



Heritage Christian Academy

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Elementary Family Handbook

Nondiscriminatory Policy:

Heritage Christian Academy (“HCA”) is an equal opportunity employer. All employment decisions are made without regard to race, color, gender, nationality, ethnic origin, age, disability, or veteran status. Selection decisions are based on skills and qualifications to meet the job description. Heritage reserves the right (within its legal capacity as a nonprofit religious organization) to examine and assess the religious values, personal conduct, and faith of applicants and employees to ensure that all faculty, administrators, and staff uphold and live according to its Core Values, Philosophy, Statement of Faith, and Biblical standards

HCA is an accredited member of the Association of Christian Schools International (ACSI)

The Administration of Heritage Christian Academy reserves the right to modify this policy manual in whole or in part as is deemed necessary and in the best interest of the school, its students, and the faculty, at any time at the Administration’s own discretion.

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1 PHILOSOPHY & MISSION

1.1 Vision Statement

Heritage Christian Academy exists to equip and nurture students to be servant leaders with a Biblical Christian worldview who impact their world for Christ.

1.2 Mission Statement

To *offer* authentic faith and academic excellence in a nurturing environment.

1.2.1 Three Pillars of Education at Heritage Christian Academy

This mission statement provides “three pillars” as a framework from which the Administration will make all decisions at Heritage Christian Academy (HCA). If a program, policy, curriculum or capital improvement project does not help HCA achieve its mission of authentic faith, academic excellence and a nurturing environment, then the Administration will seriously question whether the idea should be pursued.

1.2.1.1 Authentic Faith

Heritage Christian Academy serves to partner with parents inviting students to establish and foster a relationship with Jesus Christ as Savior, equipping students to live out Christ-like character, love for God’s Word, expertise with apologetics, and service through various academic, educational, and extra-curricular opportunities in which students demonstrate love and respect for one another and compassion for others.

1.2.1.2 Academic Excellence

Heritage Christian Academy strives to provide students with highly effective educational experiences that foster a Biblical Christian worldview, where students are equipped to reason Biblically and take responsibility for their own growth.

1.2.1.3 Nurturing Environment

Heritage Christian Academy works to create a dynamic Christian community in which all members are welcomed, respected, and valued for their individual Christian testimonies and collective engagement in the ongoing growth and stability of the school and the people it serves.

1.3 Core Values

1. We value living out God’s Word in every detail of a Christian’s life.
2. We value the Christian testimony, Christ-centered character, and professionalism in the lives of staff, teachers, and administration that becomes exemplified in the lives of our students.
3. We value developing a community that is founded on Christian principles and a nurturing family environment.
4. We value Christian education, high academic standards and a curriculum that incorporates Biblical reasoning, comprehensive research, and an integration of Biblical principles.
5. We value a Biblical Christian Worldview.
6. We value Christlike servant hearts.

7. We value wise stewardship of God's resources.

1.4 *Philosophy*

A man's philosophy determines his thoughts, words, and actions. A school's philosophy determines the purpose and the goals of the institution. In summary, Heritage Christian Academy's philosophy is to help students develop a Christian world view, enabling them to glorify and honor God in their thoughts, words, and actions.

It is our belief that the Christian school operates as an extension of the Christian home. God holds parents responsible for the teaching and training of their children; therefore, the school's purpose is to complement and strengthen the home. The rationale for the existence of the school is to assist parents in providing an education that is thoroughly and distinctively Christian; challenging each student to grow in Christlikeness, as evidenced by spiritual, academic, social, physical, and creative maturity. Christian education strives to develop students who think as Christ thinks. One who thinks Christ-like views everything within the context of the eternal and strives to see things as God sees them. The school will strive for academic excellence in an atmosphere of Christian values.

1.5 *Student Outcomes*

The goal of Heritage Christian Academy is that a maturing HCA student:

1. **Understands and commits to a personal relationship with Christ and pursues ongoing spiritual development**
2. **Understands and articulates a biblical worldview and operates from that perspective**
3. **Develops Christian self-government, demonstrated by Christ-like character and biblical stewardship**
4. **Equipped to live out their God-given individuality in the realms God calls them to**
5. **Demonstrates Christ-like character as they relate and work with others**

1.6 *Statement of Faith*

1. God is self-existent, infinite, sovereign, the source of all truth and life. He is the Triune God: God the Father, God the Son, and God the Holy Spirit. Genesis 1:1; 1 Kings 8:27; Psalm 90:2, 115:3; John 14:6; Matthew 28:19
2. God is the Creator and Sustainer of the universe. Through creation He reveals His eternal power, infinity, diversity and divine nature. Creation is the general revelation of God. Genesis 1:1-23; Romans 1:20
3. The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the expressed image of God the Father, is the only Savior of the world and the only mediator between God and man. Christ was born of a virgin. He was crucified, buried, and rose bodily from the grave. Christ will come again to establish His kingdom. Colossians 1:15-18; John 14:3, 6; 1 Timothy 2:5; Luke 1:34-38; Matthew 1:23, 3:17; 1 Corinthians 15:3-4

4. The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth sent to teach truth and to guide mankind into all truth. He convicts individuals of their disobedience to God; He presents the righteousness of Christ and convicts the world of the judgment at the cross. The Holy Spirit works in the unbeliever's life to bring him to Christ and to give new life. The Holy Spirit indwells the believer enabling him to obey God in the process of conforming him to Christ. John 14:16-17, 16:7-13; 1 Corinthians 6:19
5. The Bible is Truth, the Living Word, the specific revelation of God to man. The Bible is inerrant, complete and is the final authority over man. Through the Scriptures man can have knowledge and wisdom about God, life and himself. John 17:17; 2 Timothy 3:16-17; 2 Peter 1:3; Romans 15:4; Matthew 5:18
6. God created man in His own image, after His likeness, for His glory. In his original state man had communion and fellowship with God. Man chose to disobey God. Disobedience to God is sin; thus sin entered the world. This resulted in man's separation from God, eternal death being passed on to subsequent generations and an imposed curse upon the rest of creation. Because of his sin nature, man omits God and thereby fails to relate himself and his knowledge to God. Genesis 1:26, 3:1-6; Romans 1:24-28, 5:12, 8:22-23
7. Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, who shed His blood in payment for sin. An individual is redeemed by God's grace through faith, not works or service. 2 Corinthians 5:17; Romans 5:1-11; Ephesians 2:8,9; Titus 3:5
8. The believer matures into Christ-likeness as he submits to the Holy Spirit and obeys the Word of God. Being Christ-like is evidenced by the fruit of the Spirit, righteous living and good works. Maturing in Christ is a process evidenced by continual growth. Romans 8:29; 2 Corinthians 3:18; Galatians 5:22, 23; Ephesians 2:10; 2 Timothy 3:16-17
9. Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer God's power and grace are made available to the believer. Philippians 4: 6,7; Matthew 6:9 – 15; James 1:5
10. Christ has established the church and is its Head. Individuals are to be related to a local church for Christian worship, instruction, fellowship and service. Ephesians 5:23; Hebrews 10:24-25

2 CURRICULUM PHILOSOPHY

HCA regards a personal relationship with God, adherence to Scripture, and a purposeful commitment to developing Christian character as the most important components of life. It is our goal to center all teaching and learning on these principles.

Christian education begins with the study of God's Word. It is His Word that consecrates and inspires the mind and builds character and illuminates the pathways of thinking and reasoning. Therefore, God's Word is at the heart of education at Heritage Christian Academy.

HCA faculty facilitates learning that equips students to relate the facts they research to the world around them and draw conclusions through Biblical reasoning skills. The inductive style of learning equips the student with the ability to become a self-regulated, lifelong learner. From grammar to foreign languages, from mathematics to science, from history to literature, HCA provides students with well-rounded educational experiences in which they learn how to research well, think Biblically, and solve problems.

3 STUDENT ANTI-HARASSMENT POLICY

The policy of *Heritage Christian Academy* is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fails to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

3.1 Definitions and Prohibited Acts

3.1.1 Sexual harassment.

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

3.1.2 Unwelcome and Offensive Actions.

The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

3.1.3 Verbal Harassment.

Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendos, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature, or statements that demean women.

3.1.4 Physical Sexual Harassment.

Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

3.1.5 Sexual Harasser.

A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

3.1.6 Race, Color, National or Ethnic Origin, Age, and Disability Harassment.

Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

3.1.7 Electronic Harassment.

Harassment may occur through a number of mediums or means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDA's or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

3.1.8 Physical Harassment.

Prohibited actions include, but are not necessarily limited to, the following:

1. Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.
2. General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

3.1.9 Definition of Bullying or Intimidation.

“Bullying or intimidation” means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

3.1.9.1 Examples of Harassment, Bullying, or Intimidation.

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
6. Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

8. Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school’s educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

3.2 Application of Anti-harassment Policy

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

3.3 Prohibited Actions

3.3.1 Employee-Student Harassment, Bullying, or Intimidation.

Employee-student harassment, bullying, or intimidation of any type is prohibited.

3.3.2 Student-Student Harassment, Bullying, or Intimidation.

Student-student harassment, bullying, or intimidation of any type is prohibited.

3.4 What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

3.5 Where to Report Harassment, Bullying, or Intimidation

The following individuals at Heritage Christian Academy at (970) 494-1022 are specifically authorized to receive complaints and to respond to questions regarding harassment:

- 3.5.1 Liz Pike** **HCA Academic Dean**
(970) 494-1022
- 3.5.2 Russ Bruxvoort** **HCA 6th grade teacher**
(970) 494-1022
- 3.5.3 Christine Humphrey** **HCA Science Teacher**
(970) 494-1022
- 3.5.4 Mike Cuckler** **HCA Head Administrator**
(970) 494-1022

3.6 Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student’s parent/guardian and appropriate government officials as the circumstances warrant.

3.7 Protection against Retaliation

It is against HCA’s policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently HCA learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, HCA reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone’s reputation.

3.8 Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

Student Report Form for Reports or Complaints of Harassment

Name of Person Filing Complaint _____

Home address _____

Home phone (_____) _____ Work phone (_____) _____

Date of alleged incident(s) _____

Did the incidents involve ___ sexual harassment, ___ racial harassment, ___ national or ethnic origin harassment, ___ disability harassment, and/or ___ age harassment?

Give the name of the person who you believe harassed or was violent toward you or another person:

If the alleged harassment or violence was toward another person, identify that person:

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses who were present: _____

This complaint is filed on the basis of my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's anti-harassment policy and understand the procedures the school will follow.

Complainant signature _____ Date _____

Complaint received by (name) _____ Date _____

4.4 *Late Arrival or Early Departure*

If you need to pick up your child early or they come to school late, please be certain to sign them in or out in the office. Please do not take students directly to or from the classroom while school is in session. The office staff will go the classroom to get the students. The safety of the children is of paramount importance and these steps help our accountability.

4.5 *Dismissal Procedures*

All students must leave the building by 3:15. If they are attending an activity after school they must be in that area with the sponsor. Students waiting for sports practice must be in the gym by 3:15 or in the designated location.

Students are not allowed to mingle with friends in the parking lot or other school areas after they have been picked up. They are not allowed in the playground or field area after school unless they are with a school athletic event, even with parent permission. Please help us make sure that your students are safe by staying in the designated areas and keeping your students with you after they have left their last class,

4.5.1.1 *Half-Day Dismissal*

All Half-Day dismissals as designated by the HCA Annual School Calendar for elementary will be at 11:45 a.m. Regular dismissal procedures will apply.

4.5.1.2 *Full-Day (Regular) Dismissal*

Kindergarten students not picked up within ten minutes of dismissal will be taken to the school office to wait for pickup.

All 1st-6th Grade Full-Day dismissals as designated by the HCA Annual School Calendar for elementary will be at 3:15 p.m.

4.5.1.3 *Late Pick-Up*

Please pick up your children promptly at 3:30 (K-6). For students remaining at 3:30 p.m. from dismissal, teachers will escort them into the HCA After-School Care in the library and the finance office will bill you on the next month's invoice. Frequent late pickups will be charged a \$15 flat fee.

4.6 *Tardy Policy*

Students will be marked tardy:

1. If they are not in their seats by the 8:15 a.m.
2. Tardies will not be issued during obviously inclement weather, up to one half hour after start time. (Excluding a delayed start)
3. Any unexcused tardy in any class throughout the quarter will count toward the quarter total.

4.7 *Illnesses*

Please do not send your student to school with a fever (over 100° F). If your child becomes ill at school and has a fever, the office will call home and will expect the student to be picked up by the authorized parent/guardian and signed out in the office. Please wait a full symptom-free 24 hours before sending your child back to school.

4.8 *Unplanned Absence Policy*

4.8.1 Notification of Absence to Front Office

On the day of an unplanned absence, parents must call and notify the school office by 9:00 a.m.

4.8.2 Requesting Missed Class Material

For a request made by 9:00 a.m., parents may request work to be sent home by the teachers. Work may be picked up **after 3:15 p.m.** from the teacher or front office.

If an assignment sheet is not requested, the office will not generate one. Ultimately, the student is responsible for gathering assignments and class notes missed during an absence.

4.8.3 Health-Related Excuse from Physical Education or Recess

Upon returning to school a student cannot miss physical education classes or recess without a signed note from the parent.

4.9 *Planned Absence Policy*

4.9.1 Notification of Absence to Front Office & to Teacher

A written notification or email from the parent should be given to the office and the classroom teacher a minimum of one week in advance.

When possible, medical and dental appointments should be arranged so they will not interfere with classes.

4.9.2 Request and Due Date of Missed Class Material

It is at the teacher's discretion when the work needs to be completed. Some assignments may be given to work on before leaving and the remainder must be finished within an appropriate length of time determined by the teacher.

Assignments are due upon return to school or date assigned by teacher.

Failure to meet these deadlines will result in grade reduction.

4.10 *Consequences of Excessive Absences (Planned or Unplanned) and Truancy*

Parents will be notified upon the 10th absence for that class.

Upon the 14th absence, the principal will personally contact parents.

Upon the 19th absence, your student may not receive credit for that class; parents and student will need to conference with the principal.

ANY absence such as sickness, family emergencies or vacations and discretionary days will count against this 10 day total.

4.11 *Extended Illness*

Extended illness issues will be handled on a case-by-case basis by the administration.

4.12 *Leaving School Mid-Day*

Students must check with all of their teachers and get the next day's assignments before leaving each day.

Students will also be responsible for the following before the end of the next school day:

1. Making up any missed work including tests
2. Turning in any homework assignments

4.12.1 **Notice to Office on Mid-Day Departure**

Students are to report to the office if they have an excuse to leave early. They should do this prior to school or during first hour in the morning. Their names will be placed on the morning notices along with the time they plan to check out. The student is also responsible to make up all assignments missed.

4.13 *Signing in/out Procedure*

Parents must sign out students who are late to school, leaving for appointments and/or leaving early must sign-in and sign-out at the office.

5 **DISCIPLINE POLICY AND PROCEDURE**

5.1 *Purpose of Discipline*

The purpose of discipline is to help bring students to maturity in Christ so that they will learn to exercise self-discipline in all areas of life. Our goal is to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship.

5.2 *Purpose of Student Discipline Policy*

The purpose of having a student discipline policy is to maintain a loving educational community in which each person is safe and respected. We also seek to promote an atmosphere of honesty, integrity and care for one another in order to help students grow into becoming more self-governed and cooperative members of a larger group. Any behavior which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated.

5.2.1 **Christian Discipline Policy**

Christian discipline is learned by submitting to authority both in the home and at school. It is one of our goals to help children become responsible for their own actions and behavior. We believe it is the shared responsibility of the home and school to accomplish this goal. Discipline is something we do for students, not to students.

To be effective, discipline must be:

1. Based on an absolute standard which is consistent with our school's philosophy and objectives
2. Swift and impartial in order to encourage repentance, promote healing and maintain unity
3. Consistently implemented to promote respect for authority, to insure justice and to provide security for the student.

These policies are applicable at all times during the school year, including school holidays and summer months. If a student commits a severe offense the student may not be allowed to return when schools resumes.

Teachers are the primary administrators of discipline through classroom management. Chronic misbehavior and more serious behavioral issues are referred to the administration.

In addition to the general guidelines for all students, teachers may establish specific rules and procedures for their classrooms that students are expected to follow. Teachers may use a variety of means to correct inappropriate or immoral behavior in the classroom, including prayer and counseling, verbal warning, verbal reprimand, loss of privileges, loss of reward, detentions after school, etc.

5.3 *Discipline Consequences*

5.3.1 Detention

Teachers and the school administrator will use before, during, or after school detentions as a disciplinary tool. Detention means that the student is required to arrive before or to stay after the regularly scheduled school day for 20-50 minutes.

5.3.1.1 Detention Governance Policies:

1. Students will receive a written notice of their detention at least one day in advance. The notice will include the date and time for the detention. They are to deliver the notice to their parents for a signature. The parents should sign the notice and return it with the student to the school office. Failure on the student's part to notify parents does not affect the detention.
2. Detentions must be served on the date assigned. Parents are asked to honor the school's efforts to correct their child's behavior by requiring the student to serve the detention on the date the school assigns.
3. Detention begins when the students checks in at the office and receives his or her assignment. Students not arriving for before school detention by 7:30 a.m. or after school detention by 3:20 p.m. will not be admitted to detention, a new date will be assigned, and an additional detention will be awarded for being late.
4. Students who are absent from school on the day a detention was assigned must make up the detention.

5.3.2 Recommended for Expulsion

Any student expelled from school may have the privilege of re-applying after a minimum of one semester has lapsed. However, re-admission will be granted only if a change of attitude and/or action has truly taken place. The administration may also refer re-admission cases to the HCA Board of Directors.

5.4 *Unacceptable Behavior*

The Teacher is to use his/her authority with wisdom and discretion in dealing with discipline problems.

The items listed below are not an exhaustive list, but are examples of behavior which would merit

disciplinary action:

1. Disrespect for those in authority including teachers, administrators, staff, substitutes, volunteers, parents, and custodians
2. The careless use or misuse of property belonging to another student or to the school.
3. Disrupting the learning environment
4. Bringing weapons to school (including but not limited to guns, knives, etc.)
5. Intentional physical injury to others
6. Disrespect or unkindness towards fellow students
7. Inappropriate and unkind language
8. Cheating
9. Theft
10. Lying

5.4.1 Disciplinary Procedures

5.4.1.1 Discipline Issued by Teacher

In the case of unacceptable behavior by a student, the teacher may exercise the following disciplinary options:

1. Confronting the student with the offense and ask, "What did you do?" in order to deal with the correct offender/offense.
2. Notifying the student's parents. The student may be told to call a parent and acknowledge the offense personally.
3. Counseling the student on correct behavior
4. Isolating the offender from others
5. Removing privileges
6. Parent-teacher conference
7. Referral to the principal or administration

5.4.1.2 Discipline Issued by Principal or Administration

When a student is referred to the principal, the following disciplinary options may be exercised depending on the nature of the offense:

1. The principal may contact the parents.
2. Counsel and pray with the student.
3. Parents may be called to school to assist in discipline.
4. After-school detention.
5. One to three days of in-school or out-of-school suspension. Upon returning to class after an out-of-school suspension, work missed must be completed. This is to insure that the student work is commensurate with the class. No credit will be given for such make-up work

6 FINANCIAL POLICIES

6.1 Holding of School Records

Report cards and transcripts will not be issued unless all library books are returned; all library and textbook fines, late pick-up fees, and tuition fees are paid. All sports uniforms must be turned in and accounts also must be up to date.

6.2 Payment Policies

No family may re-enroll for a new school year with an outstanding balance due.

Tuition payments are due on the 1st day of the month. A grace period is allowed until the 7th of the month, after which a late fee of 1.5 % per month will be added to the total amount past due.

6.2.1 Past Due Policies

If a student's account is more than 15 days past due, parents will receive a statement and/or phone call reminding them of the urgency of promptly bringing their account current and a discussion of a plan to do so.

If a student's account is more than 45 days past due, parents will be requested to submit a plan outlining a payment schedule bringing their account current so that their child may remain at school.

An account more than 75 days past due may be sent to collection and the student(s) officially withdrawn from the school. In order to re-enroll at Heritage, they must begin the enrollment process over. The re-enrollment process will not begin until ALL past due amounts are paid in full.

Official report cards, transcripts, and records will not be released or sent to other schools or colleges with any outstanding balance.

A \$25 charge will be assessed for each insufficient funds check.

6.3 Early Withdrawal Policy

Because HCA must make a full year commitment to its faculty, students withdrawing ten days or more after their registration date must pay an early withdrawal fee of \$250.

As the school year costs are allocated over the assigned school days and tuition payments are made according to the payment plan chosen, a refund or an additional amount may be due at the time of withdrawal.

7 GRADING AND TRANSCRIPT POLICY AND PROCEDURES

7.1 Coursework & Grading

Grades will be based on daily assignments, long-range projects, reports, class participation and tests.

7.1.1 Extra Credit

Extra credit may be given sparingly. If a teacher chooses to give extra credit, it generally will be offered to the entire class, not just to an individual student based on the individual need.

7.1.2 Late Homework

In General, if homework is not turned in by the due date, the following will apply:

- 1 day late—the highest grade possible would be a 75%
- any additional days late—will be up to the discretion of the teacher
- repeat offenders will receive a zero on any late work

7.1.2.1 Late Homework due to Technology Problems

If students experience computer or printer problems at home while doing homework or projects, they must email the teacher and explain the issue before the class time. If the student's printer breaks down, they should first email their assignment to a friend who could print it. If that is not an option, the student must email the assignment to the teacher, but the assignment grade will be reduced by 20% as a "late penalty". The school is not responsible for printing student work. Students should not ask teachers to print for them, and the computer lab printer may not be available before school or between classes for students to print.

7.2 Report Cards

Report cards are available at the end of each nine-week quarter. Students are evaluated on both academic achievement and conduct. Parent-teacher conferences will be held at the end of the first and third quarters.

7.2.1 Repeating a Grade

The recommendation that a student repeat a grade is based on the concern that a student would not thrive in the next grade level. The student's teacher(s), parents and administration will cooperatively work together in making this decision.

7.3 Grade Scales & Student Conduct Evaluations

Student conduct evaluations, which are on each report card, will be based on the teacher's observation of the student both in and out of the classroom.

<u>Standard Course</u>		
<u>Grade</u>	<u>Percentage</u>	
A	90 – 100	
B	80 – 89	
C	70 – 79	
D	60 – 69	
F	59 and Below	

	<u>Behavior Scale</u>	<u>Behavior Scale</u>
	O = Outstanding	1 = Outstanding
	S = Satisfactory	2
	I = Improving	3 = Expected Behavior
	N = Needs Improvement	4

		5-Needs Significant Improvement
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7.4 *Homework Policy*

Elementary students need to develop good study patterns and spend quality and quantity time with their families. Realizing that these students are children with diverse developmental needs, it is with balance and with gradually increasing expectation levels that the homework policy is given.

1. The following times represent our guidelines on assigned homework: Please remember that these are only guidelines representing the average amount of time spent on daily homework. Student ability, initiative, and thoroughness also play into the time spent on homework.

Grade 1: 10 minutes

Grade 4: 40 minutes

Grade 2: 20 minutes

Grade 5: 50 minutes

Grade 3: 30 minutes

Grade 6: 60 minutes

2. Additional time may be necessary for weekly test preparation, special projects, incomplete classroom work and/or reports.
3. If a student is spending an undue amount of time on homework, communication between the parent and teacher is necessary to discuss observations, possible reasons, individual needs, abilities and possible assignment adjustments.

8 *HCA Privacy Policy*

All information provided to the school, including grades, phone numbers, addresses, and email addresses are completely private and secure, stored on a secure internal system. HCA will never share or publish any of your information without your permission, and even then, it will only be used internally. Teachers and staff have access to contact information.

9 *HCA Social Media Policy*

9.1 *General Overview - Our Worldview and Protecting Our Values*

As an organization with a commitment to quality education, Christian worldview, and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Heritage Christian Academy are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in HCA-sponsored sites.

9.2 *HCA Social Media Comments and Participation Policy*

Comments to HCA-sponsored sites, such as its Facebook page, Website via blogs, online forms, etc., or other social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to HCA-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet. Note that this does not apply to personal information given to the school for our internal uses (see Privacy Policy above).

By posting a comment or other material to HCA-sponsored sites as outlined above, users give HCA the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. HCA reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

HCA further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

9.2.1 Posting on Social Media Sites

In posting material on HCA-sponsored sites, *you agree NOT to*:

1. Post material that HCA determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
2. Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Post material that infringes on the rights of HCA or any individual or entity, including privacy, intellectual property or publication rights.
4. Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by HCA, except in designated areas specifically marked for this purpose.
5. Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the HCA-sponsored site.
6. Allow any other individual or entity to use your identification for posting or viewing comments.
7. Post comments under multiple names or using another person’s name.

9.2.2 Consequences to Violating Social Media Policy

HCA reserves the right to do any or all of the following:

1. Ban future posts from people who repeatedly violate this Policy.
2. Remove or edit comments at any time, whether or not they violate this Policy.

9.2.2.1 Indemnification Agreement

User agrees to indemnify and hold harmless Heritage Christian Academy, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on HCA-sponsored sites.

By posting a comment or material of any kind on an HCA-sponsored site, the user hereby agrees to the Policy set forth above.

9.2.3 Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the HCA community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Heritage Christian Academy community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition, students are expected to abide by the following:

1. Students may not use social media sites to publish disparaging or harassing remarks about HCA community members, athletic or academic contest rivals, etc.
2. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at HCA, may result in disciplinary action as described in the Student Handbook, or as determined by the Administration.

GENERAL HCA POLICIES AND PROCEDURES

9.3 DRESS CODE POLICIES

Parents are responsible to help their student adhere to the dress code before their student leaves home so that school and home may work in harmony with one another. If questions exist on certain styles or types of clothing, parent and student should refer them to the principal in advance of the student wearing the item in question.

Heritage Christian Academy strives to develop godly inner qualities in its students that will then be reflected in their outward appearance. The student's dress should help create a learning environment and the school feels that there is a direct correlation in student dress and their behavior and attitude toward learning. Their dress should reflect such convictions as moderation, appropriateness and neatness.

9.3.1 Dress Code Objectives

The following six objectives serve as a guide when situations are encountered that are not specifically addressed.

1. The student's dress should be consistent with our statement of philosophy.
2. The student's dress should cause a favorable reflection of our Lord and Heritage Christian Academy.
3. The student's dress should encourage discretion and moderation.
4. The student's dress should be neat and clean.
5. The student's dress should allow attire that is practical and appropriate for the weather and activity.

9.3.2 General Dress Code Guidelines

The dress code shall apply to all students during school hours and school-sponsored activities held in or out of the school building. Depending upon the nature of a field trip or activity, the dress policy will be determined by the teacher and/or principal.

If in the judgment of any staff member the attire of a student does not align with school policies, the student will be sent to the office for a dress code review. If deemed "out of dress code," the student and may be asked to return home to change clothes (or parents may bring a change of clothes to school) before he/she is allowed to return to class.

9.3.2.1 General Guidelines

1. For physical education classes students must wear non-marking tennis shoes. Students will not be allowed to participate without the appropriate shoes for the safety of the child and stewardship of the gym floor.
2. Hair should be neatly styled and out of the eyes.
3. Shoes must be worn at all times. A shoe with a heel strap is recommended.
4. Jeans and pants should come up over the hips to avoid riding too low when playing or sitting.

9.3.2.2 *Boys Unacceptable Apparel (Not an all-inclusive list as items may be added during school year)*

1. cut-offs
2. saggy or excessively tight clothing
3. clothes worn inside out or reversed
4. visible underwear
5. sunglasses, hats, bandanas
6. clothing with holes that show skin above the knee or on the torso
7. sleeveless shirts
8. shorts that are shorter than approximately 2” above the top of the kneecap
9. flip-flops

9.3.2.3 *Girls Unacceptable Apparel (Not an All-inclusive list as items may be added during school year)*

1. cut-offs
2. saggy or excessively tight clothing
3. clothes worn inside out or reversed
4. visible underwear
5. clothing with holes that show skin above the knee or on the torso
6. low-cut, sheer shirts or dresses: crop, or halter-tops, spaghetti straps, large arm openings (no midriff or mid-lower back showing), etc.
7. dresses/skirts/shorts that are shorter than approximately 2” above the top of the kneecap
8. leggings or jeggings without outer clothing completely covering bottom
9. flip-flops

Note: required to wear leggings or shorts under their skirts and dresses (PreK-second grade)

9.4 *Weapons and Concealed Carry Permits*

HCA prioritizes the safety of our students, faculty and staff. It is therefore imperative that any weapon of any kind that is to be brought to school be approved by the administration. This includes, but is not limited to, handguns that are accompanied by a proper conceal and carry permit.

You must adhere to this policy while on the HCA campus, in transporting students in an HCA official event in a personal or school vehicle, or any other venue in which you are representing (or believed to be representing) HCA.

9.5 *Electronic Devices & Computer Policy*

9.5.1 HCA Office or Classroom Telephones

The office phone is not available for student use unless it is an emergency. If parents need to be contacted, the receptionist will place the phone call for the student.

9.5.2 Personal Cell Phones

Elementary students are not allowed to bring cell phones to school.

9.5.3 Computer Policy

All students must have a teacher's permission to be in the computer lab or to bring their own devices.

9.6 *Transportation Devices*

9.6.1 Bicycles/Skates/Skateboards

If any of these items are ridden to school, students are to park in the assigned area as soon as they arrive on campus. They are not to be ridden during school hours.

9.6.2 Automobiles

If a student is brought to school by a sibling with a legal driver's license, any items needed from the automobile are to be brought into the school in the morning. Automobiles may not be accessed during school hours.

9.7 *Book Policy*

Textbooks and library books are to be handled carefully. If books are not returned on, or prior to, the last day of school, a fine will be assessed for the lost or damaged books, and included on the family's tuition account.

9.8 *Chapel*

Chapels are held on a regular basis to encourage the spiritual development of the students. Parents are always welcome to attend chapels. Typically, area pastors, youth pastors/directors, special ministries/missionaries, etc. speak at chapel.

9.9 *Field Trips & Celebrations (Holidays, Birthdays, Special Events, etc.)*

9.9.1 Field Trip Policy

Elementary field trip transportation will be by school bus unless otherwise determined by the teacher and administration. Parents may drive their own students if necessary and any car pools will be arranged by the teacher.

Sibling attendance (younger or older) must be approved by teacher and administration.

9.9.2 Birthday Treats & Parties

Treats may be brought for a student's birthday. Contact the classroom teacher prior to sending the treats. Please consider treats of nutritional value and be considerate of those with peanut or other allergies.

Please do not use the school as a means of distributing invitation to your child's private parties if all students are not being included. It creates much disruption and disappointment among the students.

9.9.3 Class Celebration Policy

Classes will have parties at various holidays throughout the school year. Parents are encouraged to work with the teacher/homeroom parent in the planning of these activities.

9.10 *Food and Gum*

Gum chewing is not allowed.

Normal School Hours	Doors open at 7:50 a.m.	8:00 a.m. – 2:55 p.m.
Zero Hour	Doors open between 6:55 a.m. to 7:15 a.m.	7:00 a.m. – 7:50 a.m.

All food and beverages will be consumed in the lunchroom or other designated areas as directed by the classroom teacher.

9.10.1 Milk Purchases

Students will be billed on the monthly invoice sent out by the HCA Finance Director for any milks received during the school day.

9.11 *Heritage Happenings*

9.11.1 Heritage Happenings

Heritage Happenings will be published twice a month. It includes upcoming dates, events, opportunities and schedules pertinent to our school family. Be sure to post this in a convenient place for all family members to see.

9.12 *Desks and Personal Cubbies*

Desks and cubbies are to be kept neat and clean. No offensive or suggestive pictures or posters are to be put in desks or cubbies. It is important that students place all their books and materials inside their desks or cubbies. After school, any articles left on the floor or on top of the desks will be collected and placed in the lost and found.

9.13 *Lost and Found*

Lost and found is located in the closet in the front entryway. Students may claim items there.

9.14 *Medication*

If your student is taking either a prescription drug or over-the-counter medication during school hours, it is school policy to have them stored and dispensed through the office. The medication must be stored in its original container. Our intent is for the safe and accurate distribution of medication. Parents must sign the school’s medication sheet before it can be given to your child. This includes pain and allergy medications.

9.15 *School Closure*

In case of circumstances that would necessitate the closing of school such as severe weather, families should check our website at www.heritagechristian.info or Facebook page. In the event of a late/delayed start, school (PreK-12) will start at 10AM.

9.16 *Student Visitors*

No student visitors are permitted unless arranged through the administrator.

9.17 *Volunteering*

The quality of education and experience of the students at Heritage is supported by the volunteer efforts of our families. The purpose of the volunteer program is to strengthen the school through the use of many individual talents and interests. Your help is deeply appreciated. A sign-up sheet will be distributed to each family for school wide activities that need parent volunteers.

Any volunteer may be required to have a background check at their own expense prior to being allowed to volunteer at HCA. This decision is based upon the volunteer's interaction with the students and should be made by the immediate teacher, staff, coach, or administrator that is soliciting and supervising the volunteer's help.

9.18 *Communication with Parents/Guardians*

9.18.1 Parent Communication Meetings

Parent Communication Meetings provide for informal fellowship between parents, staff and board members. These gatherings are held to keep our families informed of the school's operations, policies and to strengthen the Christian home and relationships in the school family. The school board generally conducts open meetings twice each school year - generally in August and January. Parents are encouraged to share questions, suggestions and comments.

9.18.2 Parent/Staff Relationships and Conflict Procedures

9.18.3 Personal Conflicts

In matters of personal conflict, we are guided by Matthew 18:15-16, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

All issues relating to conflict should be held in the strictest confidence. Generally, if the parties involved believe they are physically, spiritually, and emotionally safe, the following steps should be followed if personal conflicts develop between teacher, student, staff member and/or parent.

1. Talk and pray (for clarity of facts, wisdom in discerning the root of the issue, for God is protect the unity of believers in midst of the confusion, etc.) with one another. Be kind as well as gentle and choose the time and place best for both parties involved.
2. Together develop a written plan of action to help resolve the conflict.
3. Allow the resolution plan of action a chance work. Have a stated time frame.
4. If the situation is not resolved, then involve the Administration.
5. The Administration will depend entirely on Christ in helping to mediate the conflict. While not an all-inclusive list, some methods used by the Administration will be praying, gathering facts and details, ensuring communication and understanding, creating a safe environment for resolution, rebuilding trust among parties, directing parties to resources/advice to help advise, affirms wise choices, and giving Godly instruction and counsel.
6. A new written plan of action will be developed with an appropriate time frame.

In the event that a person understands that initially approaching the person one-on-one is unwise or unsafe, please prayerfully present the conflict to the Administration so that it may address and attempt to resolve the conflict. The reason for this exception is that while the Matthew 18 model works in most situations, HCA recognizes that at times an imbalance exists that does not allow for a neutral environment for resolutions to be explored. These imbalances may be created by many things some of which are spiritual maturity differences, physical safety issues, positional differences (ex: permanent teacher vs. student teacher), etc.

9.18.1 Professional Policy Conflicts:

Concerns should be first submitted and discussed with the Administrator. The Administrator will determine whether the policy issue falls under the Head Administrator's or the Board's jurisdiction. Then the appropriate party will review the applicable issue against policy and determine a proper course of action. Discussion of the issue and final decision will be communicated to the person(s) concerned, and to others on a need-to-know basis.

In rare situations either the Administrator or the person raising the policy issue may petition the President of the HCA Board of Directors to determine if the HCA Board of Directors should review and assess the situation. However, this policy is used infrequently in high level cases such as HCA liability or legal issues, disregard for all policies, etc. Appropriate channels should be attempted before the board is involved, unless there is direct conflict with the administration.

In both the personal and policy conflicts, strict confidentiality is to be maintained at all times. Please do not involve other co-workers, outside parties, or HCA stakeholders (parents, students, community partners, etc.) in school-related conflicts. This includes offering the details of the situation in a seemingly innocent public "prayer-request." Our Lord knows the details, therefore, the party praying for you needs only to pray for your needs of clarity, reconciliation, strength, wisdom, etc.

9.18.2 HCA Board of Directors

The HCA Board of Directors is comprised of four to nine people who are professing Christians who believe in the authority of the Bible as Truth and the Lordship of Jesus Christ. They are men and women of prayer who offer their time and talent as they serve God at Heritage. Board members understand the distinct philosophy of Christian school education and commit their time to refining this ministry for Heritage families. The board seeks to establish a positive image of Heritage through communication and association with our constituency and community.

The role of the board is to provide governance leadership and to pursue through its policies, the mission of the school and to ensure that these policies are implemented by the administrator. The board approaches its task with a style that emphasizes foundational documents and philosophical statements rather than preoccupation with the day-to-day management of the school. They focus on strategic policy-directed leadership more than administrative detail, and they have clearly designated the administrator as the visible leader of the school.

9.18.2.1 HCA Board of Director Meetings

Board meetings are generally held monthly. For specific dates and times, check with the office. If you have an item for consideration, please call the administrator in advance for inclusion on the agenda. Board meetings are open to parents and staff.

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