suspended from school.

Pregnancy Policy

Hebrews 13:4 teaches that God honors marriage and calls all sexual immorality sin. For that reason any student who becomes pregnant or fathers a child while attending the Cottage Hill Christian Academy will be dealt with as follows:

The Administrator will have a conference immediately with the student(s).

The spiritual ramifications of pregnancy will be addressed and the student(s) will be encouraged to give birth to the child.

The parents of the student(s) will be called for a conference.

The student(s) will be dismissed immediately with no refund of fees or tuition.

The Administrator will cooperate with the student(s) in whatever way seems most helpful to deal with the entire situation. The school will not serve as a condemning body where pre-marital pregnancy is concerned. The school will only strive to lead student(s) to repentance. Once the student(s) repents, the school will operate on the principle that it has no right to condemn the person(s) that God has forgiven.

Re-admission following pregnancy suspension:

All applications for re-admission will be reviewed on a case-by-case basis by the principal. The final decision rests with the Superintendent of the schools.

Married Students/Student Parents

Married students are not allowed to attend school at CHCA. Students who marry are classified by law as adults, and no longer answer to their parents or guardians. The Academy, as an institution, prefers to work only with students who are still responsible to parents or guardians. Students who are parents may not attend CHCA.

Care of School Property

A good citizen takes pride in the care of school property, realizing that the appearance of the building and campus is a credit to him/her, as well as to the student body in general. Any student found to have intentionally, knowingly, or recklessly damaged or destroyed school property shall be required to compensate the school for the full measure of the damage and shall be subject to disciplinary measures.

Uniform Policy

The following general guides are issued in the interest of good grooming and Christian modesty. The rules and policies are expected to be followed by students. Specific dress code information is located in the student planner received at the beginning of each school year. All students are required to wear the approved Cottage Hill Christian Academy uniform. Information is available in the school office on where to purchase school uniforms. Parents should plan to replace uniforms as needed during the school year.

Out of Uniform (only on approved occasions)

Jeans are permitted if neat in appearance-no holes.

School related t-shirts only.

STUDENT ATTENDANCE

Student Arrival / Dismissal

CHCA (church campus) school day begins at 7:50 A.M. The tardy bell rings at 7:50 A.M. Students are marked tardy after 7:50 A.M. Students should not come before 7:30 A.M. unless special permission has been obtained from the school office. Classes are dismissed at 2:30 P.M. for Kindergarten, 2:45 P.M. for Elementary, and 3:00 P.M. for Middle School.

The CHCA (west campus) hours are 7:30 A.M. – 2:30 P.M. Call in bell is at 7:20 A.M. All students must be picked up no later than 30 minutes after dismissal unless the student is involved in supervised after school activities.

Absences

Students must bring parental excuses for all absences. Three or more days absent due to illness requires a doctor's statement when the student returns to school. Absences, other than illness, severe weather, certain legal and emergency situations, and death in the family will be marked unexcused unless special permission is granted. (See pre-planned absences policy below). A student should not be kept out of school to go on a trip or a vacation. Being absent indirectly encourages the development of poor attitudes toward schoolwork and obligations. A student misses much and gets behind when he/she is out of class. **High school students may not have more than 10 absences, excused or unexcused, per semester to earn credit.** Elementary and middle school students must not have more than 10 absences per semester. Perfect attendance is encouraged and recognized.

Pre-planned Absence

Students requesting to be absent from school must submit the parental request to the principal at least one-week in advance of the absence. Whenever possible, students will be expected to complete any schoolwork before the absence (per teacher requirements.) Students' grades and conduct records will be reviewed prior to approval of pre-planned absence requests. Approved requests will be sent to the student's teacher for information and coordination of assignments.

Attendance

Regular and punctual attendance is the greatest single factor in school success. Being absent unnecessarily from school places a handicap upon the student's opportunity to succeed in his studies. Therefore, a student's first concern should be to attend class regularly. A student must be in attendance 4 hours to receive credit for attendance that day and to be able to participate in extra-curricular competition that day.

Tardiness

Students are expected to be in class and to school on time each day. Tardy students may be detained from interrupting instructional time. If the tardiness is due to an emergency, a written excuse from the parent is accepted at the time the student arrives at school. All tardies are counted toward absences. Five tardies equal one absence.

Early Dismissal

We discourage early dismissals. A parent or guardian must report to the school office when picking students up for early dismissal in order for the student to be released. The Academy requests that early dismissals only be requested at the very beginning or very end of instructional time.

Permission to Leave School

Students are not permitted to leave the school campus or church property once they arrive at school. CHCA does not have an "early release" program.

Make-Up Work for Absences

A parent should never go to a teacher's class to secure a student's assignments during the teaching day. Older students are responsible for getting all assignments from a fellow student or teacher. However, missed assignments should be verified with the teacher. Kindergarten, elementary, and middle school parents may call the school by 9:00 A.M. and request that their work be sent to the office where assignments may be picked up at the end of the day. High school parents may request work to be sent home if a student's illness requires him/her to miss more than 3 days of school. The request comes by e-mailing the teachers or calling the school office by 10:00 A.M. and picking up assignments in the office by 2:30 P.M. It is the responsibility of the student to check with each teacher and arrange for making up missed assignments.

School work due on previously determined dates must be submitted to the teacher on the date due. Students are expected to complete all missed assignments from emergency absences within two days after returning to school. A student will have two days after the first day of absence and one more day for each day of absence to hand in make up work. This does not include research papers. There will be no exceptions or alterations made to the assigned dates for research deadlines. Students having unexcused absences may not make up missed work.

ACADEMICS

Monitoring Student Performance

Parents of CHCA students may review their child's daily performance in each class by using a P.I.N. (available through each school office) assigned to each student for the STI Home program on the web page – chcacademy.com. Follow directions to keep up with your child's performance. STI Home is also available to CHCA Middle School families.

Report Cards

Report cards are issued four times a year. Progress reports are issued at mid-quarter. This will guide the parent if there are any deficiencies and/or weaknesses.

Grading Scale

Credit Courses	GPA
A = 90 – 100	4.0
B = 80 – 89	3.0
C = 70 – 79	2.0
E = 69 and below	0.0

Non-Credit Courses

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory
I = Incomplete
WP = Withdrew Passing
WF = Withdrew Failing

Academic Honor Rolls (CHCA-West Campus)

All A Honor Roll
A/B Honor Roll

(CHCA-Church Campus)

Honors Scholars List 97 - 100
Scholars List 94 - 96
Honor Roll 90 - 93

Credits (high school)

Students must have earned 7 credits as a freshman to become a sophomore, 14 credits to become a junior and 21 to be a senior. Students must make satisfactory progress each year to be allowed to register for the succeeding year. Students must receive permission from the guidance director to make up failed school work. Various remedial opportunities are available.

Valedictorian Requirements (High School)

- Highest cumulative grade point average (9-12)
- Traditional four year high school student (9-12)
- Attendance at CHCA at least two consecutive years
- Good standing with faculty and administration in the areas of academics, behavior and spiritual matters.
- Ties for valedictorian will be manually calculated using class numerical grades to determine highest class averages.

Salutatorian Requirements (High School)

- Second highest cumulative grade point average (9-12)
- Traditional four year high school student (9-12)
- Attendance at CHCA at least two consecutive years
- Good standing with faculty and administration in the area of academics, behavior and spiritual matters.

Weighted Credits/Accelerated Courses (High School)

The high school offers 9-12 grades certain honors and advanced placement courses for students who wish to have a more academically demanding course load. Honors courses are given one additional quality point and AP classes earn two additional quality points. Teacher recommendation is required for student placement in all academic classes including the following:

Chemistry II	Physics	A.P. English & Composition (12 th)
Pre-Calculus	Spanish III	A.P. Spanish IV
A. P. Calculus	Honors Biology II	
Honors English	Honors History	

The student's grade point average is computed as an academic G.P.A. (including all electives). The G.P.A. is calculated by adding all final grade points for academic courses & dividing by the number of scores used.

Homework

The purpose of homework is:

To reinforce what has been taught

To let the teacher know if he/she has successfully communicated the material to the students;

To enable the student to make sure he/she has a good understanding of what was covered in class by working independently;

To help a student practice being responsible for doing assigned work and doing it on time. Failure to accurately complete homework assignments will result in disciplinary action. Middle and high school students have daily assignment notebooks for parental review, and parents should review the notebook each week as it serves as parent/teacher communication tool.

Testing Information

Listed below are various tests used to evaluate & improve the efforts and programming of the school.

1. Entrance Test

All new student applicants to Cottage Hill Christian Academy are tested prior to admission. (\$25.00 Fee)

2. MRT6 – K5

These tests are taken each spring in K5

3. Stanford Achievement Test

These tests are taken each spring in grades 2, 4, 6, and 8 in order that students, parents and teachers may see progress in terms of national and local norms. The student score also assist the school in evaluation of curricula.

4. Preliminary Scholastic Aptitude Test PSAT (11th), the P.L.A.N. (10th), and Explore (9th)

5. Scholastic Aptitude Test / American College Test (ACT) (high school only)

Either test provides an indication of national placement for students and is key-factor in determining acceptance by most colleges. All 11th graders are required to take the SAT or ACT.

6. Diagnostic Tests

These tests are frequently given in reading and math and used for identifying certain skill areas that need remediation. Results are shared with parents in an effort to develop an educational plan to deal with academics deficiencies.

Academic Probation

All students new to Cottage Hill Christian Academy are automatically placed on academic probation for the quarter they begin. At the conclusion of that quarter, the academic committee will review the student's progress to determine if the student should remain on probation. Any student with a failing grade at the end of a quarter will be placed on academic probation until such time as the grade is passing.

Dropping / Adding / Changing Classes (High School)

Students may add or drop classes with parental permission and with guidance office approval within the first week of school. All students are required to take seven classes for credit.

Promotion Requirements

High school students must meet graduation requirements and minimal credits (7 credits per year) to move to the next grade level. All students are expected to make continuous progress in academics throughout each year in order to be allowed to register for the succeeding year. Students attending summer school must have the Principal's permission. When a required subject is failed it should be repeated for credit in an A.I.S.A./SACS recognized accredited school program only. Permission to attend another school must be approved by the Guidance Director or Principal.

Retention (Middle School)

Should a student fail one major core subject for the year the student will be required to attend summer school to make up the subject. Should two major core subjects be failed for the year, the student will automatically fail for the year and the grade will have to be repeated. Students attending summer school must have the Principal's permission.

Retention (Elementary)

Principal, teacher, and parent discussions regarding student performance will determine promotion or retention for elementary students. Principal's decision will be recommended to the superintendent for final determination.

Transfer Students

A student transferring to the Cottage Hill Christian Academy is responsible for mastering the subject matter appropriate to his/her assigned grade. A student transferring to Cottage Hill is responsible for meeting the high school graduation requirements and the promotion requirements for K-8 grades. Whenever possible, as scheduling permits, deficiencies for graduation are evaluated and courses designed for high school level study may be substituted. Home school students who transfer to CHCA will be evaluated individually for proper grade placement or credits. Students may not earn or transfer more than 7 credits per year without approval of the Principal. Weighted credit will not be given for credits earned from non-traditional schools.

Withdrawal

Tuition is due and payable until the office has been notified of a withdrawal. Fees are not refundable. Report cards will not be issued until all financial obligations have been cleared. The parent must complete withdrawal forms. Contact the registrar in the office for details on payment of outstanding tuition obligation.

HIGH SCHOOL STUDENTS ARE REQUIRED TO PURCHASE A STUDENT PLANNER WHICH DETAILS ALL HIGH SCHOOL RULES AND POLICIES.

GENERAL INFORMATION

Parent-Teacher Conferences

A parent wishing to speak with a teacher should e-mail the teacher, send a note to the teacher or call the School office at 660-2427 or 634-2513 at the Academy to arrange a conference. The school wishes to communicate with the parents freely and welcomes inquiries concerning a student. We ask that you respect a teacher's time and privacy and not contact the teacher at home. Any communication should be through the school. It is the school's goal that parents and teachers always work together for the good of the student. Teaching respect for authority and giving each other full support sets a Christ-like example for the student. E-mail communications are encouraged.

Parent/School Communications

In the event a parent has a student problem or situation at either campus of Cottage Hill Christian Academy, the parent should make first contact with the teacher involved. If the problem or situation cannot be handled at the teacher level, the parent should then contact the administration. If after working with the administration, the problem or situation cannot be settled, the administration and parent will take the situation to the School Committee.

School Office and Visitors on Campus

The CHCA-church campus office hours are 7:30 A.M. to 3:30 P.M. and the CHCA-west campus office hours are 7:00 A.M. to 3:30 P.M. All visitors to campus must check in at the school office. Parents and other guests are not allowed in classrooms during the day unless permission has been granted through school office. Students may use office telephones for emergencies only.

Parents should never approach a teacher for a conference or discussion during regular school hours without a scheduled appointment. Parent classroom observations are not allowed without administrative approval; however, volunteer opportunities are available to parents. The volunteer opportunities allow for effective classroom interaction and observation.

All visitors driving on the campus of Cottage Hill Baptist Church and Cottage Hill Christian Academy (west campus) must obey speed limits and parking patterns.

Telephone/Deliveries

Students should remember to bring all necessary items to school. Emergencies will be handled by the office staff as they occur. Cell phones are not to be used at school. Parents are asked to refrain from having flowers, balloons, gifts, etc. delivered to students while at school.

First Aid

If an emergency should arise and the school is unable to contact parents, guardian or the student's physician, the student will be taken to the nearest emergency room – Infirmery West or Providence Hospitals.

Students may not keep medicine in their bookbag or desk. It may be sent by the parent to the office with instructions on when student may take and dosage. Student may come to the office and take medicine as required. We are not allowed to dispense medicine for headaches, etc., but you may bring it to school and give to your student if he/she does not have their own medicine in our first aid room.

Safety

Our school practices the utmost safety precautions at all times. Fire drills are practiced periodically. The Mobile Civil Defense advises us on drills and safety precautions in the event of severe storms and tornadoes.

Weather Related School Closures

In the event that inclement weather forces a cancellation of regular activities, notification will be given through local radio and television. Most decisions for closure will be made by 5:30 A.M. on the day of the inclement weather.

In the event that emergency closures are necessary during the school day, announcements will be made via radio, television media, web site, or the automated electronic system.

Chapel

Chapel programs are held on a regular basis.

Student Accident Insurance

Supplemental Student Accident Insurance is provided by CHCA for each student.

Locks & Lockers

All middle-school/high-school students may rent locks for issued lockers. Students taking Physical Conditioning will be required to rent & use locks. Students should never use someone else's locker or lock. Students are responsible for lost locks and damaged lockers, and will be charged to replace locks or repair lockers. The students must only use locks issued by the school. The administration reserves the right to inspect lockers at any time. Any materials found not suitable for school use or any damage to lock or lockers will be grounds for disciplinary action.

Textbooks

The textbook fee is a rental charge for elementary and middle school students. All textbooks should be covered with clear contact paper or book covers for protection. High school students purchase their books and may re-sell them to students or school chosen vendor. All students should write their names in their books. The Bible is the primary textbook at CHCA. All CHCA students should have a Bible for classwork and chapel services.

Charges will be assessed during or at the end of the year for damages to rented books at CHCA according to the following schedule:

Partial Damage - \$10.00

Major Damage - \$20.00

Beyond use – total replacement value

Textbooks for high school are purchased through the MBS Direct Company (on-line) – check the CHCA web page for details – www.chcacademy.com

Fees and Tuition

Fees and tuition are determined annually by the Administration and approved by the School Committee. The fees and tuition schedule is published and available in each School office. Additional fees for field trips, plays, grade level classes or other approved activities will be minimal.

Lost and Found

Lost and found articles may be reclaimed from the lost and found area each morning before school or after school until 3:30 P.M. Articles are kept for 30 days and then distributed to local charitable organizations.

Student Driving Policy

Students who are given the opportunity to drive to and from school should be sure to obey all school rules for vehicles. The speed limit on campus is 5 mile per hour. Students who speed or drive in an unsafe manner on any school campus or on Creekwood Drive or Charlanda Drive (residential area) will have their driving on campus privilege revoked. Student drivers should always park vehicles in the student parking area only. Students may not loiter in vehicles in the morning or afternoon. Students may not return to their car during the school day without permission from the office. Students who drive should never allow other students to leave campus with them without parental permission. Note: Freshman students are not eligible to drive on campus.

All student vehicles must be registered with the CHCA office and a parking permit must be secured and placed on the rear view mirror in the car. A registration fee is charged for each vehicle-parking permit. Students taking Drivers Education for insurance purposes must do so after school hours.

Drug Testing Policy

Cottage Hill Christian Academy does drug testing as a deterrent to drug use. Specific policy information is available to each family upon request.

FINE ART CLASSES

Piano and Voice

Private musical instruments and voice lessons may be available during the school day at CHCA-(church campus). Information may be obtained through the school office.

Band

Band is offered to CHCA students. Cost and class time information may be obtained through the school office.

SPECIAL ACTIVITIES

Each year CHCA (church campus) sponsors a Spelling Bee, a Science Fair, a Field Day Program, a Geography Bee, and other activities. Clubs and organizations are available for middle and high school students. Details are available in the office.

EXTRA CURRICULAR ACTIVITIES

School Newspaper

Students compile and publish a newspaper throughout the school year.

Yearbook

A yearbook is published each year. Books may be reserved and purchased in November.

Student Government Association (SGA)-High School

Students are elected to serve as officers and classroom representatives of the S.G.A. They are involved in planning and implementing many worthwhile and fun projects for the students and the school.

National Honor Society

National Honor Society is open to students who have distinguished themselves in academic excellence.

Service Clubs

Key club, Builder's club, K-Kids, Friends of Exceptional Children, Fellowship of Christian Athletes, Art League, Spanish Club, Young Women of Virtue, Outdoor Club and other clubs are available to students.

Athletic Programs

A number of athletic programs are available to students. CHCA students are eligible to participate if they are in good standing. Enrolled CHCA students who have passed six subjects for the previous semester are eligible to tryout for and participate on teams. Failed class work must be repeated and passed at the Arnold School or in summer school to retain athletic eligibility for the next year. Approved distance learning programs may also be used to make-up failed schoolwork. All make-up programs must be approved by the Principal.

Students may participate in only one sport per season unless recommended by the Athletic Director and approved by the Principal. Students who participate in more than one sport per season must have excellent grades and declare a primary sport to avoid conflicts. Competitions take precedence over practice schedules. There is a sports fee for each sport. In order to participate in the game, a student must be present 4 hours on the day of the game.

PARENT-TEACHER FELLOWSHIP (PTF)

This is a group of parents, teachers and others, working together for the benefit of Cottage Hill Christian Academy. All parents are encouraged to join the P.T.F.

ADDENDA TO HANDBOOK

Due to changes that occur within the schools' programs, it is sometimes necessary to add, modify or remove excerpts from this handbook. Parents will be sent addenda from time to time and these should be added to the handbook as they are made available in order to keep parents and students up to date with policy changes of the Cottage Hill Christian Academy. The school reserves the right to make changes in policies and rules at any time.

If you have any questions regarding this publication, please make an appointment with the Administration for further explanation.

Thank you in advance for your cooperation and support.