A logo of a book and a torch

AI-generated content may be incorrect.

CHRISTIAN HERITAGE

ACADEMY

A Ministry of Bella Vista Baptist Church

STUDENT HANDBOOK

2025-2026

A logo of a book and a torch

AI-generated content may be incorrect.

CHA Staff and Faculty

Pastor Hudson Pastor

Bro. Don Rardin Administrator, Bible, Government, Christian Manhood

Bro. Daniel Hudson Elementary Music, Choir, Boys PE, BB Coach

Mrs. Karen Forster Math, Geography, Science, Girl’s PE, VB Coach

Mrs. Anna Hudson English

Mrs. J. Hudson Christian Womanhood

Miss Ana Perez Biology, Elementary Reading

Mrs. Vonda Hoover 4th-6th Grade Teacher

Miss Rachel Hudson 1st-3rd Grade Teacher

Miss Deborah Hudson K4-K5 Teacher

Mrs. Pat Cash Elementary Class Helper, Lunchroom

Mrs. Sarah Mayerhofer Financial/School Secretary

Mrs. Dawn Rardin School Secretary

PHILOSOPHY

**Philosophy on Education**

CHA, a ministry of Bella Vista Baptist Church, functions from a Christ-centered view of education. Our entire program begins with the Word of God and a Biblical point of view. We believe God is truth, His Word is truth, and we ought to worship Him in truth. (John 14:6, 4:24, II Timothy 2:15) Our belief directs our practice in all areas of life. We believe that each faculty, administrator, and staff member must know Jesus Christ as his personal Savior and his/her life should be evident of a daily relationship with Him. Psalm 126:3 states that children are an heritage of the Lord; we believe parents are commanded by God to train their children according to His Word.

CHA is an extension of the church and home, operating to assist in the training of children in this manner. Therefore, there is a need for each child to be instructed in their need of Jesus Christ as their personal Savior as well. The scope of our training includes: academic, physical, emotional, social, and spiritual, beginning with the knowledge, understanding and wisdom of the Lord. Our academic part of this overall experience is to equip the children to be conformed to His image and to be servants of Jesus Christ, prepared to do His will with their life.

**Accreditation**

We are not accredited by any governing association or governing board. Our chief administrator is the pastor of Bella Vista Baptist Church. We are seeking to please God in the education of His children. We do not seek accreditation by anyone but Him. CHA does not intend to seek a charter from the State

Department of Education but stands on its right to religious freedom in the education of its children. It is the position of some Christian schools that the state philosophy of education as it is now enunciated is humanistic, and

therefore, Christian schools must decline to submit to the state's demands. CHA stands in agreement with these schools and with the U.S. Supreme Court, which has defined humanism as a religion. (Incidentally, if the Bible, the basis of our government, cannot be taught in the state school, most certainly humanism should not be.)

Accreditation of a private school is not necessary for a graduate of that school to enroll in most colleges or universities. We meet or exceed all of the state of New Mexico’s requirements for education. Our students take standardized tests each year to monitor their progress. We also make information available about the SAT test for those upperclassmen who are interested.

GENERAL

**Admissions**

We admit students of any race, color, ethnic or national origin. We extend to every student all the privileges, programs, and activities that are generally afforded any student of our school. Attendance at our school is a privilege, not a right. Students must comply with the rules of our school to maintain their privileges. We reserve the right to refuse admission, suspend, or expel from our school any student who does not meet the policies, rules, and guidelines of our school. We are not a reform school. School records from previous schools must reflect good behavior and sound academics. Those seeking admission or currently enrolled in our school must meet the following criteria:

1. The principal may conduct an interview with the prospective student and at least one parent or guardian of that child before admission to Christian Heritage Academy.

2. Parents/guardians must be committed to involvement in their child’s education.

3. Parents/guardians must be planning, in good faith, to pay tuition in a timely manner.

4. Parents/guardians and the prospective student must read all forms for enrollment, agree to all terms, rules, and guidelines, and agree to support the regulations of the school.

5. Parents/guardians must agree to support the principles and standards of conduct of the school beyond the school campus in the interest of keeping a good testimony among the families and student body of our school.

Therefore, we do not admit students who have been involved in sexual misconduct of any kind, who have been a father or mother, who live alone, who are involved in tobacco use, alcohol use, drug use, or rebellion toward authority, and who have tattoos or body piercing. We do not admit students who do not desire to attend our school.

**Enrollment Procedure**

Registration of a student is not finalized until the following matters have been completed and forms returned to the school office:

1. Interview completed

2. Application forms completed by parents

* + Request of records/transcript form (new students)
  + Medical/Current immunization records and Medical Form
  + Handbook read by parents and 7th—12th grade students
  + Statement of Cooperation form signed

3. Application fee paid (new families) \*

4. Registration fee paid

NOTE: A diagnostic test and/or evaluation test may be administered for new students.

NOTE: A child entering K3, K4, Kindergarten and first grade must be 3, 4, 5 or 6 years of age respectively, by September 1st of present school year. Any exceptions must be agreed upon by the parent and administration.

*Application and Registration fees are non-refundable.*

**Child Pick up/Emergency Contacts**

Parental consent for child pick-up is required and kept on file in the office each year. If a name needs to be added to the Authorized Pick-up list, a phone call will be accepted the first time they come but after that, written permission must be received in the office. Only those whose names have been given to the office will be allowed to pick up your child. Also, students who are not enrolled at Christian Heritage Academy are not authorized to come and wait for parent pick-up.

Your contact numbers are the method for notifying you in case of any emergency regarding your child. **Please** notify us as soon as possible if there are any changes in these numbers. We will notify parents or guardians or emergency contacts of any illness, injury, or incident that is significant. If no parents or guardians are available, we will do what we believe to be in the best interest of the child’s welfare.

**Medications**

Law requires that all medication be stored in the school office. Medicines sent to school with a child must be in a Ziploc bag with a dated note from the parent explaining proper usage. No medication, prescription or otherwise, may be taken on the school campus without the knowledge of the school staff. All correspondence concerning student medication must be updated each year.

**Snow Days**

Our weather-related (i.e. road conditions) delays or cancellation schedule will be similar to what Albuquerque Public Schools announces. (However, we do not always follow non-weather-related delays or closures by APS.) Parents will be contacted by school staff, usually via text message by no later than 6:30 am.

**Attendance/Absences**

**7:00 a.m. Doors open**

**8:30 a.m. Classes start**

**3:00 p.m. Classes dismissed**

**3:30 p.m. After Care begins**

**4:30 p.m. Extended Care begins**

If a student is absent, they must return to school with a dated, written explanation, signed by a parent or guardian. It is very helpful to the teacher for the parent or guardian to call to notify school office by 8:30 a.m. when a student will be absent; however, a written note will still be required when students return to class. Failure to bring a written note when the student returns will result in the student receiving a 15-minute detention. If a student has been ill for an extended period, (Four school days or more) the student must present a written excuse from a physician for re-admission to class.

Students exceeding **15 total absences** per semester will be put on probation, may not receive credit for the semester, and re-enrollment may be denied for the upcoming year. This is not an entitlement to a given number of absences. This is a New Mexico legal limit.

**Half-Day Policy/Early Sign-Out**

Students will be considered half-day absent if they leave any time before 3:00 pm; two half-day absences will equal a whole day absent. A note for this absence is not required if they are appropriately signed out by parent/guardian or an authorized pick-up person. Signature and reason for leaving must be stated on the sign-out sheet. Also, if a student arrives later than 9:30 am they will not be considered tardy; it will be counted as a half-day absence. Students will not receive permission for early dismissal on a regular basis.

**Personal Day Policy**

A student may miss a total of five days per semester for personal reasons. Personal days are intended only for certain family-related activities, allowing parents and students family time together. These are not permitted for students merely to shop, work, vacation, etc., either alone or with friends.

Students must not take a personal day and remain on the property unless they are accompanied by their parents. Each personal day is counted as one of the 15 absences allowed each semester.

Personal days may **not** be used during the last ten school days of each semester, tournaments, conferences (BVBC students only), or during the week of Iowa testing. Students may take a personal day and still participate in extra-curricular activities after school.

**Tardiness Policy**

Any tardy student must report immediately to the school office. The secretary will issue a pass for the student to attend class. A student is considered tardy to school if he is not in his classroom by 8:30 am.

*Each set of five tardies to school for any reason received during a semester will result in an unexcused absence.*

When a student reaches the fifth tardy in a semester, the day of the fifth tardy will be considered an unexcused absence and all consequences of an unexcused absence will apply.

Tardiness must be accompanied by a note or phone call of explanation from the parents on the same day. If no note of explanation is given on the same day, a 10-minute detention will be given.

A student who has a doctor or dentist appointment and only misses one hour of school, whether in the beginning of the school day, end of the school day or during the course of the school day, will not have that time counted as an absence or tardy if the student presents to the school office a note from the doctor/dentist office upon their arrival back at school. If no note is presented, the absence/tardy will stand.

If the student arrives after 9:30, see Half –Day Absence Policy.

**Lunchroom**

Hot lunch items, snacks and beverages are available to purchase at posted prices. Students may not consume food or drinks outside the cafeteria. Students may bring food from home to be heated, but it must be already prepared (not wrapped in foil) and ready to heat and serve.

**Facilities and Buildings**

We have a closed campus. No one may visit a classroom without permission. All visitors must check in with the school office and must abide by the school dress code (No shorts for men or women, etc.).

Off Limits Areas

Students will not be allowed inside the Auditorium except for chapel or a scheduled class with the teacher present. This will also apply to the following:

1. Hallways during class hours without permission
2. Nurseries
3. Behind pony wall in kitchen
4. Loitering in parking lot or restrooms

**Lockers**

1. Sharing of lockers is not permitted.
2. Students are not permitted to permanently adhere any objects to their lockers
3. Lockers are to be opened only by their owners, and locked at all

other times.

1. Beverages for lunchtime may be kept in the student’s locker with a sealed, screw-type lid only. No open or straw-type drink bottles will be permitted.

**Student Automobile Policy**

Any student who plans to drive a vehicle on campus must meet these requirements in order to keep driving privileges on campus:

1. Students may not loiter in the parking lot or return to their car during class hours without special permission.

2. No students may congregate around any vehicles before school, at lunch, or after school hours.

3. Students must drive slowly and safely in the school parking lot.

4. Vehicles may be subject to search at any time by a staff member.

5. Students may not leave campus during school days or tournament days, unless parents provide a written permission slip to the office.

***Driving to Christian Heritage Academy is a privilege, not a right.***

**Relationships Between Genders**

1. Boys and girls are allowed to talk, fellowship, and be friendly with one another before school, after school, at break times, at lunchtime and at church as long as it is done publicly and in a group of their peers.

2. Boys and girls will not sit together at the lunch tables, or play together in the gym, but are allowed to sit together in groups at church or in the gym before and after school (so long as there is an obvious six (6) inches of separation)

3. Dates (alone or in a group), phone calls, texting, instant messaging, direct messaging, or emails **are not allowed** between genders.

4. Staff members may break up any conversations between genders for any reason at their discretion. All “dating offenses” are considered serious offenses and will be handled at discretion of the principal.

**Student Cell Phone Policy**

1. Students are not permitted to have or use cell phones on campus without permission from the administration.

2. Some students may need a cell phone for after-school contact with parents. If this is the case, parents must send into the office a written authorization explaining the reason that it is needed, before the student is allowed to bring his phone. The phone must be turned into the school office at the beginning of school each day, and it may be picked up as the student leaves the property.

3. If a phone is not turned in as soon as the student enters the school, the student may receive one warning; a subsequent offense may result in a suspension and the student may no longer be allowed to bring the phone to school again.

4. Parents are asked to contact the students and the students to contact their parents through our school office.

**Standard of Conduct Policy for the Internet and Social Media**

All standards of conduct for behavior at school apply to the internet.

Regarding Social Media students may NOT:

1. Curse or use vulgarity of any kind.

2. Complain or gossip about the teachers or administration.

3. Gossip or talk scornfully about other students.

4. Talk favorably about using narcotics, drinking, or other sinful activities.

5. Listen to, post about, or "like" an ungodly musician or group, post

pictures of themselves or others in clothes that would violate school dress code, nor pursue boyfriend/girlfriend relationships. (See Suspension, p.10)

Students who violate internet social media policy will not be allowed to return

to school until the posts have been deleted. Parents are expected to know what sites their children are using. Ungodly or unbiblical sites are prohibited.

DISCIPLINE

**Discipline and Correction Policy**

CHA's goal for establishing its disciplinary system is:

1. To provide an orderly environment for academic learning.

2. To teach the student to bring order to his life/self-control.

We want our young people to learn self-discipline through Biblical training and loving correction. The Bible is very clear that parents and authorities are to train children to be godly and have good character. We do not want to punish anyone, but we are willing to correct a young person who has shown a lack of self-discipline.

**1. Actionnable Offenses**

1. Talking in class without permission

2. Out of seat without permission

3. Not following classroom procedures

4. Food, drink or chewing gum in class

5. Unchristlike attitude

6. Wasting time

7. Entering off-limits areas

8. Writing or sending notes/letters

9. Leaning back in chair

10. Leaving class without permission

11. Roughhousing and pranking

12. Working on unrelated materials

*The administration reserves the right to check contents of a student’s bag, desk, car, locker, etc.*

**2. Detention**

Most detentions are served after school on the following day after the offense, and parents will be informed by a note sent home. Detention time may be served during breaks or lunch period.

**15-Minute Detention**

1. Dress code violation (includes PE)

2. Unsigned and/or unreturned forms (exception: H/W slip)

3. No absence note presented

4. Violation of student automobile policy

5. Hall violation/loitering

6. Unprepared for class

7. Bringing electronic devices to school (exception: cellphones)

8. No Bible in class

9. Throwing food

10. Littering

**30-Minute Detention**

1. Unreturned homework slip/work not completed

2. Second dress code violation received in a week.

3. Bullying, name calling, insults or teasing

4. Negative talk, griping, sarcasm

5. Intentional disobedience

6. Inappropriate or crude language

7. Insolence; disrespect (rolling eyes, talking back, arguing, etc.)

8. Leaving campus without being properly signed out

9. Talking favorably about using narcotics or other sinful activities.

**3. Suspension**

*Major violations warrant a one-, two- or three-day suspension. A first offense may be two 30-minute detentions which will be decided by the administration.*

1. Major or habitual inappropriate language; cursing, vulgar talking etc.

2. Repeated intentional disobedience

3. Major disrespect; defiance toward authority, threatening spirit

4. Fighting

5. Lying or withholding the truth

6. Cheating

7. Stealing

8. Defacing or abusing church/school property

8. Attending establishment of worldly nature

9. Bringing or possessing vulgar literature

10. Violation of policy for internet and social media

11. Cell phone not immediately checked in on arrival to school

*If a student commits the same above offenses more than once, that student may be subject to expulsion.*

**4. Expulsion**

1. Kissing or immorality, bringing alcohol, tobacco, drugs, guns, knives,

weapons, chemicals, explosives, or pornography on the campus.

2. Body piercing, getting drunk, going to bars, running away from home.

3. Leaving campus without permission, riding in a car without permission, or reckless driving.

4. Pulling the fire alarm or vandalizing school property

5. Escalated disrespect, insolence or defiance

6. Pursuing boyfriend/girlfriend relationships at any time whether on or off school property; Showing public affection; no touching.

7. Any behavior that does not reflect Christian morals, or any behavior that

tarnishes the testimony of CHA or Bella Vista Baptist Church

Expelled students will not be issued a refund for any fees or tuition. An expelled student loses credit for the current semester and is able to return to CHA only after requesting and receiving permission from the Administration. An expelled student is not allowed on the property one hour before, during or one hour after regular school hours, regardless of the reason for the expulsion. They may not attend any school-sponsored activities or athletic events unless accompanied by his parents. He must remain with them the entire time. CHA is under no obligation to re-admit expelled students. The following will be taken heavily into the administration’s decision:

- Spirit of student and family

- Attitude toward the wrong committed

- Attitude toward the expulsion

- The desire to return on the part of the student

DRESS CODE

**General Dress Policy**

Our policy is designed to assist in the training of young people to make principled choices in Biblically based and God-pleasing attire. Our standards of dress are meant to assure that we, as Christians, are Biblically modest, distinctly male and female, and are non-worldly. We desire our students to look neat, well-groomed and appropriate in an educational environment.

**Boys Dress Code Policy**

**1. Pants**

Conservative in style and not tight fitting (or oversized). Plain dress slacks or casual pants/jeans are acceptable. Belts must be worn with pants that have belt loops. No stains, tears, frayed edges, fading or designs. No jeans on

chapel day.

**2. Shirts**

Shirts must be collared with no printing, pictures, or logos larger than 4”. Crew neck or V-neck T-shirts must be worn under dress shirts. T-shirts must be solid, with no design. For Chapel day: A conservative dress shirt (solid col-or no prints, stripes, plaids.) and tie must be worn. Ties must be properly tied.

**3. Sweaters/Jackets**

Must have a collared shirt underneath. Sweatshirts or hoodies are not to be worn in classroom. Light, non-hooded jackets or sweaters may be worn on cold days.

**4. Shoes**

Dress shoes, casual shoes, boots, and tennis shoes. Boots may be a casual, western or dress boot; not a combat, rugged or work-type. Tennis shoes should be mostly one color, no bright/florescent colors, and may display a logo or secondary color with less coverage on the shoe. No tennis shoes or athletic style shoes on chapel day. No sandals or roller shoes. All shoes must have non-marking soles.

**5. Socks**

Crew length socks only; non-white dress socks on chapel day.

**6. Accessories**

No necklaces, earrings or pierced ears, bracelets (i.e. rubber bracelets, bands, etc.) One ring is allowed.

**7. Hair**

Must be regular men’s haircut, tapered, off the collar, off the ears, out of the eyes and neatly combed. No disconnected parts, shaved sides, spiked hair,

colored hair, no bushy bangs. No "punk" or "fad" styles. No Crop-Top style where the hair becomes abruptly shorter at the sides and back from that at the top of the head. No perms; no “broccoli” (Zoomer perm-style) haircuts. Sideburns no longer than the middle of the ear. Must be clean-shaven.

**Girls Dress Code Policy**

**1. Blouses/Shirts**

Distinctly feminine blouses/polo shirts are acceptable. No see-through materials at any time without a proper undershirt. No dress, blouse/shirt should have a neckline of lower than 2 student fingers’ widths below the collarbone or around the entire neckline (measured by student’s own fingers.) Shirts should not be loose around the neck. Stomach may not show when arms lifted above the head. Shirts, and may not be tight around hips or cup under at any time. No sleeveless dresses or blouses unless wearing a shirt underneath. Solid or print tops only (no pictures); a typically placed 4” logo is acceptable. Girl’s tops should be more for dress than for play - not too casual. All tops should be loose-fitting and hang from the bust line, not cling or cup under. If any part of an undershirt is visible, it must not look like an undergarment (i.e. lacy or sheer or having ribbed lines). Girls must wear a camisole with any of their white blouses or light shirts that are more sheer. Camisoles or undershirts must have wide shoulder straps and a high neckline — two fingers from collarbone. No single buttons or bows in the center or directly below the bust line. Additionally, logos across the bust line are not permitted. Sweatshirts or hoodies are not to be worn in classroom. Light, jackets or sweaters may be worn on cold days.

**2. Skirts/Dresses**

Must be **2 inches below the bottom of the knee both in the hemline and in any slits.** They must still meet this guideline while standing or sitting. (Please sew slits to the proper length; safety-pinning is not acceptable.) Skirts and dresses may not be tight or form-fitting. Jean skirts may not be faded in improper places. No pants, sweats, leggings, or miniskirts are allowed. Wrap-around skirts are acceptable but must be pinned every few inches from the waistline to the knee to keep the flap closed. Girls must wear proper length slips under all skirts and dresses. Lace on hemlines is only allowed on mid-calf skirts. A skirt may have a fringe but may not be a frayed (unkept edges) that comes from being old or torn. Sunday type attire is required for chapel, no denim or athletic style shoes.

**3. Shoes**

Dress shoes, casual shoes, boots and tennis shoes. No heels higher than 3 inches or roller shoes are allowed. A sandal-type, closed-toe shoe\* may be worn, but it must have a closed or strap back. No slip-on sandals or slides are permitted. \*These shoes may be worn without socks or nylons. \* All shoes must have non-marking soles. No tennis shoes or athletic-style shoes on chapel day. *See p.16, #4 for tennis shoes/boots criteria.*

**4. Socks**

Socks or nylons should be worn at all times, except with sandal-type shoes \*See rule #3 above

**5. Hair**

Hair should be conservative and well-groomed, out of eyes. No "faddish" styles or colors.

**6. Accessories**

Make-up must not be conspicuous, too thick or dark. Girls in elementary grade levels are not allowed to wear make-up. Girls may not wear dark colored nail polish. Jewelry must be conservative and not excessive. Only one pair of earrings at any time (one in each lobe), only one necklace at any time, only one ring on each hand at any time, and only one bracelet per wrist (unless tied together).

**P.E. Attire Policy**

Boys must wear uniform “sports” pants purchased from the school and must wear a school P.E. shirt. Girls must wear approved uniform culottes purchased from the school and must wear a P.E. shirt or volleyball jersey. Non-marking tennis shoes must be worn for P.E. (see: 4 Boys).

FINANCES

**FINANCIAL INFORMATION**

REGISTRATION

1. Application Fee: $25—once per family

2. Registration Fee: $75 per student before June 15; $100 after

3. Book Fee: $150 for K-4—6th grade

$150 for 7th—12th grade

*These fees are not refundable.*

***A student is not considered enrolled until the registration fee has been paid.***

TUITION FOR FAITHFUL MEMBERS OF BELLA VISTA BAPTIST CHURCH **WHO REGULARLY TITHE AND GIVE TO MISSIONS**.

**10 Month Payment Plan**

All day K-4 - 12th **$2,500.00 per year** $250.00 per month

Second student **$2,250.00 per year** $225.00 per month

Third student **$2,000.00 per year** $200.00 per month

TUITION FOR NON-MEMBERS

**10 Month Payment Plan**

All day K-4 - 12th **$3,000.00 per year** $300.00 per month

Second student **$2,500.00 per year** $250.00 per month

Third student **$2,250.00 per year** $225.00 per month

1. There is a discounted tuition rate for **faithful members** of Bella Vista Baptist Church who **regularly tithe and give to missions.**

2. A 10% discount will be given if total yearly tuition is paid in full by August 15th.

3. All accounts will be billed on the 1st of the month and are due on or

before the 15th of each month. The last payment must be paid by May 15th, except for May’s After Care or Extended Care fees or any additional Pace fees, which will be due on Graduation night.

4. Students attending one or more days in a pay period will owe for the entire pay period.

5. A $15.00 late fee will be charged if the account is not paid in full by the 15th of each month, and the student may not be allowed to return to class until the account has been paid or arrangements have been made by the Administration.

6. Bills must be paid in full before any records or transcripts are released.

7. A K4/5 student may attend half-day at discounted price. Call school office for details.

ADDITIONAL FEES

Sports Fee — $50 Due August 15

- 7th—12th grades only

Activity Fee — $60 Due September 15

(Iowa Testing,/Yearbook/Awards, etc.)

High School Graduation Fee —$50 Due April 15

- 12th graders

K-5 Graduation Fee — $25 Due April 15

Preliminary SAT Test—$15.00 Due by test/dates vary

- 10th & 11th graders (optional)

Additional Pace Fees—$3.00

(per pace—over the yearly curriculum)

Pace Re-Issue Fee—$10

(For paces lost, damaged or re-issued due to failure or scoring violation)

After Care Fee—$3.00 every 15 minutes

(3:30 pm—4:30 pm)

Extended Care Fee—$10.00 every 15 minutes

(After 4:30)

PE ATTIRE COSTS

School Logo T—shirts—$13.00 each

- Required for field trips for K4-6th

- Required for PE for 7th—12th grades

Girl’s P.E. culottes—$35.00 each

- Required for PE for 7th—12th grade girls

Boys P.E. pants—$40.00 each

- Required for PE for 7th—12th grade boys

**Christian Heritage Academy** expects parents to act in support of school policies, standards, and convictions.

**Christian Heritage Academy** expects all students to display an attitude of respect, humility, self-discipline, integrity, and gratitude.

**Christian Heritage Academy** maintains the right to modify, add to, or delete any of the standards of dress and conduct at any time. Also, all decisions made by the administration, even when subjective, are final.

ANY STUDENT MANIFESTING A DETRIMENTAL INFLUENCE OR SPIRIT OF NON-COOPERATION MAY BE SUBJECT TO EXPULSION EVEN THOUGH NO SPECIFIC RULE OR REGULATION MAY HAVE BEEN BROKEN.

Thank you, CHA parents!

We appreciate the trust you put in us in allowing us to help you in the education of your children.