

CHANGE TOMORROW TODAY 365, INCORPORATED

CHOSEN HERITAGE SCHOOL OF EXCELLENCE

RESTORING THE GENERATIONS 365 DAYS OF THE YEAR!



CHOSEN HERITAGE
SCHOOL OF EXCELLENCE

2026-2028

For the period August 2026 through July 2028

PARENT|STUDENT HANDBOOK



www.chosenheritageschool.org

CIRCLE VILLAGES OF NORTHWEST FLORIDA

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WELCOME TO CHOSEN HERITAGE SCHOOL OF EXCELLENCE

It is my pleasure to introduce you to Change Tomorrow Today 365 (CTT365) Chosen Heritage School of Excellence. This school has been a vision in progress for eleven years. Despite economic challenges and statewide budget cuts, we remain committed, and today, we are proud to open our doors and bring that vision to life for our students.

Our Board, faculty, and volunteers have worked tirelessly to ensure that high-quality instruction and meaningful educational services remain our top priority. We are dedicated to creating an environment where children learn, grow, and flourish—year after year—as each new “seed” of knowledge takes root.

Chosen Heritage School of Excellence offers a unique and enriching educational experience. Students will participate in prayer, Bible study, daily heritage and ancestry celebrations, meditation, music and dance, gardening, and foreign-language exploration, including Hebrew, Swahili, Creole, Spanish, and more.

We look forward to partnering with you and nurturing your child’s academic, spiritual, and cultural growth.

Sincerely,



Dr. Tonie Anderson-Steele
Founder/Principal





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HISTORY

Change Tomorrow Today 365 (CTT365) was founded in Pensacola, Florida, in April of 2017 under the direction of seven Founding members: Dr. Tonie Anderson-Steele, Gastonia Anderson, Susan Wachob, Audrey Volstrof, Teswanna Johnson, Ashley Anderson, and Tyron Steele. The school planned to enroll the first students in August of 2014 and expected steady growth under the guidance of the Highest founder. In June of 2024, the Circle of Village opened in Escambia County, FL, with plans to open the school doors in August 2026, offering grades K-6 for the first academic school year and adding grades each year thereafter. The final goal of this private school kingdom-ordained institution is to accommodate our graduates so they can earn high school diplomas, associate degrees, and additional degrees of higher education.

MISSION

At Chosen Heritage School of Excellence, we are committed to creating lifelong transformation in every student. True transformation requires growth, renewal, and learning 365 days a year. Our mission is to open students' minds to truth, confidence, and to purposely help them see themselves as intelligent, capable, and worthy.

We uplift each child, teaching them to recognize their value as first-class citizens. Through exposure to meaningful fundamentals such as the stock market, financial literacy, entrepreneurship, gardening, and other real-world skills, we expand their understanding of how the world works and how they fit within it.

Our goal is to restore lives and inspire dreams by nurturing students holistically—with knowledge, care, and genuine concern.

We encourage participation from all ages, creating a community where everyone grows together and contributes to making lasting, positive change.





PHILOSOPHY AND OBJECTIVES

The Board of Directors has dedicated Chosen Heritage Private School of Excellence to the education of young people for God in all areas of life and living. To fulfill this purpose, the Board has determined that Chosen Heritage Private School of Excellence shall:

1. Provide training that will enable a student to achieve prominent levels of skill and competency in education and future life.
2. Transform students into becoming socially competent members of their communities to the extent that each can appreciate and successfully cope with any societal problem.
3. Provide a background in the function and structure of knowledge that is broad enough to bring students to a fuller realization of the facts, to the end that each can achieve a satisfactory and rewarding life and career under the power of God (Yahweh).

VISION

Chosen Heritage School of Excellence empowers students through lifelong transformation—awakening truth, confidence, and purpose while nurturing academic, spiritual, and personal growth that inspires strong leaders and meaningful change every day.

LOCATION & FACILITIES

Chosen Heritage Private School of Excellence is in the Circle of Villages of Northwest Florida at 2347 Truman Ct., Pensacola, FL 32505. The academic space includes a resource library, a classroom equipped with whiteboards, intercoms, security cameras, televisions, tablets and/or Chromebooks, a computer lab, a modern kitchen, and space for extracurricular activities. The outdoor area includes a garden where students can enjoy nature and God's creation.

The school strives to provide an attractive, supportive learning environment that promotes student growth. The facility is accessible to students with disabilities and includes an accessible front entrance.

ACCREDITATION

Chosen Heritage Private School of Excellence is accredited by the Florida Department of Education as a private school. Additional information regarding Escambia County's CTT365 Chosen Heritage Private School of Excellence can be found in the Florida Department of Education's Private School Directory at <https://www.fldoe.org/schools/school-choice/private-schools/>.

LEGAL CONTROL

Chosen Heritage Private School of Excellence operates under the legal authority of Change Tomorrow Today 365, Incorporated, P.O. Box 18191, Pensacola, FL 32523, and is recognized by the Florida Department of Education. The corporation's designated officer is the principal of the school, Dr. Tonie Anderson-Steele.

PROGRAM MODERNIZATION

Chosen Heritage Private School of Excellence prepares its students for the future in employment, divine order, and service to our community and the world. To best prepare the board, students, teachers, staff, and administrators, periodic revision of our courses and programs is necessary. Chosen Heritage Private School of Excellence, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change teachers; adjust tuition fee, and modify cancellation/refund policies as circumstances arise.





NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

Educational institutions receiving federal financial assistance must comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination based on gender—including sexual harassment and sexual violence—sexual orientation, genetic information, race, color, religion, national origin, age, veteran status, and disability in all education programs and activities.

Chosen Heritage Private School of Excellence is subject to these laws and fully complies with them in student enrollment, the hiring of teachers and staff, and all other school operations. The U.S. Department of Education Office for Civil Rights oversees enforcement of these requirements.

Students, teachers, administrators, and staff are encouraged to report any complaints or concerns related to discrimination to school administrators immediately. All reports will be investigated promptly, and both parties will receive written notification of the outcome. Appropriate follow-up actions will be taken to ensure that no individual associated with the school is subjected to unlawful discrimination. Individuals who report discrimination will not face retaliation for doing so.

COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

Chosen Heritage Private School of Excellence requires all students, administrators, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of “original works of authorship.” The owner of a copyright has the exclusive rights of reproduction,

adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of work, including digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by copyright law to the owner of the copyright. Copying copyrighted materials more than the “fair use” limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner’s exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution’s policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution’s information technology system, will be subject to discipline by the school, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed on copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if the Chosen Heritage Private School of Excellence requires all students, copyright owner proves willful infringement, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.





STUDENT INFORMATION

State laws requirements set forth by the state of Florida require Chosen Heritage Private School of Excellence to annually report information about enrolled students and prospective students upon request. Copies are available upon request in the school office.

The most recent vital information about the educational debt, earnings, and completion rates of students who attended Chosen Heritage Private School of Excellence may be found at <https://www.fldoe.org/schools/school-choice/private-schools/>.

ADMISSIONS INFORMATION

Admissions Requirements

To apply for admission to the Chosen Heritage Private School of Excellence, a student must be at least 5 years old. Students are admitted on a case-by-case basis. To be accepted for admission the parents or guardian of the student must submit an application by the deadline, attend an orientation to become familiar with the teachings and curriculum of the Chosen Heritage Private School of Excellence and have a desire to see their student be propel into the newness of culture as God many thousands of years ago intent for it to be. All parents/guardians will need to understand and commit to the new way of teaching, learning, and the knowledge that the Chosen Heritage Private School of Excellence will engage each student with the truth. All knowledge is verifiable and of the original origins as it relates to God's people. Know that the Chosen Heritage Private School of Excellence's curriculum is designed for success and is competitive and transferable to other accredited institutions in this state and around the world. Additional documentation may be required for each student if the Admission Director deems it necessary.

Admissions Procedures

Potential students should call or write to the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Chosen Heritage Private School of Excellence, 2347 Truman Ct. Pensacola, FL 32505. Students may also apply online at <https://www.fldoe.org/schools/school-choice/private-schools/>.

Prior to application, potential students are expected to tour the school. Upon receipt of the application, the school will request a transcript of the applicant's school records. The applicant is notified of the school's decision within 5 days or less after submission of the application. Students who wish to appeal an admissions decision must submit their appeal in writing to: Chosen Heritage Private School of Excellence: Director of Admissions, 2347 Truman Ct. Pensacola, FL 32505. The written appeal must include documentation of additional information which the Acceptance Committee did not have to review when making their initial admissions decision.

Families may apply for admission to Chosen Heritage of Excellence by completing the application available on our website or in our school office. A \$20 application fee is required when submitting the form. Once your child's application is reviewed and approved, a \$50 deposit will be applied toward the monthly tuition to secure your child's place. If the application is not approved, the \$50 deposit will be fully refunded.

This simple process ensures families understand each step and feel confident as they begin their child's enrollment journey.

(ADD APPLICATION LINK HERE)





FINANCIAL INFORMATION

Tuition and Fees

Rates for students entering between August 1, 2026, and July 31, 2028:

Application Fee - \$20

Payable with all applications for admission. The fee is refunded if the application is rejected.

Tuition Deposit - \$50

A \$50 tuition deposit is due no later than the first day of school for an applicant's official notification of acceptance or when the applicant's financial plan is held--whichever occurs first.

This deposit is credited towards tuition when the student begins classes. It is not refundable after the due date.

Tuition Per Month - \$500

(payable by the 10th of each month)

Textbooks and supplies charges will vary from semester to semester depending upon the grade which the student is enrolled.

These charges could range from \$0 to \$300 per school year.

State waivers and school grants are available; please ask for additional information that is needed.

Cancellation Policies

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five calendar days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant will be refunded if requested in writing within five calendar days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation of more than five calendar days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, except the school may retain up to a total of \$150.





Refund Policies

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. Refunds shall be made within 30 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the school of his/her intention to withdraw. Questions about refunds of tuition and other charges should be referred to at the school's administrative office. Examples of refund calculations are available upon request.

Students who withdraw or who are dismissed during a semester or stand-alone term may be refunded a portion of the tuition and applicable fees charged. The amount to be refunded is determined based on the applicable full week* of the semester or term during which the student withdraws or is dismissed through the sixty percent point of the semester (or stand-alone term). The basic requirements of this policy are as follows:

- 1.If a student withdraws or is dismissed prior to the closing of business on the first day of class, the school will refund all funds paid that exceed the application fee. The maximum amount that may be retained is \$50.
- 2.If a student withdraws or is dismissed after the first day of class but within the first six class days of a semester or stand-alone term, the school will refund all tuition and fees paid.

The following table illustrates the portion of the tuition that will be refunded over the remainder of the semester or stand-alone term:

Full Week of	Full Week of Semester%	Refund Stand-Alone	%Refund
23	80%	2	70%
4	70%	3	60%
56	60%	4	50%
78	50%	5	30%
9	40%	After week five	None
10	30%	After week ten	None

A full week is defined as five consecutive calendar days to be counted from the first calendar day of the semester.

*Refund Policy for Students **Called to** Active Military Duty*

Any cash paid by the student's parent/guardian will be used to cover textbooks and supply charges. Upon withdrawal, the student's parent/guardian should submit a copy of his/her military orders to the Director of Student Services.

ARRIVAL AND DISMISSAL

Each student's timely arrival at school helps ensure an uninterrupted flow to classroom instruction and activities. The main entrance will open at 7:15 a.m. Teachers will be in their classrooms waiting for their students to enter. After breakfast, the learning will begin promptly at 8:30 a.m.

Dismissal begins promptly at 3:00 p.m. Students will not be released to anyone other than the parent, legal guardian, or anyone listed on the pickup list provided to the school by the parent unless the parent has made a specific written request to the appropriate personnel.

AFTER SCHOOL CARE

After school care must be discussed with the principal.





TEXTBOOKS AND SUPPLIES

Textbooks and supply kits are available from the school's bookstore; however, students are not required to purchase books or supplies from the school. If a student elects to purchase textbooks or supply kits from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for the purpose of refunds as additional tuition. Unused and unmarked textbooks and intact supply kits may be returned to the bookstore for full credit at the beginning of the semester in which they would be used.

Return of waiver for state scholarship and fund Upon Withdrawal.

FINANCIAL INFORMATION

Order of Refund

Funds that must be returned to the government or state when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the Chosen Heritage Private School of Excellence. Student balances that are not subject to state or government refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

Terms of Payment

Tuition, textbook/supply charges, lab fees, if applicable, are due on the first day a student begins class each semester unless other prior arrangements have been made with the school. The school does not add any interest charges. Payments can be made by cash, check, money order, credit card, PayPal, Zelle or Venmo. Financial aid funds are applied to the school for costs in accordance with state and federal regulations. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the school, the student should ensure that the financial obligations have been met prior to graduation.

FINANCIAL AID

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. These plans include a combination of grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best suited for a specific need. The Chosen Heritage Private School of Excellence offers individual financial planning sessions for each student and family beginning with the completion of an admission application if requested by the parents/guardian.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Students will be expected to submit all requested documentation within 2 weeks or no later than the start of the academic year. Students who do not meet this deadline will be given two weeks from the start date to supply the documentation. An extension may be granted beyond two weeks when circumstances beyond the parents/guardian's control prohibit him/her from submitting the required documentation.



Consequences for not Submitting Proper
Documentation within the



Proper Time: If the parents/guardians are unable to submit the required documentation within two weeks or no later than the start date of the academic year, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the student's parents/guardians must then make new arrangements for paying all tuition and fee charges due to the school.

Correction of Incorrect Information: If discrepancies are found in household size or number in the parents/guardians will be asked for additional proof of these items. The school will assume the information on the individual's tax return to be correct.

SCHOLARSHIPS & INSTITUTIONALLY FUNDED

Grants and Installment Contracts

The State of Florida offers scholarships to incoming students based on need. The scholarships are awarded to students who will begin in 2026. Prior registration or application is required to apply for the Florida State's Scholarships.

Institutional installment contracts are available on a limited basis for students who have exhausted other means of financing. Institutional installment of contract applications is accepted throughout the year. Installment of contract amounts will vary depending upon financial need and may not exceed institutional charges. Installment contract recipients are required to make minimum monthly cash payments to offset institutional charges while in school.

TUITION AND SCHOLARSHIPS OFFERED IN THE STATE OF FLORIDA

Tuition is \$500 per month and must be paid in full by the 10th of each month. Payments may be made in the Chosen Heritage of Excellence office by cash or check, or online through Cash App, Zelle, PayPal, or your child's school account at www.chosenheritageschool.org.

The State of Florida provides an \$8,400 annual scholarship, and all parents must apply through the appropriate district office. Please contact your district's scholarship office to begin the application. Once you have made that initial contact, our school office is happy to assist you with completing and finalizing your scholarship paperwork.





STUDENT SERVICES

Advising

Counseling and advising are important services that are available to every student attending the Chosen Heritage Private School of Excellence. All members of the staff and faculty assume responsibility for helping each student work toward success. The principal is responsible for assigning academic and basic personal advising to all students when requested. The advisor will guide the student through problems that may arise, for example, problems with schedules, grades, subject matter, or graduation requirements. Students with problems that require professional counseling will be referred to by the appropriate personnel. The Admissions office is available to help parents/guardians with transportation problems.

Chemical Abuse

The main concern and responsibility of CTT365 to the abuser of chemical substances is constructive rehabilitation. Counseling and assistance referrals are available through the Principal Office.

ANNUAL SECURITY REPORT

The Chosen Heritage Private School of Excellence strives to provide a safe environment for our students' learning experience. We have located our Village in a typical setting, and trespassing laws are enforced on our premises. Also, security systems are utilized during hours in which the school is closed. If, however, a crime is committed on our premises, school personnel and building management personnel are available to assist students and staff.

How to Report Criminal Actions or Other Emergencies

If a student or the Chosen Heritage Private School of Excellence member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to the Chosen Heritage Private School of Excellence personnel immediately.

If incidents are then reported to the school Principal who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available.

Safety Procedures and Crime Prevention Programs

Procedures for reporting criminal actions or other emergencies are reviewed with students during orientation. Orientation is held prior to the start of each new group of students. Additionally, during the course of their studies at the Chosen Heritage Private School of Excellence, a representative, who is a licensed professional clinical counselor who has experience in working with children, adolescents, and adults in areas such as trauma, eating disorders, and general mental health, is invited to speak to the students and employees. Topics could include safety procedures, self-protection, awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. These seminars are provided for all students and employees. Handouts provided during the presentation regarding personal safety and crime prevention are distributed to all students and staff.

Timely Warning Reports

The school's administration will provide students, teachers, and staff with timely warnings of reported crimes and other events that are a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential.





Authority of CTT365 Security Personnel

Chosen Heritage Private School of Excellence does not have a CTT365 police or security department, although they do maintain a good working relationship with local law enforcement personnel.

Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of people based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years prior to, there were no reported hate crimes at any of the above-listed locations.

Disclosures to Alleged Victims

The Chosen Heritage Private School of Excellence will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased because of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next kin, if so requested.

Security and Access

During business hours, the administration and classroom buildings are open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on at the CTT365 Village. Security systems are utilized during hours in which the school is closed. The buildings are locked and access is by key or keypad, which have been assigned to designated personnel.

Policy on Alcoholic Beverages and Illegal Drugs

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on the Village property or while involved in school-related activities. The CTT365 Village is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances. The school will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

Policy on Dating Violence, Domestic Violence, Sexual Assault, Stalking

The Chosen Heritage Private School of Excellence prohibits the offences of dating violence, domestic violence, sexual assault, and stalking. For reporting crime, the Chosen Heritage Private School of Excellence Annual Security Report will follow federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with the





consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between people who are related to each other within the degree wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear the person's safety or the safety of others or to suffer substantial emotional distress.

Domestic Violence: No person shall knowingly cause or attempt to cause physical harm to a family or household member; no person shall recklessly cause serious physical harm to a family or household member; no person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.

Rape

No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:

1. To prevent resistance, the offender impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.
2. The other person is less than thirteen years of age, whether the offender knows the age of the other person.
3. The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.





Gross Sexual Imposition (Fondling):

1. No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other people to have sexual contact when any of the following applies:
 - a. The offender purposely compels the other person, or one of the other persons, to submit by force or threat of force.
 - b. For preventing resistance, the offender impairs the judgment or control of the other person or of one of the other persons by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.
 - c. The offender knows that the judgment or control of the other person or of one of the other persons is substantially impaired as a result of the influence of any drug or intoxicant administered to the other person with the other person's consent for the purpose of any kind of medical or dental examination, treatment, or surgery.
 - d. The other person, or one of the other persons, is less than thirteen years of age, whether the offender knows the age of that person.
 - e. The ability of the other person to resist or consent or the ability of one of the other persons to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the ability to resist or consent of the other person or of one of the other persons is substantially impaired because of a mental or physical condition or because of advanced age.
2. No person shall knowingly touch the genitalia of another, when the touching is not through clothing, the other person is less than twelve years of age, whether or not the offender knows the age of that person, and the touching is done with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Unlawful Sexual Conduct with a Minor (Statutory Rape): No person who is eighteen years of age or older shall engage in sexual conduct with another, who is not the spouse of the offender, when the offender knows the other person is thirteen years of age or older but less than sixteen years of age, or the offender is reckless in that regard.

Menacing by Stalking

1. No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's mental distress, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.
2. No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of this section.
3. No person, with sexual motivation, shall violate this section.

As used in the section above, a "pattern of conduct" means two or more actions or incidents.

Chosen Heritage Private School of Excellence sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. Primary prevention and awareness programs are presented for incoming students and new employees.





Ongoing prevention and awareness campaigns are also offered for continuing students and employees. They focus on topics such as prevention education. These seminars are delivered by knowledgeable professionals in such areas as law enforcement and community organizations like the YWCA. Information on registered sex offenders can be obtained from the Escambia Sheriff Department.

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator.

Options include:

- Stepping in and asking if the person needs help.
- Get support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator, so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Call 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, or stalking are the same as for any other

crime. If a student or employee is the victim of a dating violence, domestic violence, sexual assault, or stalking offense, the individual should report the offense in a timely manner to a school official in person.

Responsible Employees are the employees listed under Administration in the Administration, Faculty, and Staff section of this catalog and the Residence Director. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the Chosen Heritage Private School of Excellence will weigh that request against the school's obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

If the victim wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the school reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offense occurred on or off the Chosen Heritage Private School of Excellence location.

Upon receiving a report of an alleged sex offense, school officials will also provide victims with a written explanation of the interim measures





available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for, living, transportation, and working situations.

A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Anti-Harassment policy in the Chosen Heritage Private School of Excellence's Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. The Chosen Heritage Private School of Excellence officials shall complete the investigation as promptly as possible and in most cases within sixty working days of the filing of the complaint.

The Chosen Heritage Private School of Excellence will make every feasible effort to preserve the confidentiality of and prevent the 31

disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use a preponderance of the evidence standard during the procedures, which means that it is more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the results and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final. Both the accuser and the accused shall be informed following a final determination of the alleged offense as well as the appropriate sanctions that the school imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from suspension to dismissal to termination.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else because of reporting or participating in an investigation or adjudication of alleged sexual misconduct.



Child Abuse / Vulnerable Adult Abuse

Suspected abuse, neglect, abandonment, or exploitation of children or suspected abuse, neglect, or exploitation of vulnerable adults over the age of 60 or disabled should be reported immediately to the Florida Department of Children and Families (DCFS), by calling the Florida Abuse Hotline toll-free at 800-96ABUSE (800-962-2873) or by completing the online Florida Abuse Hotline Report.

Emergency Response and Evacuation Procedures

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the principal or any other member of the school administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the school administration will determine the segment(s) of the Chosen Heritage Private School of Excellence community affected, determine the content of the notification, and immediately notify the school community or the appropriate segment of the Chosen Heritage Private School of Excellence community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.





Fire alarms are located throughout the building. If a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions given to them by their instructor or other school officials.

All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fires and other emergency drills will be conducted at the school to familiarize students with fire and emergency evacuation procedures.

Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the principal. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards.

When an alarm sounds, each student should follow the established procedures:

PERSONAL PROPERTY

The Chosen Heritage Private School of Excellence cannot be responsible for loss or damage to the private property of students.

ACTIVITIES

Students are invited to participate in an activity program that takes advantage of the cultural, and recreational resources that the Chosen Heritage Private School of Excellence offers. While the social program varies each semester depending upon student choice, all activities are designed to relieve some of the inherent pressures created by an intense academic schedule. In addition, these activities serve as the ideal place to meet new friends and develop greater poise and self-reliance for eventual participation in the business world

LIBRARY

The Chosen Heritage Private School of Excellence library is located on the west side of the building. The school provides students with up-to-date reference books, periodicals, and specialized program-related materials. Students have Internet access as well as the opportunity to access computerized databases and legal research systems. The library supports the educational goals and objectives of the Chosen Heritage Private School of Excellence, and students are encouraged to utilize it for study and research purposes. The hours for the library are posted at the beginning of each semester.





ACADEMIC INFORMATION

Curriculum

At CTT365 Chosen Heritage School of Excellence, our curriculum is designed to help students grow academically, socially, and emotionally. We carefully select learning materials and activities that encourage students to think deeply, solve problems, and understand the world around them. Lessons may explore real-life topics such as the environment, politics, socioeconomics, racism, morals and values, healthy living, entrepreneurship, finance, war and peace, poverty, climate change, and other age-appropriate subjects that build awareness and character.

Our goal is to nurture students' minds, spirits, and creativity while preparing them to become thoughtful, responsible, and compassionate leaders. We are committed to continually improving our curriculum to ensure it remains meaningful, relevant, and supportive of each child's growth.



Class Schedule

Instructional hours are usually 45 minutes in length. Classes are scheduled Monday through Friday from 8:30 a.m. to 3:00 p.m. Individual class schedules will vary according to the student's program and grade. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

A regularly enrolled student is required to attend the number of classes normally scheduled for the school for the length of the academic year.

Attendance

Change Tomorrow Today 365 (CTT365) was founded in Pensacola, Florida, in April of 2017 under the direction of seven Founding members: Dr. Tonie Anderson-Steele, Gastonia Anderson, Susan Wachob, Audrey Volstrof, Teswanna Johnson, Ashley Anderson, and Tyron Steele. The school planned to enroll the first students in August of 2014 and expected steady growth under the guidance of the Highest founder. In June of 2024, the Circle of Village opened in Escambia County, FL, with plans to open the school doors in August 2026, offering grades K-6 for the first academic school year and adding grades each year thereafter. The final goal of this private school kingdom-ordained institution is to accommodate our graduates so they can earn high school diplomas, associate degrees, and additional degrees of higher education.

Make-Up Policy

Tests must be taken on the day they are administered in the classroom. Only one make-up per class is allowed for a student who is absent when the test is administered. This make-up may only be used for an announced test. A student cannot make up for an unannounced test.

The core instructor of each program will schedule all make-up work. An exception will occur only when a student is absent from school because of an illness with medical documentation, hospitalization, or a death in the family. The student will notify the school of the situation, and the faculty will work with the student to complete the missed work upon his/her return to class.

Placement Testing

Students may be required to take placement exams to determine the appropriate English and mathematics courses. Based on their results, students may also be required to complete additional coursework.

Dress Code

Students at Chosen Heritage Private School of Excellence are expected to maintain a certain standard of appearance and grooming while wearing the school uniform. Students must wear school T-shirts with black or dark blue bottoms. Each student will receive two complimentary school T-shirts, and additional T-shirts may be purchased as needed.





School Uniforms

The Chosen Heritage Private School of Excellence school uniform is a standard set of clothing worn by students. It includes items such as short-sleeved dark blue T-shirts provided by the school with the school's emblem, and black skirts or trousers. The black skirts or trousers are the responsibility of the parents, and the Chosen Heritage Private School of Excellence school will provide two new t-shirts. The parents can purchase additional T-shirts, as necessary. The school uniform serves to represent the school with the school's emblem; certifies an institution's legitimacy by revealing individuals' relative positions and suppresses individuality.

School Conduct

Students at the Chosen Heritage Private School of Excellence are expected to conduct themselves as responsible students. Expulsion, suspension, or a lesser sanction may be imposed for any of the following offenses:

- interruption or any manner of interference with the normal operation of the school.
- destruction, damage, or misuse of school equipment, facilities, or property.
- illegal possession, use, or furnishing of alcoholic beverages while on the CTT365 Village property or while involved in school-related activities.
- illegal possession, use, or furnishing of drugs while on the CTT365 Village property or while involved in school-related activities.
- use, possession, or furnishing of weapons while on the CTT365 Village property while involved in school-related activities.
- verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens another person in the school community.

- theft of another's property occurring on school premises.
- participation in hazing.
- academic cheating, plagiarism, or copyright infringement.
- stalking
- commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are those that directly affect the physical well-being of the other people in the school community. The Director will investigate all complaints of student misconduct and determine the appropriate sanctions to be imposed. Conviction on a drug-related charge while enrolled results in dismissal from the school.

*Disability Support **Services***

The Chosen Heritage Private School of Excellence is committed to providing equal access to the school and services to qualified individuals with disabilities through reasonable accommodation. The student should provide the Chosen Heritage Private School of Excellence with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated personnel in a timely manner, and appropriate reasonable accommodation will be provided based on the individual student's needs.





Class Size

Class size is dependent on the nature of instruction. Maximum class sizes are fifteen for lectures, fifteen for computer laboratories, and fifteen for other laboratory classes. Class sizes typically are less than these maximums.

Grading System

Letter grades are assigned as final grades in each course. The following scale is used:

GRADE	QUALITY POINTS
A	96-100
A-	92-95
B+	88-91
B	84-87
B-	80-83
C+	76-79
C	72-75
C	68-71
D+	64-67
D	60-63
F	59 and below

The grade point average (GPA) is calculated as follows:

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which the student receives an S or X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.

Transcripts

An official transcript is a copy of the permanent record and bears the seal of the school. Upon graduation, an official transcript is issued to the student without charge. Additional transcripts will be processed for a \$5 service charge upon receipt of a written request including the student's social security number, dates of enrollment, and program of study. Official transcripts will not be issued if there is an outstanding financial obligation to the school, if the student is delinquent or in default on a student loan, or if the student owes a refund on any federal or state student financial aid program.





Dismissal

A student could be dismissed by the school for any of the following reasons:

1. Academic - Failure of course work that would preclude graduation.
2. Attendance - Excessive absences.
3. Financial - Failure to meet obligations outlined in the student's financial plan.
4. Misconduct - Behavior of unbecoming a student or offenses listed in the Student Conduct section.

A student who is dismissed may appeal to the principal of the school, who will make the final determination.

Readmission

Readmission to the Chosen Heritage Private School of Excellence following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Admissions Office.

Honors

It is the objective of Chosen Heritage Private School of Excellence School to encourage each student to achieve the maximum potential in the skill areas. Chosen Heritage Private School of Excellence School also wishes to recognize outstanding achievement. To this end, the following awards program is in effect at Chosen Heritage Private School of Excellence School.

The highest Honors Award will be given to each student with a perfect 4.0 average.



High Honors Award will be given to each student with a 3.90 to 3.99 average.

Honors Award will be given to each student graduating from a 3.5 to 3.89 average.

Attendance Award will be given to each student who has not missed any classes during the academic school year.

Transcripts of work completed only at institutions that are either accredited by agencies recognized by the United States Department of Education or recognized by their respective government as institutions of education, for internationally based institutions, the transcript must be submitted to the Admissions Office for review.

A student who is interested in attempting to transfer credits to another institution should contact the Admissions Office. CTT365 will supply the necessary documentation that may aid the student in receiving credits for the completed course of work provided the student does not owe the school money.

The Admissions office can advise prospective students to plan for completion without a break. CTT365 reserves the right, however, not to offer a planned program if there is insufficient enrollment.

ACADEMIC CALENDAR 2026-2027

The institution's scheduled academic year is composed of the fall and spring semesters. The academic years for individual students can vary and are made up of the equivalent of two semesters of work.

Fall Session 2026

August 25	Term I Begin (4 days)
September 1	(21 days)
September 7	Labor Day
October 1	(22 days)
November 2	(14 days)
November 23 - 30	No Classes: Thanksgiving Holiday (6 days)
December 1	(14 days)
December 21 - January 1	No Classes: Winter Break (10 days) Term II Ends

Spring Session 2028

January 1	No Classes: New Year's Holiday
January 4	(19 days) Term I Begins
January 18	No Classes: MLK Holiday
February 1	(20 days)
March 1	Term I Ends
March 2	(22 days) Term II Begins
March 22 - 26	No Classes (Spring Break, 3/26/27 Good Friday Holiday*)
April 1	(22 days) Term II Ends

* Optional



Summer Session 2028

May 3 (20 days) Term III Begins
May 28 Term III Ends, Last Day of School
Total Days: 178

In the event of inclement weather or other emergency, these days may be used to make up canceled classes.





ACADEMIC DIRECTORY

Administration, Faculty & Staff



Dr. Tonie Anderson-Steele
Administration | Faculty



Charlene Duncans
Administration | Faculty



Obi Kalu
Administration | Faculty



Felix Gathage
Faculty



Stella Mobley
Staff



Bessie Houser-Hunter
Staff

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CHOSEN HERITAGE
SCHOOL OF EXCELLENCE

OPEN HOUSE

RESTORING THE GENERATIONS 365
DAYS OF THE YEAR!

**Wednesday,
August 12, 2026**

**2:00 to 6:00 PM
or by Appointment**

Circle Villages of Northwest Florida
2347 Truman Circle, Pensacola FL 32505

- ✓ Tour the school
- ✓ Meet teachers and staff
- ✓ Review curriculum.
- ✓ Ask questions



For more info:
850-432-2288
850-665-0634



Visit us:
www.chosenheritageschool.org



FREE BREAKFAST &
SNACKS PROVIDED



SCHOOL HOURS:
8:00 AM TO 3:00 PM



UNIFORMS
REQUIRED



SPACE IS
LIMITED!



CHOSEN HERITAGE
SCHOOL OF EXCELLENCE



OPEN FOR
ENROLLMENT!

NOW ACCEPTING 5 YEAR OLD STUDENTS!

SCHOOL STARTS AUG 19TH!

2026-2027
SCHOOL YEAR

CIRCLE VILLAGES OF
NORTHWEST FLORIDA
2347 TRUMAN COURT
PENSACOLA FL 32505

WE OFFER A SPECTACULAR EDUCATION,
CHEERFUL SPIRIT, AND LOVING
ENVIRONMENT!

REGISTER NOW!



850-432-2288

T.ANDERSON-STEELE@CTT365.ORG

WWW.CHOSENHERITAGESCHOOL.ORG

Change Tomorrow
Today 365 Incorporated
believes we can
eradicate the negative
outcomes endured by
many people in
underserved
communities, and
ensure successful
achievement in
education, life, and
beyond....one individual
at a time.



Change Tomorrow Today 365
P.O. Box 18191
Pensacola, FL 32523



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effective August 2026, through August
2028.