



STUDENT HANDBOOK

2023-2024



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ABOUT HERITAGE CHRISTIAN ACADEMY

History

Heritage Christian Academy, a ministry of Heritage Baptist Church, began in 2014 as a direct result of a burden in the heart of Pastor Eric Crawford. Pastor Crawford sought wisdom from the Lord for several years before establishing the academy. After much prayer and peace from God, Pastor Crawford brought the vision of starting a Christian academy before the church as another facet of Heritage Baptist Church's ministries. After the church voted in favor of the academy, plans were made and carried out to establish Heritage Christian Academy.

The Lion was chosen as the representative symbol of Heritage Christian Academy because it signifies our Lord and Savior Jesus Christ who is the King of our lives.

As Heritage Christian Academy Lions, we strive to teach our children to develop the mind of Christ in all that they do. We teach them biblical values so they may grow up to live as faithful Christians.

Philosophy of Education

Our academy serves as a ministry of the Heritage Baptist Church and is designed to help families rear their children to serve Jesus Christ. God established the home and family to be the primary training ground for children. The church serves as a secondary platform of spiritual training and leadership development. Heritage Christian Academy, as a ministry of Heritage Baptist Church, partners with parents to help bring their children up in the nurture and admonition of the Lord, as well as carry out the church's commission of "teaching them all things" (Matt 28:19-20) and making disciples of Jesus Christ. This partnership is only successful if the direction being set by the parents and the church/school align.

For this reason, we strongly encourage parents to uphold and emphasize the doctrine and philosophy of Heritage Baptist Church, which is also held by Heritage Christian Academy. A child placed in an environment where the family follows a direction contrary to that of the church and the academy is a child given to much confusion and strife within his own thoughts and actions. Our primary goal is to produce and develop young Christian leaders for the work of the Lord. Students are motivated to develop the mind of Christ in their lives (Philippians 2:5). A truly Christian education establishes an environment that fosters Christ-mindedness. Heritage Christian Academy has developed a program based on Luke 2:52 to minister to the complete student. Luke 2:52 states, "*And Jesus increased in wisdom and stature, and in favor with God and man.*" This goal will be accomplished through four areas of emphasis:

1. The strongest emphasis is on the spiritual life of the student and family. The clear teaching of the Bible is the best foundation for all other learning. For that reason, the Bible permeates each subject as we endeavor to introduce each child to Christ and to direct children and families to know the Bible as well as live it.
2. The next emphasis is on academics. The academy uses traditional and practical curriculum in our academic approach. We provide a superior academic climate and promote personal academic excellence to prepare each child for Christian leadership.
3. The third emphasis is on proper physical development. Our physical education, fine arts, and athletics programs will continually develop to meet the needs of all students.
4. The fourth emphasis is on proper social development. Faculty, staff, and peers will benefit the social growth of each student.

Purpose

Heritage Christian Academy's purpose is to educate and train the whole student: spiritually, academically, physically, and socially. Because the Lord requires a vessel unto honor, guidelines for personal habits, definite dress codes, and proper leisure-time activities are provided. The principle of self-discipline is the basis of our disciplinary structure. We believe the student must honor the rights of others and respect an individual's freedom. In addition to a young person's appearance and actions reflecting the Lord Jesus Christ, he must have wisdom, knowledge, and understanding to serve the Lord in the plan God has for his life. Therefore, the Bible is not substituted for any academic subject but is integrated into the total educational program. The Bible is taught so that the student will develop sound values that will govern every step of his life.

Heritage Christian Academy desires to send young people out who will be shining lights in this world of spiritual darkness (Matthew 5:14-16).

The mission of Heritage Christian Academy is to assist parents in equipping their children to develop the mind of Christ. This will produce students who are prepared to impact their homes, churches, and communities for Christ.

Heritage Christian Academy seeks to accomplish its mission as it strives to serve the following goals:

To **Educate** students with academic excellence

To **Equip** students for a lifetime of service to Christ

To **Encourage** students to achieve their full potential

To **Elevate** biblical and traditional American values

To **Enable** students in character development

Mission Statement

"Training students to develop the mind of Jesus Christ so they can become adults who impact their homes, churches, and communities for Him."

The Academy and the Church

Heritage Christian Academy is a ministry of Heritage Baptist Church. Ultimately, Pastor Eric Crawford is responsible for Heritage Christian Academy. The administrator, teachers, and all other staff are under the authority of the pastor and Heritage Baptist Church.

The Administrative Team

Pastor Eric Crawford – Pastor of Heritage Baptist Church

Mr. Aaron Kuschel – Administrator

Mrs. Jessica King – Elementary Lead Teacher (K4-5th Grade)

Mrs. Cyndi Bittle – Middle & High School Lead Teacher (6th-12th Grade)

Mrs. Bailey Reid – Office Assistant

Mrs. Aaron Reid – Administrative Assistant

Miss Danielle Wood – Fine Arts Director

Jonathan Piervicenti – Athletic Director

The Faculty

God has assembled an excellent group of educators in our academy. Their sincere Christian spirit and love for education will be observed by students in the classroom and by parents during each interaction. We are thankful that God has provided us with such wonderful teachers. Faculty members are not required to be members of Heritage Baptist Church, but they are required to be faithful, engaged members of a likeminded local church.

ACADEMIC

Academic Information

All new students entering the 1st-12th grades will be given an entrance examination. If a student tests at or above their current grade level, they will be admitted to that grade. The academy will not accept transfer students whose accomplishments have not met acceptable standards. HCA students whose current work is not satisfactory may be asked to transfer.

In the unlikely event that Heritage Christian Academy ceases operation, the office of Heritage Baptist Church will permanently house student records.

Retention Policy

The kindergarten through twelfth grade students who receive a failing grade in three academic subjects are automatically retained to repeat their current grade level. Students who receive a failing grade in two academic subjects will be reviewed by Administration for possible retention.

Grading Scale

<i>Score</i>	<i>Grade</i>	<i>GPA Points</i>
98-100	A+	4.00
94-97	A	3.85
90-93	A-	3.70
86-89	B+	3.33
83-85	B	3.00
80-82	B-	2.70
76-79	C+	2.33
73-75	C	2.00
70-72	C-	1.70
65-69	D	1.50
<65	F	0.00
Excessive Absence	X	no credit

Non-Academic subjects will be given grades based on the following scale:
E - excellent, S - satisfactory, N - needs improvement, U - unsatisfactory

Eligibility for Extra-curricular Activities

1. Students must maintain a cumulative GPA of 2.0 without having a grade below a 70 average in any subject in order to be eligible to participate in any extra-curricular activity.
2. Every three weeks, the Administrator will check student grades to determine eligibility. Students must have a 70 or above at grade check. If a student becomes ineligible because of his/her grades, he/she will need to wait until the next grade check three weeks later before he/she can become eligible again. At any time, the Administrator may elect to remove a student who is struggling academically from all extra-curricular activities.
3. A student who becomes academically ineligible will not be allowed to practice with the team, travel with the team, or dress for any games. The goal is to free up the student's time to focus on academic priorities.
4. If a student misses half of a school day or more, they may not participate in extracurricular activities that day.

Homework

Homework can serve as an integral part of the academic program. At Heritage Christian Academy, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for the following reasons:

1. For reinforcement – Most students require adequate review to master material essential to their educational process.
2. For practice – Following classroom explanation, illustration, and review of new content, homework may be given so that the material will be mastered.
3. For remedial activity – As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework may be given to overcome such difficulties.
4. For special projects – Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework may result in a student's suspension.

We ask for the cooperation of parents to ensure that students are given adequate time and a conducive study environment. Below are approximate time allotments which are gauged by what a teacher expects the standard track student to complete:

Grade 1 – 30 minutes (Daily, excluding Tuesdays and Wednesdays)
Grade 2 – 40 minutes (Daily, excluding Tuesdays and Wednesdays)
Grade 3 – 45 minutes (Daily, excluding Tuesdays and Wednesdays)
Grade 4 – 50 minutes (Daily, excluding Tuesdays and Wednesdays)
Grade 5 – 1 hour (Daily, excluding Tuesdays and Wednesdays)
Grades 6-8 – 15 minutes per subject (Daily, excluding Wednesdays)
Grades 9-12 – 20 minutes per subject (Daily, excluding Wednesdays)

These time allotments do not take into account incomplete classwork that the standard track students should have completed.

Accreditation

As of June 17, 2022, Heritage Christian Academy has met the requirements of the Accreditation Commission of the American Association of Christian Schools, and the requirements for membership in the AACCS, and is entitled to all the privileges and scholastic recognition resulting therefrom.

Report Cards

Report cards will be sent home at the end of each grading period. Grades are also available at any time through FACTS using a parent login.

Requirements for High School Graduation

The basic requirements for graduation in the state of Texas will be met and exceeded through our high school program. The minimum number of credits needed to graduate in the state of Texas is 22, but HCA graduates are required to complete at least 26. The required 26 credits required at HCA are as follow:

English Language Arts:	4 credits (English I, English II, English III, and English IV*)
Mathematics:	4 credits (Algebra I, Algebra II, Geometry, and an additional math*)
Science:	4 credits (Biology, Chemistry, Physics, and an additional science*)
Social Studies:	4 credits (U.S. History, U.S. Government ½ credit, Economics ½ credit, World History, and World Geography)
Physical Education:	1 credit
Foreign Language:	2 credits (both must be completed in the same foreign language)
Fine Arts:	1 credit
Speech:	½ credit
Electives:	5 ½ credits (Bible courses and other offerings may be available)

HCA has two additional requirements for high school graduation:

1. As part of each student's preparation for college entrance, HCA students are required to take the SAT, the ACT, or college entrance tests. HCA recommends that students take the SAT in both 11th grade and 12th grade. However, students are only required to take it once to meet HCA's graduation requirements.
 - If a student elects to take the ACT or a college entrance test in lieu of the SAT, the Administrator must approve the request. ACT results or college entrance test results must be presented to the academy office for Administrator review prior to graduation.
2. A minimum of two dual enrollment courses must be taken (in most cases, the student will take one course per semester during their junior year).

Dual Enrollment Courses for Juniors and Seniors

Beginning in August 2020, Heritage Christian Academy has been recognized as an EarlyAdvantage™ school by Crown College of Powell, TN, for its participation in the dual enrollment program. Students enrolled in EarlyAdvantage™ courses can complete HCA's high school requirements while earning college credit.

EarlyAdvantage™ courses meet Crown College's high on-campus academic standards and are rooted in an exclusively biblical worldview. You may visit www.thecrowncollege.edu/dual-enrollment to learn more about the Early Advantage™ dual enrollment program.

The juniors are required to take a dual enrollment course in both semesters. The academy will choose this course.

Beginning in August 2023, Heritage Christian Academy approves of any qualified Junior or Senior to take dual enrollment courses through Pensacola Christian College's dual enrollment program. Many (not all)

The administrator will communicate with junior and senior parents to help them understand what courses are available each semester.

Standardized Testing

HCA will administer the Iowa Assessment Test each spring for all students K5 through 11th grade. Students are required to be present and on-time each day of testing.

Textbooks

Heritage Christian Academy has chosen to use textbooks that are written with a biblical worldview. HCA has chosen textbooks from Abeka, Ramsey Education Solutions, BJU Press, and Answers in Genesis. Each subject is reviewed annually to ensure that HCA has selected the best textbook for its academic goals.

At HCA, the Bible is recognized to be fundamentally important. Bible is a required subject for students in all grades. Heritage Christian Academy uses the King James Version for scripture memory and study. The Bible compliments the study of all other academic subjects. The Bible gives direction for this life and is the only hope for the life to come. No other book can so enrich the minds and hearts of men as the Book of Books. Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study. Developing Christlikeness is the most important work of the school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

If a student loses or damages a textbook, the parents of that student are financially responsible to replace it.

Academic Ethics

Our academic ethics policy aims to maintain academic integrity, promote critical thinking, and uphold certain educational standards.

It is unethical for parents or students to have access to or utilize teacher guides, test booklets, quiz booklets, or answer keys for student use. Use of these items will be considered as cheating, and disciplinary action will be administered.

Plagiarism and/or unapproved use of rewording tools or AI generated papers or work will be considered as cheating, and disciplinary action will be administered. It is important that a students' work reflects their own efforts, knowledge, and intellectual growth. At HCA, we recognize that time-saving tools can be helpful (i.e. Google Maps or calculators), but it is still important to learn processes, especially the process of writing. While AI tools can be helpful thought and idea partners, they should not replace knowledge and skill/task development.

ADMISSIONS

Immunizations

Texas state law requires that all children entering school must be current in their immunizations or have an exemption form from the Immunization Branch of the Department of State Health Services. Texas Administrative Code Rule 97.61 (a) states "The vaccine requirements apply to all children and students entering, attending, enrolling in, and/or transferring to child-care facilities or public or private primary or secondary schools or institutions of higher learning." Students are not permitted on campus until these requirements are met.

Re-enrollment

During the Spring semester, currently enrolled students may re-enroll for the following school year prior to new students being accepted. Parents may re-enroll through FACTS once HCA informs them that the re-enrollment period has begun. Once the re-enrollment period has closed, unfilled spots will be filled with new students.

Academy Admission Policies

Each student will be accepted into our academy based upon the previous academic, spiritual, and social records of the student provided to us, as well as interviews with the student and parents. Heritage Christian Academy was established to meet the educational needs of children. Our curriculum is designed for an average or above average learner. Since the academy does not accept any government subsidies, it is unfortunately not equipped to handle students with special needs.

Heritage Baptist Church and Heritage Christian Academy have a racially nondiscriminatory policy; therefore, HCA shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

Age Requirements

A student entering K4 must turn 4 years old no later than September 1st in the year entering school and must be completely potty trained and out of diapers and/or pull-ups. For K5, students must turn five years old no later than September 1st in the year entering school. Exceptions may be reviewed by the Administrator on a case-by-case basis if a student turns the required age by October 1st. A certified birth certificate may be required at the time of registration.

ATTENDANCE

Attendance Requirements

Regular school attendance is essential to successful classroom work. If the absence does not fall under the valid reasons for an excused absence listed below, it will be counted as an unexcused absence. A student with more than 10 days of absence during one semester will be subject to an academic review and to the possibility of losing credit for that semester. Students who are not present for a portion of the day will be considered absent for that portion of the day. Partial absences accumulate and add up to full absences.

Reasons for Excused Absence

Personal illness
Sickness or death in the family
Medical or dental appointments
Pre-approved family days (any full day or portion thereof constitutes one family day.)

Reasons for Excused Tardiness

Personal illness
Sickness or death in the family
Medical or dental appointments
For other reasons as the administration deems necessary.

Note: Three unexcused tardies or three unexcused early dismissals count as one unexcused absence.

Family Days (Maximum of Ten Per School Year, Five per Semester)

Family days must be pre-approved and may not be used during major testing periods. A family day is recorded as an excused absence on the student's record.

Family Vacations

If a vacation is to be taken during the school year, the office should be notified at least one full week in advance. Students are responsible for all material covered during their absence, but teachers are not required to give assignments in advance.

Make-Up Work

Please notify the office by 9:30am if your child is missing school due to an excused absence or any other reason. Your child is responsible to make up the work that is missed and will be given the time missed plus one day to make up that work. For example, if your child misses 3 school days in a row, they will be given 4 school days to make up work. Communication is essential in making up work successfully. Parents must keep in touch with their child's teacher when make-up work is due. It is the responsibility of the parent and the student to communicate with the teacher to ask for make-up work as soon as the student returns to school. Missed instructional time does not excuse a student for taking a scheduled quiz or test.

Students who miss a scheduled test must be prepared to take the test on the first returning day to school. Time allowed for multiple absences will be determined based on need by the teacher.

Students may not make up work from an unexcused absence.

Early Dismissal

Students who must leave school during the school day must check out at the office. For a student to receive permission to leave campus early, **a written request must be submitted (via written note or email) to HCA office**. The request must identify the need for release and the time for release. To be an excused release, the purpose for that release must be excused as defined by the student handbook. Three early unexcused releases will be counted as one unexcused absence. The parent must pick the student up from the office and sign out the student. For driving students, the written request must be submitted to the office by the parent. Driving students must sign themselves out at the office prior to leaving campus.

If a student is being picked up by another HCA student or another HCA family, the office must be notified by both families before the student can leave campus.

If a student is being picked up by someone not on the approved pick-up list, the parents must notify the office and provide the name of the person. That person must be prepared to present their driver's license at pick up for safety reasons.

If a student is ill, they may not be sent to school. If a student becomes ill and cannot remain in class, the office will contact a parent by phone and request that they pick up their child. The office must be updated with phone number changes for emergency contact purposes. Transportation cannot be provided by the school for any student. A student who contracts a contagious disease or condition such as pink eye, chickenpox, ringworm, impetigo, or head lice must remain home until the condition is remedied.

DISCIPLINE

General Rules

Biblical discipline demands positive training in the right direction (Proverbs 22:6). However, biblical discipline also requires correction and even appropriate consequences in certain cases. Heritage Christian Academy desires to train children to behave in a way that is pleasing to the Lord and honoring to their parents. As such, certain compliance to rules is necessary. When expectations are not followed, and conduct points or demerits are issued, it is vital for parents to understand that the primary purpose of the conduct points or demerits is to inform parents so that they can take that information and use it as God leads and guides. The purpose of correction is not primarily punitive, but informative for the benefit of parents.

Parents and teachers must cooperate fully with one another. Christ is honored when we support one another, and the student receives a great benefit. When there is a misunderstanding, a student should take it quickly to the teacher. Often a conversation can clear up the situation. Should the problem remain, the parent, student, or teacher should then feel free to consult with the administrator.

Such disciplinary measures that are considered reasonable by the teacher or administrator will be meted out to the offending student. This will include verbal correction, conduct points, demerits, in-school suspension, and expulsion from the academy's program.

It would be impossible to make rules to cover every type of infraction. Good behavior must come from the heart and not by mere conformity to regulations. However, the following items will be expected to be strictly observed:

1. Respect for authority toward the administration and faculty.
2. Disobedience and insolence will not be tolerated.
3. Improper speech, vulgarity, profanity, and lying shall have no place in Heritage Christian Academy.
4. Mutilation or destruction of property. Students must pay for any damage.
5. Off-limit boundaries shall be observed for all areas so designated. Being off the academy grounds or away from class without excuse shall be considered off-limits. Being in the classroom during lunch without permission shall not be permitted.
6. Stealing and cheating are considered very serious and may subject the student to immediate dismissal.
7. Firecrackers, explosive devices, or firearms of any kind are not permitted.
8. Students bringing articles which distract the attention of other class members will be subject to disciplinary action. This includes such articles as knives, water pistols, rubber bands, radios, dolls, magazines, toys, etc.
9. Students reading, writing, or passing notes will be subject to disciplinary action. The student receiving any note will be treated as if he had written it.
10. Eating candy or chewing gum without teacher permission while in class is prohibited. Lunches must be eaten in the dining area.
11. No physical contact is permitted between members of the opposite sex.

I Timothy 4:12 exhorts, "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."

Each student should remember that his behavior reflects not only himself, his home, his church, and the academy, but also the Savior. Worldly habits, disrespect for the academy or its staff, a sullen and negative attitude, or any other evidence of a lack of cooperation may result in dismissal.

Each student's record is reviewed in the summer for the following year. To attest to their willingness to cooperate, students in grades six through twelve are required to sign the student agreement located at the end of this handbook. Parents of all students in all grades are also asked to sign the agreement.

One of the goals of Christian education is to develop a self-disciplined young person who is submissive to the Word of God and the will of God. Our academy hopes to cooperate with the home in forming the following good habits in the student:

1. Cheerful obedience to authority
2. Responsibility in completing assigned or expected tasks
3. Cooperation with others in playing and working
4. Courtesy and respect for others and their property
5. Cleanliness in person and property
6. Truthfulness and honesty in work and life
7. Promptness in attendance and assignments
8. Morally sound conduct with respect to language, recreation, and social relationships

Note: Any student who makes a threat verbally, through writing, or through graphics to shoot the school property, employees, or other students in the school, will be subject to immediate expulsion and police action. Any student who makes allusion or contrast to incidents in other schools and expresses a desire for this to happen at our school is subject to immediate expulsion.

Parents should be aware that HCA reserves the right to search the student's belongings in the event the academy suspects the student possesses an unapproved item or substance. Registration of a child constitutes parental consent to such searches. Automobiles, backpacks, purses, pockets, lockers, desks, etc. may be searched if there is reasonable suspicion that any unapproved item or substance may be present. Any student refusing such a search will not be forced to comply. However, refusal is grounds for dismissal from academy and/or referral to law enforcement officials. Academy administration will not conduct strip searches but may require access to pockets, etc.

NOTE: *Students who are dismissed from Heritage Christian Academy will not be eligible to apply for enrollment for one year from the date of expulsion in most cases. A written request from the student addressed to the academy administration must accompany the application upon eligibility.*

Heritage Christian Academy is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at Heritage Christian Academy for worldly practices or diversions so common among other institutions. Heritage Christian Academy desires to have the reputation of having a student body with an excellent spirit and where every student is treated equally and fairly regardless of nationality, race, or background. Therefore, any student who promotes division or a divisive spirit through secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of Heritage Christian Academy and may be withdrawn or refused re-enrollment at the discretion of the administration.

K4-5th Grade Discipline Procedures - Conduct and Character Points

In K-4 through 5th grade classes, a four-level discipline system is used.

- Level 1 – conduct point is given, and 5 minutes of recess is lost
- Level 2 – second conduct point is given, and 10 minutes of recess is lost
- Level 3 – third conduct point is given, and 15 minutes of recess is lost; Administration is informed, and a note is sent home to the student’s parents
- Level 4 – fourth conduct point is given; student is sent to Administrator’s office, and parent is contacted; student may be sent home at the discretion of the Administrator

Depending on the severity of the misbehavior, the teacher may proceed directly to the fourth level at his or her discretion. When the school feels that student/parent cooperation is lacking, the student may be dismissed. If the behavior of the student indicates an uncooperative spirit, he/she may be dismissed. If the administrator must contact the parent three times in one semester regarding the child’s behavior, the child may be dismissed.

Conduct points will be given as paper slips in elementary students’ take-home folders. Parents are required to sign all conduct point slips, not as an admission of guilt, but as acknowledgement of receipt of information.

Faculty and staff members may also award Character Points to elementary students for exceptional behavior or going above and beyond in assisting a faculty member, staff member, or another student.

6th-12th Grade Discipline Procedures - The Demerit/Merit System

In 6th through 12th grades, a demerit system is used for discipline. Demerits are accrued on a semester basis and are a part of the student’s permanent file. The following actions will cause a student to earn demerits:

Class 1 Demerits

- These demerits are given for violations of the Student Handbook that have not caused a disruption in the classroom.
- These are simple infractions in which no disrespect or disobedience to the faculty or staff has occurred.
- Class 1 demerits have a value of 1 demerit.
- Examples of Class 1 demerits may include, but are not limited to, having food or drink in class, dress code violations, tardiness, being unprepared for class, etc.

Class 2 Demerits

- These are demerits that are given to correct a behavior that has caused or is causing a disruption in the classroom.
- Class 2 demerits have a value of 2 to 4 demerits based on the severity of the infraction.
- Examples of Class 2 demerits may include, but are not limited to, talking in class, making noises, distracting other students, etc.

Class 3 Demerits

- These are demerits given to correct a behavior that is directly disobedient or disrespectful to the faculty, staff, or handbook policies.
- Class 3 demerits have a value of 5 demerits or more depending on the severity of the infraction. If more than 5 demerits are to be given for any individual infraction, the Administrator will be involved in the decision.
- Examples of Class 3 demerits may include, but are not limited to, talking back to a teacher, body language that shows disrespect, cursing/foul language, bullying or demeaning another person, display of affection, misconduct on special trips, cheating (which will also result in a loss of grade), destruction of school or church property, stealing, etc.

Details of each assigned demerit will be sent to parents via email.

Disciplinary Action

Demerits will accumulate throughout the semester, and will result in the following disciplinary action:

- 10 demerits – conference between student and Administrator
- 15 demerits – Writing Assignment #1 – given by administrator, hand-written by student, signed by parent
- 25 demerits – Writing Assignment #2 - given by administrator, hand-written by student, signed by parent
- 35 demerits – first detention
- 40 demerits – one day of in-school suspension
- 45 demerits – second detention
- 55 demerits – third detention and meeting with parents, student, and Administrator
- 60 demerits – three day in-school suspension
- 70 demerits – Administrator reviews for possible expulsion

The following violations will result in discipline at the discretion of the Administrator, ranging from immediate detention to legal action:

- Bullying/Intimidation/Harassment
- Reckless driving on campus
- Vulgarity/profanity
- Fighting/physical altercations
- Intentional, inappropriate contact with another student
- Dishonesty (lying, cheating, stealing)
- Possession or use of tobacco in any form
- Possession or use of any alcoholic beverage
- Possession or use of a controlled substance
- Theft
- Offensive or profane material (literature, material on an electronic device, etc.)
- Possession of a weapon
- Assault
- Vandalism

Merits

Faculty and staff members may also award merits to students for exceptional behavior or going above and beyond in assisting a faculty member, staff member, or another student. Merits will be applied to the student's record to alleviate demerits.

Detention

The format for detention will be as follows:

- Detentions served will be assigned by Friday afternoon, and served the following Tuesday morning at 7: 30a.m with Mr. Kuschel (or a designated teacher).
- Families will be notified by email/text on Mondays if their student will need to be at detention on Tuesday morning.
- Failing to serve a scheduled detention or complete a writing assignment on time will result in a \$20 fine (billed through the FACTS Financial). The detention or writing assignment will still be required.
- If a family conflict arises, the Administrator must be notified immediately.

In-School Suspension (ISS)

- The Administrator will work with teachers to choose a day that causes the least interruption with student's class time. Parents will be notified about the day chosen for the in-school suspension.
- All class work will be allowed to be turned in on the day the student returns to school for full credit after serving an in-school suspension.

FINANCIAL

Financial Policy

The HCA financial policy is as follows:

1. A 10% discount applies to active members of Heritage Baptist Church. This discount applies to K4-12th grade.
2. Enrollment fees are not pro-rated, refunded, or transferred upon late entry or withdrawal of a student, and enrollment fees are due when enrollment packet is submitted for acceptance. Book fees are not pro-rated, refunded, or transferred upon late entry or withdrawal of the student.
3. All families agree to establish an account with FACTS (including payment of any fees associated with establishing an account), and they agree to make ALL payments through FACTS. Families agree to maintain a valid email address while their children are enrolled at FACTS.
4. If a student withdraws or is asked to leave academy for any reason before the completion of the academic school year, the student's financial party will still be responsible to pay tuition for the remainder of the current semester. If a student has paid for the year in full, the student's financial party will be refunded the remainder of the year's tuition minus the current semester's costs.
5. Since the financial viability of the academy is dependent upon the timely receipt of tuition payments from our families each month, no account will be permitted to be more than 30 days overdue.
6. FACTS will add a \$35.00 late fee to any monthly tuition or extended care payment in which there are insufficient funds.
7. If there are not sufficient funds to support the FACTS after 60 days, the account will be considered delinquent. When an account becomes delinquent, each student in that family will be withdrawn from the academy until the entire delinquent account is current. If a withdrawal from the academy occurs, tuition will be charged as normal for the days the student was withdrawn.
8. No student in a family that has an outstanding balance will be accepted for re-enrollment until the total account is current.
9. Report cards, diplomas, and/or transcripts will not be released until all accounts are current.
10. Incidental fees throughout the year should be paid in a timely manner. These fees include things like field trip fees, special events, overdue pizza Friday charges, aftercare fees, sports fees, etc. After 30 days, all unpaid incidental fees will be autodrafted through your FACTS account.
11. Individual sports fees (i.e. basketball, volleyball, baseball, etc) will be charged at the beginning of each season. Unpaid fees will result in that student being fully removed from participation in that sport.

Tuition Philosophy

Heritage Christian Academy, which is a ministry of Heritage Baptist Church, was not founded to generate a profit or to subsidize any other area of the ministry. It was founded as an extension of the Christian home and an educational help and blessing to the members of Heritage Baptist Church and our community. Our daily financial operating needs, including teacher salaries, are therefore dependent upon the prompt payment of tuition from each school family.

Tuition Payment Schedule

Per student costs, assuming no eligible discounts:

<u>Grade</u>	<u>Tuition</u>	<u>Book Fee</u>	<u>Enrollment Fee</u>
Half Day K-4	\$3,800.00	\$300.00	\$250.00
K-4-7 th Grade	\$4,800.00	\$300.00	\$250.00
8 th -12 th Grade	\$4,800.00	\$350.00	\$250.00

After School Care

After school care begins at 4:00pm each school day, and ends promptly at 5:30pm. Students that are not picked up by 4:00pm will be charged for aftercare. There are a limited number of openings for after school care. Please contact the academy office to discuss availability..

The after care rate is \$15/day per child and is capped monthly at \$225 per child. An additional fee of \$15 will be charged for each day that a child is not picked up by 5:30pm. If students are not picked up by 5:30 more than twice in a given month, daycare privileges may be lost at the discretion of administration.

Withdrawal

If the administration deems a student as not in harmony with the philosophy and programs of HCA, that student may be asked to withdraw from Heritage Christian Academy without breach or infraction.

In the event of withdrawal, transfer, or expulsion, parents are responsible for full payment of tuition and fees through the end of the current semester. The academy reserves the rights to withhold report cards and student records until tuition and other fees have been paid in full. By signing the registration form, parents are authorizing the academy to withhold report cards and other records until tuition and other fees have been paid in full. Book, registration, and other fees are nonrefundable.

If a student withdraws during the school term, his teacher will turn in his grades, averaged up to date, for that term. Heritage Christian Academy is not obligated or responsible for supplying assignments or grades for students who have been withdrawn.

GENERAL POLICIES

Address or Phone Number Change

At least one custody for every student must keep a working phone active and available during school hours in the event of emergencies or other student-related concerns. Any time an address or phone number (home, work, or cell) is changed, custody must log into their FACTS family portal and update these changes. Please

also notify the academy office of these changes immediately.

Cell Phone Use

Parents who need to contact their child during the school day for emergency purposes should use the academy's main phone number at (817) 439-3833. Academy staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day and before/after care.

We understand the desire that some parents may have for their students to have a cell phone for before and after school use, particularly if the student drives to school. In order to protect the eyes, ears, minds, and hearts of children while they are in our care, **our strict policy is that all student cell phones, and smart watches must be left in student's vehicle or turned into their homeroom teacher each morning.** Heritage Christian Academy is not liable for any damage to the devices while under our care. The students may not use their devices during before and after school care. A driving student may use their phone on campus while in their vehicle only.

Any use of a cell phone by a student during school hours or before/after school care will result in disciplinary action, and that student may not be allowed to have his/her phone on their person for the remainder of the school year. If a phone must be taken away from a student, HCA will not be held liable for that property.

When traveling for sporting events, fine arts events, or other off-campus events, cell phone policies are enforced as if the student is in the classroom. Cell phones may only be used to contact parents or for other emergency use unless otherwise permitted by a teacher, coach, or administrator.

Chapel

The chapel services of Heritage Christian Academy serve as a tool to raise awareness of each student's own spiritual state. Since chapel services in which the Word of God is preached are unique to Christian schools, we must realize that this is one of the main attributes that sets Heritage Christian Academy apart. The chapel program will include challenging preaching. It will provide an environment through which the Holy Spirit may work in the lives of the students to encourage right living, character building, and Christlikeness. Chapel is held regularly for all students at which time they will hear the pastor, the administrator, and a number of special speakers. Chapel is held on Wednesday each week. Chapel attire should be worn on those days. Consult the uniform sheet for specific chapel attire guidelines.

Church Attendance

The importance of faithful church attendance cannot be overemphasized. One's commitment to Christian education as offered by Heritage Christian Academy is evidenced by the family's commitment to the local church.

The Academy is not a substitute for regular family worship in church. Students and parents are encouraged to be faithful members of a church of like faith.

Dress and Appearance

Heritage Christian Academy has a dress code for both boys and girls. No student may wear his/her hair with non-traditional colors. Hats are not to be worn at school. Only zip-up jackets and sweaters may be worn to school. No pullovers or hoodies can be worn in the school building. The academy administration reserves the right to initiate policies on new fads and changes in style throughout the school year.

GIRLS

Girls' hair must be clean, neatly styled, and traditionally feminine. Earrings (limited to two on each lobe) must remain on the earlobe. Body piercing (other than earlobes) is not allowed. Make-up must be worn with discretion and only by middle school or high school girls (6th-12th grade). No dark lipstick or nail polishes are allowed.

Polo Shirts

- May be long or short sleeved.
- Any solid color (Shirts worn under polos must also be a solid color.)
- One orange polo is required for chapel on Wednesdays.
- Must be loose-fitting and must always stay tucked in.

Pants

- May be navy, black or khaki.
- Cannot roll up pants.
- Must be loose-fitting. (No skinny pants or jogger styles.)
- No cropped or Capri pants
- No denim.
- Leggings/ jeggings are not a substitute for pants.
- A black or brown belt must be worn with all pants that have belt loops.

Skirts/Skorts/Jumpers

- May be navy, black, or khaki.
- Must be loose-fitting and touch the knee when standing or sitting (slits must also be no higher than the knee when standing or sitting)
- Shorts must be worn under all skirts and jumpers (K4-5th grade)
- Solid leggings may be worn under a knee-length skirt, skort, or jumper. (leggings must be ankle length)

Jackets/Coats

- K4 – 5th grade – Only light, full-zip jackets or sweaters may be worn in the classroom during colder months. No winter coats may be worn.

- 6th through 12th grade – Only HCA full-zip jackets **purchased from hcagear.com** or cardigans may be worn in the classroom. (Cardigans do not have to be from website)

Shoes

- Casual or athletic shoes (Must have athletic shoes for P.E.)
- No flip flops or open-toed shoes/sandals
- No slippers or crocs
- Socks must always be worn

P.E. Shorts

- Must touch the knee when sitting or standing. (Most girl styles do not fit this requirement. The girls usually get them in the boy's section at the store.)
- Athletic style
- Loose-fitting
- Loose-fitting, non-tapered athletic pants are also allowable. No joggers, or yoga pants may be worn.

P.E. Shirt

Official "HCA Student" shirts must be purchased for each student. They are required for each student in 1st – 9th grade. **These are only available for purchase at hcagear.com.** They will also be worn for field trips unless otherwise specified by the teacher.

Chapel Attire

Solid orange polo shirt
Navy skirt, skort, jumper, or pants

School Spirit Fridays

Each Friday, students may choose to wear an HCA t-shirt, sweatshirt, hoodie, or jersey. All other uniform guidelines still apply.

**Dress code will be strictly enforced*

***Conduct points or demerits may be given, or a student may be sent home if they cannot comply with the dress code standards. These standards are established to honor God and to keep students safe.*

BOYS

Boys' hair styles are to be traditional in style, at the discretion of school administration. Boys' hair styles must be clean and cut so that it is at least one inch above the eyebrows on the forehead and trimmed neatly on the sides, not touching the ears. It should be of uniform, tapered lengths and

thickness and may not touch the collar. Sideburns should be no longer than the bottom of the ear. Boys may not have designs cut into their hair. The hairstyle should not call attention to itself. Non-traditional or fad haircuts are not acceptable. Facial hair is not permitted. Secondary students must be clean shaven. Boys may not bleach or color their hair. Necklaces, bracelets, or earrings are not permitted. All shirts should be tucked in, to the extent that the belt on the pants is easily visible.

Polo Shirts

- May be long or short sleeved
- Any solid color (Shirts worn under polos must also be a solid color.)
- One orange polo is required for chapel on Wednesdays
- Must be loose-fitting and must always stay tucked in.

Pants

- May be navy, black or khaki.
- Must be loose-fitting. (No skinny pants or jogger styles.)
- No denim.
- Must have belt loops, and a black or brown belt must be worn

Jackets/Coats

- K4 – 5th grade – Only light, full-zip jackets or sweaters may be worn in the classroom during colder months. No winter coats may be worn.
- 6th through 12th grade – Only HCA full-zip jackets **purchased from hcagear.com** or cardigans may be worn in the classroom.

Shoes

- Casual or athletic shoes (**Must have athletic shoes for P.E.**)
- No flip flops or open-toed shoes/sandals
- No slippers or crocs
- Socks must always be worn

P.E. Shorts

- Must touch the knee when sitting or standing
- Athletic style

- Loose-fitting
- Loose-fitting, non-tapered athletic pants are also allowable. No joggers or yoga pants may be worn.

P.E. Shirt

Official “HCA Student” shirts must be purchased for each student. They are required for each student in 1st – 9th grade. **These are only available for purchase at hcagear.com.** They will also be worn for field trips unless otherwise specified by the teacher.

Chapel Attire

Solid orange polo shirt
Navy pants

School Spirit Fridays

Each Friday, students may choose to wear an HCA t-shirt, sweatshirt, hoodie, or jersey. All other uniform guidelines still apply.

**Dress code will be strictly enforced*

***Conduct points or demerits may be given, or a student may be sent home if they cannot comply with the dress code standards. These standards are established to honor God and to keep students safe.*

P.E. Policy

A parent may write an excuse for P.E. three times per quarter. Beyond that, a doctor’s note is required. All excuses must be signed and dated. Unless other arrangements are requested by a parent, the student will remain with his/her class during P.E. but may not participate in the activity.

K4 and K5

1. At mid-morning each day, children will have snack time. Parents must send a snack in a lunch sack every day.
2. Students who are enrolled in the full day program must bring a nap mat, pillow with washable cover, and a blanket. These items are sent home each Friday for washing and must be brought back on Mondays.
3. When a parent sends a note with a K4 or K5 child, the note should be placed in the teacher/parent communication pocket of the child’s folder.

Field Trips

Field trips may occasionally be scheduled and arranged by teachers throughout the year that are relevant to the educational and cultural training of students. A nominal fee may be assessed for the field trip. Only parents or grandparents may be invited to serve as chaperones. The student’s siblings may not attend. Background checks must be completed for all chaperones through the school office, and school dress code must be observed by all those attending the field trip.

Listening Devices

CD players, mp3 players, iPods, and other listening devices may not be brought to school. If they are found in a student’s possession, they will be confiscated and held in the office for a parent to retrieve.

Lost and Found

Articles taken to lost and found may be picked up in the office after school. It is a good practice to label all items, including clothing, with the student's name. Unclaimed lost and found items will be kept for 30 days then donated or thrown away. HCA is not responsible for lost or stolen items.

Lunches

Every student must bring his/her lunch to school. HCA lists the following expectations for the lunch period:

- Students may speak in conversational tones and be considerate of others. (For K4-5th grades, talk time is only after the teacher announces it.)
- Students may not participate in gross behavior, throwing food, sharing food, or bad manners.
- No running or horseplay in the dining areas.
- Disposable food containers must be placed in the trash.
- No glass containers, gum, or hard candy in sack lunches.
- Students will clean the area by picking up all trash, food, and personal items from the table and the floor.
- Students are asked to leave the area better than they found it.
- Students must bring needed containers and utensils in their lunch.
- Microwaves are available for student use. For K4-5th grades, the teacher can help if needed. However, we ask that the students bring items that take one minute or less. (Lunches may be warmed up, but students may not bring foods that need to be cooked in the microwave.)

Parties in Classrooms

In K4 through 5th grade, there may be classroom observances of special occasions such as birthdays and holidays. If the office and the teacher are notified in advance, parents may bring a special snack sufficient for the entire class on a child's birthday. Birthday invitations may be handed out during school hours only if they are given to everyone in the class.

Parent-Teacher Meetings

If you desire to set up a Parent-Teacher meeting, please contact the appropriate teacher through FACTS. Parent-Teacher Meetings are held in your child's classroom. Children should not attend the Parent-Teacher Meetings.

Pledges

One of the goals of Heritage Christian Academy is to instill a love of our country in our children. One way we do this is by requiring all students to stand and recite the pledges every morning. There will be three pledges quoted each day.

1. Pledge to the American Flag - "I pledge allegiance to the flag of the United States of America, and to the republic, for which it stands, one nation under God, indivisible, with liberty and justice for all."
2. Pledge to the Christian Flag - "I pledge allegiance to the Christian flag, and to the Savior, for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe."
3. Pledge to the Bible - "I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

Academy Conferences

Parents may contact the academy office regarding any problem or question they may have that concern their child. It is the desire of the administration and faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. However, we do urge that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

We regret that we are unable to distribute advertisements or solicitations for any business or event.

If you need to talk with a member of the faculty, please contact the academy office between 8:15 AM - 3:45 PM. Your call will be returned as soon as possible after school.

Academy Equipment

Parents are financially responsible for abuse of academy or church property by their child. A bill of damages will be calculated and given in writing to the parents, payable within 30 days.

Academy Hours

School hours are as follows:

K4 – 12th grade Full Day: 8:30AM – 3:45PM
K-4 Half Day: 8:30AM – 1:00 PM

The academy office is open from 8:00am – 4:00pm during the school year. During the summer, the office is open from 10:00am – 2:00pm on Tuesdays and Thursdays.

Unless approval has been given by the administration, the HBC/HCA property is not available for personal use before, during, or after school hours. This includes, but is not limited to all buildings, playgrounds, gymnasium, and fields.

Academy Pictures

Individual student pictures and class group pictures are taken by Lifetouch throughout the year. Families are not required to purchase these pictures, but all students will be photographed. Information on picture packages and prices will be sent home in advance. The pictures will also be placed in our yearbook.

Sending Money to the Academy

Money should always be sent in a sealed envelope. Please put the following information on the outside of the envelope:

1. Child's name
2. Amount
3. Purpose
4. Teacher and grade

Student Anti-Harassment

"Therefore all things whatsoever ye would that men should do to you, do ye even so to them." Matthew 7:12a

It is essential to the well-being of all community members that they be treated with due respect for their

rights, individuality, and personal dignity. Therefore, it is the academy's policy to prohibit all kinds of harassment. The work and learning environment requisite to the educational program must be one in which all individuals are free to develop relationships, work, and learn without fear of unacceptable behavior of another. It is the right of any person to protest this infringement in order that the offending action may be dealt with appropriately. If a complaint is substantiated, appropriate corrective action will be taken, including but not limited to disciplining, warning, suspending, or terminating enrollment of an offending student or employment of an offending adult. Any such action will be consistent with State and Federal laws.

Telephone Messages

Students are discouraged from making calls home unless there is an emergency (sudden illness or injury), forgetting their lunch, or a schedule change. Forgetting homework, books, or other items does not constitute an emergency. It is requested that parents leave phone messages at the school office for their children only if an emergency arises. Phone calls will not be made to or from classrooms for items (i.e. lunches) which were forgotten by students. Students should check at the office with permission from their teachers.

HEALTH

Communicable Diseases

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

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease must immediately notify the administrator.

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

Reportable Communicable Diseases

Acquired Immune Deficiency Syndrome (AIDS)
Aids Related Complex (ARC)
Amebiasis
Animal Bite of humans (only by a potentially rabid animal)
Anthrax
Botulism
Brucellosis
Campylobacteriosis
Chancroid
Covid-19
Dengue
Diphtheria
Encephalitis

Giardiasis (acute)
Gonorrhea
Granuloma Inguinale
Hansen's Disease (Leprosy)
Hemorrhagic Fevers
Hepatitis
Histoplasmosis
Human Immuno-deficiency Virus (HIV)
Influenza (Flu)
Legionnaires' Disease
Leptospirosis
Lymphogranuloma Venereum
Malaria
Measles (rubeola)
Meningitis
Meningococcal Disease
Mumps
Paralytic Shellfish Poisoning
Pertussis
Pesticide Poisoning
Pink Eye
Plague
Poliomyelitis
Psittacosis
Rabies
Relapsing Fever
Ringworm
Rocky Mt. Spotted Fever
R. Rickettsia
Rubella including congenital
Salmonellosis
Scabies
Schistosomiasis
Shigellosis
Smallpox
Streptococcal pharyngitis (strep throat)
Syphilis
Tetanus
Toxoplasmosis acute
Trichinosis
Tuberculosis
Tularemia
Typhoid Fever
Typhus
Vibrio Cholera
Vibrio Infections
Yellow Fever

Health Service and First Aid

Basic first aid supplies are available to each teacher and in the academy office. If a student requires cough drops, acetaminophen, etc. the academy administration will administer these items as needed if parents have given permission to the academy through their enrollment paperwork on FACTS. **All medications must be turned into the academy office. Please label medications with your child's name and dosage**

requirements. Even with the signed form, these will only be administered after contacting the student's parents. Heritage Christian Academy does not employ a full-time nurse.

Illness

For the welfare of your child and others in the academy, all children who are sick must be kept at home (fever greater than 100 degrees, vomiting, diarrhea, oozing wounds, colored discharge, etc.). The **child can may return once he/she is fever-free (without medication) for 24 hours.**

If a child becomes ill during the school day, attempts will be made to contact the parents. If parents cannot be reached, an effort is made to contact other persons listed on the Child Pickup Form. Emergency medical care may be offered as described on HCA's release form. Therefore, it is important that the information on this form be kept up to date. Parents should notify the school office of any changes in home or work telephone numbers of emergency contact persons.

Injuries

If a student is injured at school, the student's parents will be telephoned. In the event of a major injury, 911 will also be called.

Medication

If a student is to take any medication while at school, HCA must be given "Permission to treat". You can do this by logging into FACTS Family Portal. Go to Family Demographic form and select the Student Medical. From there select "Permission to treat".

The medication to be dispensed will be kept in the office and dispensed by the office personnel according to the doctor's instructions. Medicine must be in the original container and clearly labeled with student 's name, medication, dosage, and directions.

Heritage Christian Academy reserves the right to refuse a parent or guardian's request to administer medication to a student on a case-by-case basis depending on, upon other matters, the availability and training of academy employees and the technicality and frequency of the administration protocol.

SAFETY AND SECURITY

Closed Campus

Heritage Christian Academy is a closed campus. Students are expected to remain on the academy grounds for the entirety of the school day. Students may not invite friends to come and visit them during the lunch hour. No guests should be on the premises during the school day unless they have business there which is **approved by the academy office or academy administration.** After approval, guests on our campus must check in at the academy office.

No handbills, literature, or sale of items are allowed on the academy premises without the approval of the academy administration.

Closings

Local TV Station Channels 4, 5, and 11 will carry all academy closing announcements due to inclement weather or other weather emergencies by 6:00 A.M. when possible. When it becomes necessary to dismiss during the regular school day, announcements will be made at once via the same stations. HCA will follow same closing schedule as Northwest Independent School District. Administration will also contact all families

via FACTS if the school will be closed.

Fire, Storm, Lockdown Drills

Periodic, unannounced fire drills and tornado drills, as required by state law, will be held during the school year. Students are to exit quickly and quietly in single file and are to remain in designated areas until signaled to return.

Permission to Leave School

Students who must leave school during the school day must sign out at the office with acknowledgement by office personnel. For the student to receive authorization to leave school, he/she must present a written request to the office. The parental request must identify the need for release from school and specify the exact time for early dismissal. The parent/guardian will need to meet the student at the office/foyer for pickup.

If a student is being picked up by another HCA student or another HCA family, the office must be notified by both families before the student can leave campus.

If a student is being picked up by someone not on the approved pick-up list, the parents must notify the office and provide the name of the person. That person must be prepared to present their driver's license at pickup for safety reasons.

Re-Entry During the School Day

All signing in and out must be done in person at the Academy office. Students signing in must receive permission from the office to be admitted to class. When signing in after a doctor's appointment, a student is required to bring a note from the physician.

Arrival and Dismissal

Arrival:

K4-6th grade students may be dropped off at the auditorium beginning at 7:30am. At 8:30am the auditorium doors will be locked. Students arriving after 8:30 should be dropped off at the front door to sign in at the Academy office.

9th-12th grade students may be dropped off at the front doors of the high school building after 8:20am. If they arrive between 7:30am and 8:20am, they must go to the auditorium for early care. Students arriving before teacher unlocks door may wait in their own vehicle with parents at high school building. **They may not sit in another student's vehicle before school.**

Any students arriving after 8:30am must go to the academy office to sign in before going to class.

Dismissal:

K4 students staying for the half day program must be picked up by 1:00 PM in the foyer. After 1:00 PM, students will be brought to extended care and you will be charged \$5 for the first 15 minutes and \$10 for every 15 minutes thereafter.

K4 – 5th grade students must be picked up at the church auditorium doors from 3:45pm to 4:00pm. **Parents must enter the car line and may not walk up to the doors to pick up their children.** Teachers will be there to call names, walk students to their vehicle safely, etc.

6th – 12th grade students must be picked up at the gym entrance from 3:45pm to 4:00pm. **Parents must enter the car line and may not walk up to the doors to pick up their children.**

Please be patient and considerate when picking up your children.

Students will only be released to people listed on the Student's Approved Pick Up list. This list can be updated on FACTS Family Portal. Select Transportation in Family Demographic form to update list. If a student is to be picked up by someone other than those who are listed on this form, a note of explanation must be turned in to the office in advance. Verification must be obtained to guarantee the individual's identity. Identification may be requested. **Teachers have no authority to release a child to anyone other than the parent/guardian. They must refer all questions relating to this matter to the school office.**

HCA dismisses at 3:45pm. Students will be supervised in the dismissal area until 4:00pm. At 4:00pm, students will be taken to after school care to read or to work on schoolwork until a parent arrives. Parents arriving after 4:00pm will enter the door next to Academy office. Students taken to after school care will be subject to after school care charges.

Visitors

All visits are to be coordinated through the school office at least 24 hours in advance. Parents must report directly to the office to sign in, and the teacher will then be notified of the guest's arrival. Guests visiting the campus or attending school-sponsored activities must be dressed in accordance with the standards of the school dress code. **All visitors must sign in and out at the Academy office.**

Smoking is not permitted at any time on church or school property by anyone.

Items to be delivered to a student should be brought to the office rather than taken directly to the classroom.

STUDENT AND PARENT AGREEMENTS

Student Agreement

(To be agreed by each student and **signed each school year by students 6th grade and above**)

As a student of Heritage Christian Academy, I will . . .

1. Protect my mind, body, and morals from worldly companions by not making them my intimate associates.
2. Select wisely and conscientiously the television programs and other content that I watch, and I will turn from content that Christ would not approve.
3. Guard what I hear so that I may honor Christ.
4. Guard my reading material so that it is Christ-honoring.
5. Not use alcohol, illegal drugs, vaping products, cigarettes, or tobacco in any form.
6. Not engage in public or private displays of sexual immorality.
7. Seek to represent Christ by looking, acting, and talking like a Christian. This would include my testimony while away from church and school.
8. Faithfully attend church services and youth activities with my church, realizing these are a normal part of my Christian walk and testimony.

I have read the entire Heritage Christian Academy Handbook, and I will not only abide by the rules and standards, but I will support them.

Signature of Student

Date

Parent Agreement

(To be agreed upon and signed annually by parents)

I have read and understand the Handbook of Heritage Christian Academy, and I agree that my child will abide by them both at and away from school functions. **I agree to fully support the school in its enforcement of the Handbook.** As I am a Christian and Heritage Christian Academy is a Christian ministry organization, I agree not to make demands, threaten to sue, make any kind of accusation or complaint, or actually litigate any matter whatsoever relating to or resulting from the enforcement of the Handbook. To do otherwise would be a clear violation of Biblical teaching and practice. Furthermore, I understand that if I fail to fully support Heritage Christian Academy in word or in deed, my student may be dismissed immediately.

PRINTED NAME

Signature of Father/Guardian

Date

Signature of Mother/Guardian

Date