



**HERITAGE**  
Christian Academy

**HCA – A Ministry of CrossPointe Church**  
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# **STUDENT AND PARENT HANDBOOK**

## Welcome

We count it a great honor to welcome you to the family at Heritage Christian Academy. We trust that it has been God's leading that has brought you here so that He may have a meaningful role in the life of your family.

It is Heritage Christian Academy's mission to assist parents and the church in equipping students with a Christ-centered, Bible-based highly academic education that presents a Biblical worldview; enabling students to thrive academically, spiritually, physically, and socially in a manner which glorifies God. In all we do we want to provide an overarching approach to understanding God, the world, and our relationship to God and the world. We know that God will honor and help each student to mature and grow in His principles.

The success of Heritage Christian Academy depends on the partnership of and in the faith of the students, parents, faculty, and administration to reveal the knowledge, wisdom, and power of God. Our goal is to allow Jesus Christ to use this school in your life and in ours.

We want to encourage you to become involved in this wonderful Heritage family. This is a double blessing: your life will be enriched and there are many ways that you can help make HCA better by your contributions and by the sharing of your gifts in the classroom, on the playground, in chapel, during field trips, and/or at special programs.

"Train up a child in the way he should go, even when he is old he will not depart from it."  
Proverbs 22:6

"And fathers, do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord." Ephesians 6:4

*Heritage Christian Academy reserves the right to change, amend, or terminate policies herein at any time. Policy changes are at the School Board's discretion when they deem it to be in the best interest of the school.*

**NOTE: Heritage Christian Academy does not discriminate based on sex, race, color or national / ethnic origins.**

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## Articles Of Faith

The basis of Heritage Christian Academy is the Word of God. In light of this, we stand committed to the following truths and regulations:

### A. The Bible

We believe the Holy Bible was written by men who were divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. II Tim.3:16, II Peter 1:21

### B. God

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Luke 3:22, Matt. 28:19

### C. Jesus

We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in salvation through His blood, in His bodily resurrection, and in His ascension to the right hand of the Father. John 1:1-3, Matt.2:28-23, Heb.4:14-16, II Cor.5:21, Luke 24:36-43, Acts 1:11

### D. Man

We believe that fallen man is sinful by nature and totally depraved and, of himself, utterly unable to remedy his lost condition. Gen.1:26-28, Gen.3:1-24, Romans 5:12, John 3:3-5

### E. Salvation

We believe that salvation is by grace alone through faith, apart from works, by the merit of the shed blood of Christ, and the born-again believer is eternally secure in Christ. Eph.2:8-9, Titus 3:5-6, I Peter 1:18-19

### F. The Holy Spirit

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. John 16:7-14, Romans 8:9, I Cor.12:13, Eph.3:16, Eph.5:18

### G. The Second Coming

We believe God, in His own time and in His own way, will bring the world to its ultimate end. According to His promise, Jesus Christ will return personally and visibly in glory to

the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord. John 5:28-29, II Cor.5:10, Rev.20:11-15, John 3:16

## **H. Church and State**

We believe that the church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom, no one ecclesiastical group or denomination should be favored by the state more than another. It is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its end. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power. Matt. 22:21, Acts 4:19-20, Romans 13:1-7, Gal.5:1, Phil.3:20, I Tim.2:1-2, James 4:12

## **I. Freedom and Responsibility**

We believe that in Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the scriptures, and by the distinct purpose for which the school exists. I Cor. 1:18-31, Phil.4:8-9, Col.2:2-3, 8-10, II Tim.3:14-17, James 3:17

## **Mission Statement**

The mission of Heritage Christian Academy is to assist parents and the church in equipping students with a Christ-centered, Bible-based and academically excellent education that presents a Biblical worldview, enabling them to thrive spiritually, academically, physically and socially in a manner which glorifies God.

## **Vision Statement**

It is our vision to be a place where God is reflected in the instruction, citizenship, service, character and leadership of the administration, teachers, staff and students. This will result in students gaining the knowledge and heart to help them live daily in a God-honoring way. Students will acquire knowledge of subject areas while being conformed to Christ's image (Romans 8:29).

# Philosophy of Education

Heritage Christian Academy will provide an excellent education that seeks to bring students into fellowship with Jesus Christ. Children develop new knowledge and skills through play, guided learning, discovery, and demonstration. Students will be encouraged to ask questions, experiment, make choices and propose solutions.

They will learn to assume responsibility for their own actions and feelings, develop interpersonal skills, and gain enduring godly values enabling them to make positive contributions within our changing society.

Students will have a developmental entrance and an academic exit. The essence of the HCA educational philosophy can be found in Colossians 1: 28 – 29.

“So we tell others about Christ, warning everyone and teaching everyone with all the wisdom God has given us. We want to present them to God, perfect in their relationship to Christ. That’s why I work and struggle so hard, depending on Christ’s mighty power that works within me”

## Expected Student Outcomes

### A. Spiritual

- The students will recognize the Bible as the inspired Word of God & demonstrate acts of love and responsibility for it
- The students will recognize and relate the basic Bible principles of moral, upright living
- The students will be provided opportunities for, and will be encouraged to develop, an individual relationship with Jesus Christ as their personal Savior
- The students will be given guidelines in seeing God’s will for their lives
- The students will demonstrate by their actions that they were created in God’s image
- The students’ daily behavior will demonstrate unselfishness, honesty, truthfulness, and kindness to other classmates
- The students will demonstrate a selfless life by their desire to serve God by serving others, witnessing, and showing self-discipline
- The students will recognize the importance of and submission to authority

### B. Academic

- The students will be encouraged and motivated to achieve at their highest level of ability.
- The students will perform at an acceptable level of competency in the basics as delineated in our curriculum scope and sequence, which will enable them to function well in our society.

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- The students will demonstrate development and progress in communicating through verbal and non-verbal methods (reading, writing, speaking, and listening).
- The students will demonstrate good study habits as evidenced through the acquisition of knowledge and skills.
- The students will demonstrate ability to work independently and collaboratively.
- The students will recognize and use the Bible as the ultimate source of Truth as they develop their creative and critical thinking abilities.
- The students will learn that the Scriptures teach that God created man in His image. They will be encouraged to appreciate the God-given creative abilities in both others and themselves.
- The students will appreciate our American heritage. They will demonstrate an attitude of patriotic spirit and good citizenship through the study of current events and government.
- The students will be able to pursue independent study areas of personal interest with the educational experiences provided.

### **C. Physical**

- The students will acknowledge that it was God who formed their physical bodies as well as their spirits. Job 10: 9-12, Psa 139:13-16, Isa 49:5
- The students will trust God to provide them with strength for daily living. Ex 15:2, Deut 8:17-18, 2 Sam 22:32-34, Jer 9:23, Phil 4:13-14
- The students will serve God by being good stewards of the strength and vitality He provides. Deut 6:5, 1 Pet 4:11
- Because the body of the Christian is the temple of the Holy Spirit, students will commit to keeping their bodies pure and clean. Rom 6:13, 1 Cor 6:19-20, 2 Cor 7:1, 1 Thes 4:4
- The students will recognize the Biblical principle that physical training is important, although secondary to spiritual training. Mat 6:25, Mat 26:41, 1 Cor 9:24-27, 1 Tim 4:8
- The students will appreciate the Biblical truth that their spiritual health can influence their physical well-being. Prov 14:30, Isa 40:31

### **D. Social**

- The students will recognize their worth as a creation of God.
- The students will identify their place in God's created world.
- The students will demonstrate an attitude of "others first." Phil.2:3-5
- The students will demonstrate the use of proper manners and self-discipline.
- The students will demonstrate respect and concern in their relationships with other children, teachers, parents, and adults.
- The students will be introduced to the principles that Christ lived by and will be encouraged to apply these principles to all aspects of their everyday living.

## **Goals of HCA**

1. To present God through Christ as Lord, creator and sustainer of everything, making Him totally relevant to all areas of life including school.
2. To seek to present the gospel to each child.
3. To help each child mature physically, spiritually, emotionally, and socially.
4. To be open and flexible to the will of God, allowing growth and change to occur as He leads.
5. To work with and support the home represented by each child. This includes involving the parent in the child's education, and challenging them to fulfill the responsibility in raising their child as commanded in the Bible.
6. To cooperate with families who have been led to our school, but who are unable to meet the total tuition costs.
7. To provide a safe, healthy atmosphere for learning.
8. To operate in cooperation and understanding with CPC.
9. To operate in a fiscally sound manner.
10. To provide a viable alternative to public schools in our community.
11. To provide support, encouragement, and every opportunity to our teachers to develop their God-given abilities inside and outside the classroom.

## **Operations**

The people involved in the operation of the school are all important to a Christian school. The faculty and staff members first of all must be born again into the family of God. Next, they must have a genuine interest and love for children. Finally, they must demonstrate professional competence and a spirit of agreement to our philosophy of Christian education.

### **A. HCA School Board**

The role of the HCA school board shall be to assist the administrators of HCA by providing godly guidance as it pertains to decisions that may change the course of the school. They will help with the review, implementation, and management of the school's budget; reviewing, updating, and creating school policies; interviewing prospective faculty members; reviewing student, parent or employee grievances, and adopting curriculum.

### **B. Administration**

Administration is responsible for the spiritual and academic climate and culture of Heritage Christian Academy. The offices of the principal and the early childhood director are always open to students, parents, and teachers, as we strive constantly to improve our program.

Our administrators are given the ministry of implementing the academic program and the extracurricular activities that make a successful school. Their work can only be as successful as the people supporting by lending a hand, giving support, making suggestions, and trusting God. You are important to the administrators who want God's best for you and your children, so please uphold them in prayer as they endeavor to administer God's principles through teachers, office staff, volunteers, and school leaders.

### **C. Faculty**

The teaching staff of Heritage Christian Academy is distinctive because each teacher wants to insure every student a quality, personal education in a Christian environment. God's principles have never failed, and our teachers implement them through their teaching and lifestyle. Get to know your teachers personally as they strive to prepare students for life.

### **D. Parents**

Parents are responsible to God for the education and training of their children. When they enroll their children at Heritage, parents are not giving up that responsibility; rather, they are entrusting a portion of it to like-minded teachers whose purpose is to assist them in their task. Heritage invites parents to fully involve themselves in the education of their children: volunteer at school; participate in PTF activities, fundraisers, and fellowships; linger at the school café to talk and pray together.

Although we know that it is God's will for us to live in harmony with each other, occasionally parents have disagreements with each other or with school staff. Sometimes these disagreements are difficult to settle and eventually threaten the unity that is vital to the operation of the school. In Matthew 18:15-17, Jesus outlines basic principles for resolving interpersonal conflict. We call these standards the Matthew 18 principles, and we expect every adult to commit to following them in resolving interpersonal conflict at school.

If the school in its sole discretion determines that a parent is uncooperative, doesn't follow policy, or doesn't follow the Matthew 18 principles, then the school reserves the right to withdraw his/her child from the school.

### **E. Parent Teacher Fellowship**

The Parent Teacher Fellowship (PTF) has been organized for the purpose of furthering the interests of the school, promoting fellowship among the parents and teachers, and assisting the school at social and other functions as needed. All parents and guardians of students in our school are automatically members of the PTF, as are all school staff members. There are no membership fees. Monies raised by the PTF are kept in the PTF fund and used for purposes established by the members. Several committees have been established upon which parents or guardians or HCA staff members are invited to serve: Christmas Store, hospitality, teacher appreciation, Jog-a-thon, fundraising, refreshments, auction, etc. Each committee has important functions and needs many volunteers. Please get involved in our PTF! For further information, contact the school office or a PTF board member.

# The Program

## A. Affiliation and accreditation

Heritage Christian Academy is a member of the Association of Christian Schools International (ACSI), an organization of more than 5,300 member schools in 100 countries. The combined student enrollment of these member schools exceeds 1,200,000. HCA is also a member of the Southern Baptist Association of Christian Schools (SBACS) and the Washington Federation of Independent Schools (WFIS).

Heritage is accredited by both ACSI and NAAS (Northwest Association of Accredited Schools) and has been awarded a Washington State Board of Education Certificate for Private School Approval.

## B. Admission Procedures

### 1. Admission to Heritage Christian Academy is based on the following steps:

- An application should be filled out and sent to the school office along with the application fee.
- An appointment is arranged for the student to interview with the principal or designee and to take an entrance exam for proper placement.

Acceptance is based on the results of the interview, an acceptable score on the entrance test, recommendations from prior teachers, and available space.

You may notice that expressing faith in Christ on the part of the student or parents is not a prerequisite for admission. Each year we enroll many students and families who are not Christians but have been admitted because they agree to abide by the guidelines of the school. The practice of Heritage Christian Academy leadership is to pray for the Lord to bring only those students each year for whom He desires us to minister. For some, this ministry will be assisting them to accept Christ as their Savior and Lord.

### Non-discrimination Policy

Recognizing that all people are special creations of God, having been made in His image, Heritage Christian Academy (HCA) welcomes all races, colors, religions, national and ethnic origins, and affords to them all rights, privileges, programs and activities generally accorded to students of HCA.

Educational admission policies, and tuition assistance, as well as athletic and other school administered programs do not discriminate on the basis of race, religion, color, national or ethnic origin. HCA reserves the right to set aside admission to any student whose educational needs cannot be met by HCA.

## 2. Kindergarten and Preschool Age Requirements

Students entering kindergarten in our elementary school must be five by August 31<sup>st</sup> of that year and pass the KRT (Kindergarten Readiness Test). Students entering our four-year-old preschool program must be four by August 31<sup>st</sup>, and students entering our three-year-old preschool program must be three by August 31<sup>st</sup>. Parents interested in pursuing early entrance for Kindergarten may pick up information at the office.

## C. Tuition and Fees

### 1. Tuition

The tuition fee may be paid in full at the beginning of the school year or be paid in ten monthly installments. For those choosing to pay their tuition in full by August 10th, there is a 3% discount offered. For those choosing to pay monthly installments, tuition is divided into ten equal payments to be paid August 1st through May 1st.

All tuition payments are due on the 1st business day of each month. Accounts that are not paid by the 10th of the month are late and a late charge of \$50.00 per family or 10% of the balance, whichever is less, will be assessed. In the event that the 10th falls over a weekend, the late charge will be assessed if the tuition is not received by the preceding Friday. To aid in this, we have installed a drop slot in the hall by the upper floor office on the main campus. The payment will drop into a secured, locked box.

All financial arrangements must be completed before report cards are issued at the end of the quarterly grading period. Report cards will be withheld in the event of outstanding fees at the end of the grading period.

The tuition for students entering after the school year begins will be pro-rated. If an elementary or junior high student withdraws any time during the school year, the family is obligated to pay the tuition for the rest of the quarter. If a preschool student withdraws any time during the school year, the family is obligated to pay the tuition for the rest of the month. All tuition payments must be made in the upstairs office. Registration and all other fees are also paid at the upstairs office. .

### 2. Registration Fee

The Registration fee is assessed on a per student basis for all students and is **non-refundable**. This fee must be submitted with the student application or re-enrollment application.

### 3. Materials and Technology Fee

This fee covers the use of text books, workbooks, testing materials, and other classroom supplies and equipment as well as maintaining and updating technology. Note this does NOT cover individual and classroom supplies identified on class/grade supply lists. The materials fee is due June 1st and there is **a family maximum of \$500**.

## **D. Parent Volunteers**

One way to help contain costs is for Heritage to utilize volunteers to do jobs we now have to hire done. **We request every parent to commit to volunteer ten hours per year at the school so we can minimize annual tuition adjustments.** Please call the office to schedule your time in one of the following areas: classroom helper, office helper, tutor, child care, typing, computer data entry, library, desktop publishing, printing, field day, landscaping, coaching, health tests, milk program, cleaning, inventory, recess, lunch monitor, technology consulting, equipment repair, maintenance, cabinet making, carpentry, decorating, grounds keeping, etc.

The PTF also has many needs for volunteers, many of which indirectly help keep costs down as well.

## **E. Gifts**

Tuition and fees cover only a portion of the expenses it takes to operate, maintain and improve a quality Christian school. Therefore, we rely upon gifts to make up the difference, as we do not accept nor solicit state or federal monies. Gifts for general needs are welcomed, as well as gifts for specific programs or purchases. Every Heritage family is encouraged to make at least one sacrificial gift to the school each year.

## **F. Insurance**

Heritage Christian Academy carries accident insurance for all of its students that is supplemental to any insurance coverage the family may have for their children. If an accident were to occur at school that required medical treatment reimbursed by insurance, the family insurance would be the primary coverage. Anything that the primary coverage excluded would be submitted to the supplemental school insurance for payment. The accident insurance covers the children while they are at school during school hours.

## **G. Curriculum**

The curriculum of Heritage Christian Academy complies with and exceeds the standards of the State of Washington. A distinctive feature of our school is an integrated Bible program. By this, we mean that our entire curriculum is taught in light of God's truth, and that the Bible is the ultimate source of truth in all subject matter.

Our program has a four-way emphasis: 1) the spiritual, 2) the academic, 3) the physical, and 4) the social. The spiritual emphasis has been stated above. The academic is "traditional" in the sense that we stress the fundamentals of reading, writing, and mathematics. The physical is covered both in our PE classes as well as our health curriculum. Our social emphasis means that we are concerned about a child's place in society and about his or her relationships with other students and adults.

## H. Text books

Some textbooks are consumable and are meant to be used and written in throughout the year and discarded at the end of the year. Some of the readers, especially at the preschool and kindergarten level, are designed for the students to keep. The teacher in each class will clarify this. Other books (all hard-cover texts and some soft-cover texts) are meant to be used for several years. Students are requested to take special care of these books and to return them at the close of school in the best possible condition. Fines will be levied if these books are damaged or lost. Students are required to have covers on their non-consumable textbooks at all times.

It is important to know that some of our books may be published by non-Christian publishers. Due to the limited number of Christian textbook publishers, we sometimes are forced to buy from secular publishers. Parents can be assured that the selection of all books involves careful study by the curriculum committee, the administration, and the HCA School Board.

## I. School Day

The school office is open Monday – Friday from 7:45 a.m. to 3:15 p.m. during the school year. Summer hours are 9:00 a.m. to 3:00 p.m. Monday –Thursday.

### 1. Class Times

8:15 a.m. to 2:35 p.m. All Day Kindergarten

8:15 a.m. to 2:45 p.m. 1st through 9th Grade

8:15 a.m. to 11:15 a.m. Morning Kindergarten

8:30 a.m. to 2:45 p.m. All Day 3/4 year old Preschool

8:30 a.m. to 11:00 a.m. Morning 3/4-year-old Preschool, 4/5-year-old Preschool and Pre-Kindergarten

12:15 p.m. to 2:45 p.m. Afternoon 4/5-year-old Preschool

HCA offers Extended Care at \$7.00/hr. billed in 15 minute increments.

Occasionally there may be half-days at Heritage Christian Academy. These may be for parent-teacher conferences, teacher workshops, etc. In that case, the school day would end at 11:15 a.m. These days are noted on the school calendar that is provided in the handout before school begins.

### 2. Calendar

The calendar for the year may be picked up at the office, along with supply lists and traffic patterns. This information is e-mailed to parents in August, is also available at the school, and is on the school website at [www.hcabothell.org](http://www.hcabothell.org) for downloading and printing at home.

### 3. School closures

In the event of the need to close or delay school due to weather, we will make a decision as early in the morning as is feasible as to whether HCA will be on regular schedule, delayed one hour, delayed two hours, or closed for the day. The decision

is based on weather conditions in the Bothell area near the school as well as the weather forecast. Please listen to the radio or television (**KOMO 4, KING 5, KIRO 7, KIRO 790 AM, KOMO 1000 AM, KCIS 630 AM, and KCMS 105.3 FM**) for school closure information. Another option is to check the school website or call the school office at (425) 485-2585. We will post any schedule change in all of these locations. Also, be aware that there is a Heritage Christian School of Tacoma (Pierce County), so be sure to listen carefully. The announcers commonly list school closures alphabetically within each county.

Early dismissal due to power outage, snow storm or other unexpected storms: When the early dismissal is decided due to weather the principal will notify the secretaries. The secretaries will notify the staff by announcement on the intercom. Students will remain in the classroom until their parent or person from their contact list picks them up. Students will not stand outside and wait for pick up. Parents may pick the child up in the classroom. Teachers will keep a sign out sheet in the classroom to have each parent sign as they pick up.

Notification of parents: the school secretary will send out a text message and also notify the local news, website and radio stations.

Preschool classes including all day and extended care: Staff will be responsible for notifying parents of early dismissal. They will notify the school secretary if they have been unable to contact a parent within the hour. If the child has an older sibling at the school, the staff should check with the older sibling's teacher to make sure the parents have been reached.

#### **4. Lunch and recess**

We have a milk and juice program for Pre-Kindergarten through 9th Grade. Students bring their own lunches. Food restrictions may be implemented due to allergies among the students.

Playgrounds are supervised by paid recess teachers. Students are expected to conform to all school rules during these times. Parents desiring to work as recess teachers may contact the school office to receive an application. We can always use an extra hand!

#### **J. Chapel**

A regular part of our schedule at Heritage Christian Academy is the weekly chapel program. Students in all grades are required to attend chapel. The chapel program generally consists of prayer, worship songs, and a speaker or other special presentation. The speakers range from pastors, missionaries, and youth leaders to puppeteers, potters, and chalk board artists. Each grade school classroom is responsible for at least one chapel presentation a year which has a Bible message that emphasizes spiritual principles. We believe that our Bible program and chapel are the keys to a successful ministry at Heritage Christian Academy. Parents are invited to attend any of our chapels. For students who are not in uniform, please see the dress code at the end of this handbook. Also, please call the office for chapel dates and times.

## **K. Library**

We are continuing in the process of developing and expanding our library. Presently, we have a fine selection that we add to every year. Donations of time, books, or money from parents interested in expanding our library will be put to good use.

## **L. Music**

Our music program at Heritage Christian Academy includes both vocal and instrumental. General music is taught to all students, Preschool through 6th Grade, and as an elective for 7th to 9th Grade. General music deals with singing and music theory. Instrumental music is for children in 4th through 9th grade who desire to participate in it. We have several special music programs for our parents to enjoy each year. We emphasize maximum involvement, and our goal is for every child in the school to participate in music programs.

## **M. Computer Literacy**

Our Computer Literacy program at HCA is committed to equipping our students with the skills necessary to operate in an increasingly technical world. Instruction begins with the basics of operating a computer while learning the skill of touch typing. Once this skill is mastered at varying levels that are grade appropriate, we delve into the programs that are used in most businesses, i.e., Word, Excel, PowerPoint and Outlook. Beyond the teaching of these skills, we also cover safe Internet practices, basic hardware maintenance and upgrades, and basic navigation of system and network structures.

## **N. Physical Education**

Heritage has an enthusiastic, experienced Physical Education instructor. Every student in 1st through 9th grade, unless exempted because of medical problems, participates in P.E. Students in 1st through 5th grade are scheduled to have P.E. twice a week all year. Sixth Graders have P.E. daily for a minimum of one semester and Junior High students are encouraged to take P.E. as one of their electives.

## **O. Activities and Sports**

Several activities are offered to students at Heritage, though not every class or age group participates in every activity. Some of the activities we have offered at HCA the past several years are listed below. In each one of these activities, we want our students to use their talents for God's glory. We encourage all to participate, asking each one to do his or her best, and we praise God for the results.

## **1. Team Activities**

Volleyball, Soccer, Basketball, and Track and Field may be offered for Grades Six through Nine. Elementary students from 3rd-5th grade may participate in a basketball program, and students in Kindergarten through 6th Grade may participate on the Chess team. Cross Country 1st-5th grade is also offered to our students. Students turning out for extracurricular activities must have a 2.0 or better GPA with no failing marks and maintain that average throughout the season. If the student falls below this standard at any progress report or grade period, he or she would be placed on probation from the activity for a period of two weeks. A student may be removed from the team and/or deemed ineligible for future sports after two probations if unable to maintain his or her grades.

## **2. Academic Activities**

Spelling Bee, Math Olympics, Young Authors' and Illustrators' Conference, and Geography Bee are some of the academic activities open to elementary and junior high students. The National Junior Honor Society is a valued part of our school.

## **3. Other**

Field trips, parent programs, Grandparents' Day, all-school socials, graduation promotion, and ministry trips, are also available to students throughout the year.

## **P. Jr High Electives and Retreats**

All Junior High students at Heritage Christian Academy take five core classes and two elective classes. Electives recently available to students have included P.E., ELL for international students, Computer Literacy, Spanish, Art, Drama, Yearbook, Newspaper, Digital Photography, Study Skills, Study Hall, Teacher's Aide, and Worship Team. Registration for the electives is held the last month of the school year for returning students, with students new to Heritage signing up during the summer after they have been admitted. Students will be assigned a locker at this time. The administration will send home a letter containing all the necessary information about signing up for electives several weeks in advance to returning students.

### **1. Fall Away**

In order to get the year off to a good start, we have a retreat called "Fall Away" as soon as practical after the start of the school year for students in 6th Grade and above. Location and speaker are chosen by the administration. The major purpose of "Fall Away" is to have all students challenged by the speaker, who is usually a youth pastor, through the Word of God. A secondary purpose is to allow plenty of social time for students and staff to get to know each other. There is always an abundance of activities and fun. The students, staff, and parent chaperons typically leave Heritage Wednesday or Thursday morning and return Friday afternoon at 2:30 p.m. in time for car pooling home.

## **2. Spiritual Emphasis Week**

In the spring the 6th through 9th grade participates in a “**Spiritual Emphasis Week**” where our students are involved in a number of activities from guest speakers to ministering to our community and putting feet on their faith. The week includes a “**Spring Here**” sleep over at the school.

## **Q. Fifth Grade Camp**

An exciting part of our program for all 5th Graders is the outdoor education camp, held in the spring at Camp Casey on Whidbey Island. This natural setting provides an opportunity to explore and learn in God’s classroom, the great outdoors. A host of activities, from touching sea lab animals to nature studies to forest hikes to campfire Bible studies, combine to make this one of the most memorable Fifth Grade experiences at Heritage Christian.

## **R. Field Trips**

Learning by experience, doing, seeing, feeling, and touching are meaningful and long-lasting ways to learn. To enhance and support our curriculum, students will be taking field trips during the school year. Field trips are arranged by the individual teachers, and students must turn in parental permission in the form of the Field Trip Consent Form prior to the field trip in order to attend.

8th and 9th grade students will be going on week long field trips to promote experiential learning. The 9th grade students will be touring key locations in our state as part of their study of Washington State History. In the fall our 8th grade students will be touring Oregon to study geology and astronomy as part of their Science Class.

Because Heritage Christian Academy does not use buses for elementary field trip transportation, driving on field trips is done by parents. In order for someone to drive for a field trip, he/she must have Washington State Patrol clearance, and the school must have verification of current \$100,000/\$300,000 liability insurance.

## **S. Student Sign Out**

For safety reasons, all adults who enter our building must check into the office. Parents taking their child out of school early (for dental appointments, doctor appointments, etc.) need to come to the school office prior to the appointment to sign out the student. In order to limit classroom disruption, we ask you not to go to the classroom once school has started. Our office workers will page the student to meet you in the office or make deliveries to students. Please send a note with your child in the morning so the teacher will be aware of the early dismissal. When you bring your child back to school, please drop by the office and sign him/her in.

## T. Homework

Out-of-school assignments begin in the 1st grade and become progressively more extensive each year. While the amount of homework given varies with individual teachers, parents can expect a certain amount of homework on a regular basis. For example, junior high students may expect about two hours of homework per night depending on how much work the student accomplishes during class and if they have planned out and have incrementally worked on longer projects over a period of time. We expect students to complete the assignments given, and we ask parents to assist and encourage the completion of this work. Regular checking for assignments will help (parents of older students can go on-line and check **RenWeb**). Students not completing homework assignments will have their grades lowered significantly. We would further ask that parents insist that students bring home papers (tests, projects, assignments, etc.) for them to see. Parents will be expected to sign and return all tests receiving a failing grade.

Heritage Christian Academy also uses the on-line service called **RenWeb** which allows parents to view teacher grade books to see missing assignments and current grades. This is being employed from 3rd to 9th grade.

Here are some ways you can help your child with his or her studies:

- See that the student has an organized and completed assignment notebook. A special assignment pad or a section for assignments in their regular notebook is a good idea.
- Work with your student to determine his/her optimal study environment. Although most students work best in a quiet, secluded study place; studies have shown that some students work more effectively with background music or in the midst of activity. The key is to ensure that homework is completed effectively and efficiently.
- Set a daily time/routine for school work to be done.
- Parents may need to check from time to time to see how much and what kind of work is being done. Showing this interest can be a help and encouragement in itself. Make certain, however, the child is working independently. If there is a problem, why not pray together about it?
- Be sure all necessary tools and materials for work are available, including paper, pen, pencil, ruler, books, compass, crayons, etc.
- Plan for regular five-minute breaks in the study time to do something stimulating each 20-30 minutes.
- Emphasize learning and appreciation, not marks or grades. Reading and studying are as important as written assignments.

## U. Standards for Written Work

In order to facilitate neatness and pride in one's own work, we have standardized our requirements for written work. The following guidelines will help parents also know what is expected:

- The heading (name, subject, date, and assignment or page number) is to be placed to the right of the paper above the top line. In 1st and 2nd grade, students may use the top lines. The assignment or title should be centered on the top line.

- One-inch margins must be left on either side of the paper and at the bottom.
- Final compositions and reports in 4th through 9th grades are to be done in ink or typed, but Math should always be done in pencil.
- All papers must be done neatly, or they must be rewritten. Typed papers are permitted and encouraged unless otherwise noted.
- Writing must be in complete sentences, using correct grammar, punctuation, and spelling. Papers with excessive errors must be rewritten. The student's spelling, language, and penmanship grades will reflect the work done on written assignments.

## V. Notice of Unsatisfactory Work or Citizenship

Parents will be kept informed in a timely manner if students are falling behind or if grades are poor. Teachers will work with students and parents in an attempt to remedy the situation and facilitate adequate learning to bring grades up. Official progress reports will be e-mailed home half-way through each quarter. For the elementary students, we have a reading and math specialist who may work with these students. If students are unable to do the work in the class, another placement will be made. In some cases this may mean a student would be best served in another setting.

## W. Report Cards

Report Cards/Grades are issued every nine weeks at Heritage Christian Academy. The purpose of these reports is to give parents and students a regular indication of progress being made. Teacher gradebooks are available on line in between grading periods via Renweb for grades 3-9.

### 1. Academic marking standard

The following standards have been established to grade proficiency for each subject. At the junior high level, these grades will be converted to a grade point average (GPA) at the bottom of the report card.

#### Early Elementary (Grades K- 2<sup>nd</sup>)

4	Exceeding Standard At This Time
3	Meeting Standard At This Time
2	Developing Toward Standard At This Time
1	Significantly Below Standard At This Time

#### Elementary through Jr Hi (Grades 3<sup>rd</sup>- 9<sup>th</sup>)

A	90-100	Superior Work
B	80-89	Above Average
C	70-79	Average
D	60-69	Below Average
F	Below 60	Failing
I	-----	Incomplete

## 2. Citizenship grades

All students begin the year with a grade of “S” in citizenship. It is up to the student whether it goes up or down. The levels for citizenship are as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement

## X. Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not, the principal will decide if the student will be able to continue at Heritage Christian Academy. Academic probation will follow these guidelines:

1. A student who earns an “F” at the conclusion of a semester grading period will be placed on academic probation for the following quarter grading period.
2. A letter of notification will be sent to the parents.
3. A conference will be held with the parents, the student, the teacher(s), and the principal to give an explanation of the probation and suggestions for remediation.
4. The academic status of the student will be reviewed by the principal at the end of the next grading period.
5. After being placed on probation, if a student earns an “F” the following grading period, the principal will decide if the student will be asked to leave HCA or be placed on probation for a second quarter.
  - a) If the student has made significant progress in spite of the “F”, the principal may decide it is more appropriate for the student to remain at Heritage.
  - b) If the student has not made progress or has regressed, the principal may decide either to hold a second conference to attempt to remedy the academic deficiency, or to have the student withdraw from Heritage.
  - c) If the student has earned two or more “Fs” the principal will have the student withdraw from Heritage unless there are mitigating circumstances.
6. Following removal or withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:
  - a) The student has attended summer school and has passed (a C or better) the failed class(es).
  - b) The student has attended another school for one full semester, completing and passing (with a C or better) a full academic load.

## **Y. Parent / Teacher Conferences**

In order to enhance parent/teacher communication and mutual understanding of student progress, there will be one required conference during the school year. This conference will be scheduled by the teacher after the end of the first grading period and is usually held the week of Thanksgiving. There will be two Preschool and Kindergarten conferences held, one during the week of Thanksgiving and the second at the end of January.

Keep in touch with teachers throughout the year with phone calls before or after school; email, and/or pre-arranged meetings. Please do not drop by for an unscheduled visit.

## **Z. Promotion and Awards**

In order to progress to the next grade, minimum standards of achievement in each grade must be met. If a student is to be retained, a conference will be arranged with the parents, the teacher, and the principal prior to the end of the school year.

# **Safety and Security**

## **A. Identification Badges**

Parents and staff are required to wear identification badges whenever they are on campus. The school will issue staff new identification badges at the beginning of each school year. Parents must sign in at the office, deposit their keys and receive a volunteer badge while on the school campus.

All visitors are required to check in at the school office when they arrive on campus. The office will issue a temporary identification badge to visitors.

## **B. Background Checks**

To ensure the safety of our students, all parents and anyone who will be dropping off or picking up children at Heritage Christian Academy are asked to provide the school with their birth dates and addresses so the school can do a Washington State Patrol identification and criminal history report. This will also count for volunteering and participating for field trips, classroom activities, tutoring or other events where contact with students is involved.

## **C. Safety Drills**

All children at Heritage Christian Academy participate in regular safety drills throughout the year. Practice alternates among fire drills, earthquake drills, lockdown drills, and shelter-in-place drills.

# Health

## A. Immunization

All children must be immunized according to Washington State standards. Forms to verify immunization or the Exemption to Immunization Law form were included in the application packets and should be returned at the time of registration. These forms are available at the school office if you need them. Completed forms are required before the student may attend classes.

## B. Medication

HCA follows the requirements of RCW 28A.210.260 and 28A.210.270 with regard to medications at school. We recommend that all medication be taken at home. It is recognized, however, that in some cases it is essential that medication be administered during the school day. If school personnel need to be involved in the administration or supervision of medication at school, the following are needed:

1. A parent/guardian written request is required for school personnel to administer medication.
2. All medications, whether over the counter or prescription, need a current medical order. An order from the student's physician or dentist can be verified by phone or fax by the school nurse. The forms are available in the school nurse's office.
3. Medication must be delivered to the school in a properly labeled or original over-the-counter container. The student's name must be on the label, with proper identification of the drug, dosage, and directions for administration. Medication that is to be administered for more than 15 consecutive school days requires additional instructions from the physician or dentist. An Authorization for Medication Administration form, which requests instruction regarding the medication and side effects, can be obtained from the school nurse. A quantity sufficient for one month only can be sent to school.
4. The school nurse or trained staff members are the only people other than parents who may administer oral medications. Shots may only be given by a licensed health care provider or the parent.
5. Medication orders are effective for the current school year only. If changes in the medication occur, the parent is responsible for notifying the school and providing medical verification from the physician or dentist.

The parent or guardian can delegate the responsibility for self-administration to their child, only in the case of students carrying inhalers, and "EPI-Pens", but in so doing releases the school from any obligation to supervise or monitor the student. We need written permission to self-medicate signed by the parent or guardian. Medication to be self-administered for more than 15 consecutive days requires a current medical order signed by the physician and parent or guardian. No cough drops, antacids or Tylenol will be given out without a Doctor's Authorization Form.

## C. AIDS Policy HIV/Aids Policy

Heritage Christian Academy shall strive to protect the safety and health of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote these goals. The evidence is overwhelming that the risk of transmitting the human immunodeficiency virus (HIV) is extremely low in school settings when current guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency virus (AIDS) poses no significant risk to others in school, day care, or athletic settings. Persons involved in the education and care of HIV/AIDS-infected students must respect the student's dignity by maintaining confidential records. The number of personnel who are aware of the child's condition should be kept at the minimum necessary to assure proper care and supervision of the infected student, while at the same time providing for the safety and good health of other students and teachers in the school. No information about an HIV/AIDS infected individual may be released publicly without prior approval from the School Board and parents. The school principal shall report absenteeism of infected student to public authorities in accordance with the applicable provisions of state law, if any. Each HIV/AIDS infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurologic development, and the physical condition of the student. The expected type of interaction with others in the school environment of interaction with others in the school environment and the probability of contagion will likewise be considered in making the decision. A student known to be infected shall be admitted to the school subsequent to the unanimous approval of a screening committee composed at least of the student's physician, a public health expert or consultant chosen by the school principal, the student's parents, and the school principal. If no agreement is reached by the screening committee, the matter should be referred to the School Board for further consideration and a decision after consultation with the appropriate medical experts and the child's parents. The parents or guardians of an infected student who has been permitted to attend the school are responsible for securing such regular medical evaluations, as determined by the school principal, as to permit a reliable assessment of any change in the child's condition which might affect attendance. Parents and guardians must authorize the release of the results of these evaluations to the school principal. Their failure to secure such regular medical evaluations or to authorize the release of the results will jeopardize the child's continued enrollment. A student previously excluded from the school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission. First consideration in regard to placement should be given to placing the infected student in the regular education setting, consistent with the appropriate precautions needed to avoid infecting others, or becoming infected with other diseases transmitted by fellow students or others connected with the school. The student infected with HIV/AIDS and unable to attend class as determined by the screening committee, supported by appropriate data and rationale, shall be assisted by the school principal in attempting to secure alternative instruction. Absenteeism or withdrawal from attendance

at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law. Short-term exclusions may be used where, in the judgment of the screening committee, there is need for additional medical diagnostic appraisals; or, in the judgment of the principal, there is a situation of such serious and urgent nature that temporary removal of the infected person from the educational environment is in the best interest of all concerned. More extended exclusions may be necessary where the child, based on the best medical advice available, presents a risk of infection to others, or would himself/herself be subjected to serious risk of infection from others. Where either short-term or more extended exclusion is required, school administration should do everything possible to maintain the confidentiality in the entire procedure and to deal with the student and his or her parents or guardians in a way that exemplifies Christian compassion and concern. HCA will strive to provide appropriate information to teaching staff, parents, and students regarding the nature of HIV/AIDS and its transmission. Information will reflect Christ's teachings regarding care and concern for the ill and afflicted and should emphasize Christian responsibility for one's personal health and for the health of others. Effective educational efforts and the development of a Christian outlook, well in advance of any possible crisis situation, are the best assurances that an actual crisis, if it occurs, will be dealt with rationally and without panic. These policies are also applicable to employees as respects continued employment. These policies will be reviewed regularly by the school board to seek to assure that they are based on the latest and most reliable medical information reasonably and generally available regarding management of HIV/AIDS cases. They may be modified at any time based on new findings and recommendations from medical and health agencies. –Revised 2011

## **Attendance Policies**

Regular, consistent attendance in school by all students regardless of age is an expectation by Heritage Christian Academy and is required by the State of Washington for all students ages eight through 18. Not only is it conducive to high scholastic achievement, it is good training for the work that God will call us to do. Ps. 90:17, Prov. 12:24, Eccl. 9:10, Zech. 3:16, I Thess. 4:11, Col. 3:23. Because of the impact on the children and teachers, please try to avoid scheduling family vacations or trips that cause students to miss class. Heritage has a number of scheduled breaks which can facilitate family vacations and we publish our calendar in the spring of each year for the following school year to assist you in your planning. Students who are truant (absent without parent or guardian knowledge) will not have the privilege of making up class work for credit. Truancy can result in expulsion. HCA is a closed campus and a “no student visitor” policy is in effect except for prospective enrollees or upon principal approval.

### **A. Absences**

Excessive absenteeism results in missed or limited knowledge and skills and will impact grades.

- If a student is absent, parents are requested to call the office before 8:30 a.m.
- An admit slip is required from the office before a student can return to class.

- All work must be made up within a reasonable time, i.e., one school day for each day absent.
- A written, signed note, a phone call, or an in-person visit to the office by the parent or guardian is required within two days after the absence.
- If a student is absent and homework is requested by parents at the start of the day, work packets will be available in the office by the end of the school day.
- Parents need to pre-arrange for early dismissal from school through the office with a signed note, a telephone call, or an in-person request. For safety reasons, parents must come to the office to sign the student out; the office will call the classroom and ask that the student come to the office. Parents should not go to the classroom to pick up the child.
- Students who are absent for the school day may not participate in sports or activities held that afternoon or evening or be admitted to Extended care on that day.

## **B. Tardiness**

Students are expected to be on time for all their classes. Being tardy to class not only causes a student to miss essential learning, but it also disrupts the rest of the class and their learning. Students arriving late must check into the office to pick up a tardy note prior to proceeding to class.

## **C. Absence and Tardy Interventions**

After three tardies at the start of the school day (and for secondary students during the entire day per class), parents will be notified by the teacher. If the tardies continue, the student will be required to stay after school each of the days they are tardy to catch up on missed instruction and classwork. If tardies continue, the principal and teacher(s) will arrange a meeting with parents to come to solution to stop these class interruptions.

When absences impact learning for any child, the principal and teacher(s) will arrange a meeting with parents to come to solution.

## **Dress and Appearance**

Heritage Christian Academy has adopted uniforms for our Kindergarten through the 9<sup>th</sup> grade. Land's End catalogs and lists of appropriate uniform pieces are available in the school offices. The uniforms have been approved by the School Board and consist of certain items available through Land's End. Uniforms must be clean and neat; pants must be hemmed and not have holes in the knees. It is prohibited to accessorize school uniforms. If leggings are worn, they must be in uniform colors.

The purpose of our dress code is to reflect the character of Jesus Christ. We expect all students in Kindergarten through Ninth Grade to adhere to the established school dress code.

Students are expected to be modestly and appropriately attired at all times, both at school and at school activities. Extremes in dress or hair cuts which attract undue attention to the wearer or cause a disturbance in school are not allowed.

On Free Dress Fridays, students will be allowed to wear something other than a uniform. However, certain dress standards must be followed (see the attached Dress Code).

As a safety precaution, we require that students wear shoes that will give good support to their feet and ankles and that have a back or strap around the heel. **No flip-flops are allowed.**

## Discipline Policies

All discipline at Heritage Christian Academy will be carried out with prayer, love, and concern for the student, the good of the school, and in keeping with what is truly Christian, remembering that God requires obedience from His children, and that we are accountable to Him for the way we train students.

Students are expected to abide by the school guidelines signed as part of the enrollment process (there are additional rules set by teachers for classroom or recess conduct): behave and work responsibly in the classroom and on the school campus, abide by all standards set by the school; have a courteous, respectful, and cooperative attitude towards HCA staff and fellow students; do not gamble or use gambling devices (including playing cards) on campus or at any HCA function; leave electronic devices (games, tape players, CD players, iPods, pagers, etc.) at home. Cell phones may be brought to school, but they must be turned off during school hours and be out of sight. Cell phones that are in sight or are in use will be confiscated and picked up by parents only (see cell phone policy); no skateboarding, rollerblading or bicycling on campus. With written permission from the parent on file in the office, bicycles may be ridden to school but must be left parked during school hours.

**Prohibition of Harassment, Intimidation, and Bullying** Heritage Christian Academy strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation, or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

Harassment, intimidation, or bullying– is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is "substantially interfering with a student's education" will be determined by

considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying. (This information is taken from the Office of the Superintendent of Public Instruction's School Safety Center's website.)

Every HCA student belongs to the Eagle Guardians. The motto is "We will respect, love, care for and protect others." This motto will be reviewed and the terms defined in the classroom each fall so that students will be reminded of it and so they may grow in their understanding of the terms.

Classroom teachers will proactively deal with issues before they become offenses. However, if the behavior is not significantly improved by classroom intervention, administration will become involved. **Continual misbehavior will lead to dismissal if positive changes are not seen.**

## A. Consequences of Misbehavior

The Bible teaches that certain actions reap different consequences than others. The table on the following pages illustrates the ranges of consequences for student misconduct at HCA. **The most serious of the offenses listed below in BOLD TYPE are cumulative throughout the entire tenure of the student at HCA**

## Cell Phone Policy

With the understanding that in our present day and age, cell phones are an important part of a family's emergency communication plan, HCA will allow students to carry cell phones in their back packs or lockers in case of emergencies. **Cell phones are to be turned off and out of sight when students enter the school until they leave the building.** If at any time during the day a student must call a parent and because of it being long distance, they are to go to the office to receive permission and make their call there.

If a student has their cell phone in view during the school day or if it rings during the day (which is a disruption of the educational process), it will be confiscated and taken to the office. In the first instance, the student may pick up the phone from the principal after school that day. In a second instance, a parent must come to the office and pick up the phone from the principal after school. If there are more instances, it will be considered as **Willful Disobedience/Defiance /Disrespect** and will be dealt with as per the HCA Guidelines for Disciplinary Action which is found in our **Student and Parent Handbook** and on our website.

## HCA Guidelines for Disciplinary Action: Junior High Students

Every disciplinary action includes **PC** (Parent Contact)

Disciplinary Codes			
<b>AC</b>	Administrative Conference	<b>IS</b>	In School Suspension
<b>CF</b>	Confiscate	<b>LT</b>	Long Term Suspension
<b>CS</b>	Community Service	<b>PN</b>	Police Notification
<b>DT</b>	Detention	<b>PS</b>	Possible
<b>EP</b>	Expulsion	<b>RS</b>	Restitution
<b>EX</b>	Emergency Expulsion	<b>ST</b>	Short Term Suspension

These disciplinary actions for students from the 6 <sup>th</sup> through the 9 <sup>th</sup> Grade				
VIOLATION	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
<b>Arson</b>	PC / EX / PN			
<b>Assault (Physical)</b>	PC / LT / PN / PS-EX	PC / EX / PN	PC / EP	
Assault (Verbal)	PC / DT / IS / ST	PC / IS / ST / LT	PC / ST / LT / EP	PC / EP
Cheating	PC / DT / 0 Score	PC / ST / 0 Score	PC / LT / No credit – semester	PC / EP
Dress Code	PC / AC	PC / DT / IS	PC / IS / ST	PC / ST / LT
<b>Drug / Alcohol / Paraphernalia</b>	PC / EX / PN / CF			
Excessive Tardies	PC / DT / CS	PC / IS / CS	PC / IS / CS / PS-ST	PC / ST / CS / PS-LT
<b>Extortion</b>	PC / ST / PS-PN	PC / LT / PS-PN	PC / EP / PN	
<b>Fighting (Both parties)</b>	PC / ST / PS-PN	PC / ST / LT / PS-PN	PC / LT / EP / PN	PC / EP / PN
<b>Harassment / Intimidation / Bullying</b>	PC / AC / DT / IS / PS-CS	PC / ST / PS-PN	PC / LT / PS-PN	PC / EP / PN
Inappropriate Display of Affection	PC / AC / CS	PC / DT / IS / CS	PC / IS / PS-ST / CS	PC / ST / PS-LTS / CS
Misconduct: Classroom/On Campus	PC / DT / IS / PS-ST / CS	PC / IS / ST / CS	PC / ST / PS-LT / CS	PC / LT / PS-EP / CS
<b>Misrepresentation / Lying / Forgery</b>	PC / DT / ST / CS	PC / ST / PS-LT / CS	PC / LT / PS-EP / CS	PC / EP
<b>Possession of Dangerous Weapon</b>	PC / EX / PN / CF			
Possession of Flame Producing Object	PC / AC / CF	PC / DT / IS / CF	PC / IS / ST / CF	PC / ST / LT / CF
Profanity/Swearing to a Student	PC / AC / DT	PC / IS / ST	PC / ST / LT	PC / LT / PS-EP
<b>Profanity / Swearing to Staff</b>	PC / ST	PC / ST / PS-LT	PC / LT / PS-EP	PC / EP
<b>Smoking/Possession/Using Tobacco</b>	PC / ST / CF	PC / LT / CF	PC / EP / CF	
<b>Theft</b>	PC / DET / ST / PN / RS / CF	PC / ST / LT / PN / RS / CF	PC / LT / PS-EP / PN / RS / CF	PC / EP / PN / RS / CF
Truancy/Skipping	PC / DT / IS / CS	PC / IS / PS-ST / CS	PC / ST / PS-LT / CS	PC / LT / PS-EP / CS
<b>Vandalism</b>	PC / DT / PS-ST / PS-PN / RS	PC / ST / PS-LT / RS / PS-PN	PC / LT / PS-EP – PN / -RES	PC / EP / PN / RS
Willful Disobedience / Defiance / Disrespect	PC / AC / DT / IS / CS	PC / IS / PS-ST / CS	PC / ST / PS-LT / CS	PC / LT / PS-EP / CS

## HCA Guidelines for Disciplinary Action: Elementary Students

Disciplinary Codes			
<b>AC</b>	Administrative Conference	<b>LT</b>	Long Term Suspension
<b>CF</b>	Confiscate	<b>PC</b>	Parent Contact
<b>CS</b>	Community Service		
<b>DT</b>	Detention	<b>PN</b>	Police Notification
<b>EP</b>	Expulsion	<b>PS</b>	Possible
<b>EX</b>	Emergency Expulsion	<b>RS</b>	Restitution
<b>IS</b>	In School Suspension	<b>ST</b>	Short Term Suspension

These disciplinary actions for students from Kindergarten through the 5 <sup>th</sup> Grade				
VIOLATION	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>
Accumulation of Violations	AC / PS-DT	DT / IS	IS / PS-ST	ST
<b>Arson</b>	EX / PN / PC			
<b>Assault (Physical)</b>	AC / DT / PC / PS-ST	PC / IS / ST / PS-LT / PS PN	PC / LT / PS-EP / PS-PN	PC / EP / PN
Assault (Verbal)	AC / PC / DT	PC / DT / IS	PC / IS / ST	PC / ST / PS-LT
Cheating	AC / PC / Re-do Work,	PC / DT / Zero / IS	PC / IS / PS-ST	PC / ST / PS-LT
Dress Code	AC / PC	AC / PC / DT	PC / DT / IS	PC / IS / PS-ST
<b>Drug / Alcohol / Paraphernalia</b>	PC / EX / PN / CF			
Excessive Tardies	AC / PC / DT	PC / DT / IS	PC / IS / PS-ST	PC / ST / PS-LT
<b>Extortion</b>	AC / PC / DT / IS	PC / IS / PS-ST	PC / ST / PS-LT	PC / LT / PS-EP
<b>Fighting (Both parties)</b>	AC / PC / PS-ST	PC / ST / PS-LT	PC / LT	PC / LTS / PS-EP
<b>Harassment / Intimidation / Bullying</b>	AC / PC / DT / IS / CS	PC / DT / IS / PS-ST / CS	PC / IS / PS-ST / P-LT / CS	PC / ST / PS-LT / P-EP / CS
Inappropriate Display of Affection	AC / PC / DT / CS	PC / DT / IS / CS	PC / IS / PS-ST / CS	PC / ST / PS-LT / CS
Misconduct: Classroom / On Campus	AC / PC / DT / IS / CS	PC / IS / PS-ST / CS	PC / ST / PS-LT / CS	PC / LT / PS-EP
<b>Misrepresentation / Lying / Forgery</b>	AC / PC / DT / IS / CS	PC / IS / PS-ST / CS	PC / ST / PS-LT / CS	PC / LT / PS-EP
<b>Possession of Dangerous Weapon</b>	PC / EX / PN / CF			
Possession of Flame Producing Object	AC / PC / DT / CF	PC / DT / IS / PS-ST / CF	PC / IS / ST / PS-LT / CF	PC / ST / LT / CF
Profanity/Swearing to a Student	AC / PC / DT / IS / PS-ST	PC / IS / ST / PS-LT	PC / ST / LT	PC / LT / PS-EP
<b>Profanity/Swearing to Staff</b>	AC / PC / IS / PS-ST	PC / ST / PS-LT	PC / LT / PS-EP	PC / EP
<b>Smoking/Possession/Using Tobacco</b>	PC / ST / CF	PC / LT / CF	PC / EP / CF	
<b>Theft</b>	PC / AC / DT / IS / CF / RS	PC / IS / ST / PS-LT / CF / RS	PC / LT / PS-EP / CF / RS	PC / EP / CF / RS
Truancy/Skipping	AC / PC / DT / IS / CS	PC / IS / PS-ST / CS	PC / ST / PS-LT / CS	PC / LT / PS-EP / CS
<b>Vandalism</b>	AC / PC / DT / IS / PS-ST / RS	PC / IS / ST / PS-LT / RS / P-PN	PC / ST / LT / PS-EP / RS / PN	PC / LT / EP / RS / PN
Willful Disobedience / Defiance / Disrespect	AC / PC / DT / IS	PC / IS / PS-ST	PC / ST / PS-LT	PC / LT / PS-EP

## **B. Records**

The principal will place a Discipline Report in the student's file the first time he or she is reported to the office, and all subsequent infractions will be noted in order to insure fairness and evidence of warnings or actions taken. Discipline for offenses will be cumulative K-5th and 6th -9th except for serious violation which are in **BOLD TYPE** and will be **cumulative throughout the tenure of a student's attendance at HCA.**

## **C. Counseling**

Heritage Christian Academy's goal is to employ a school counselor to work with students in developing coping skills and social skills that help avoid discipline problems. To supplement the availability of the school counselor, the principal may act as student counselor as needed.

## **Other**

### **A. Achievement Tests**

Heritage Christian Academy employs many different methods of measuring student achievement. The majority of these are teacher-designed tests, quizzes, projects, and daily assignments while others are designed by the authors of the curriculum. HCA also uses the TerraNova 3, a nationally normed test, in the 1<sup>st</sup> through 9th grades. This allows HCA students to be compared to 175,000 students in the standardization group who were carefully selected to represent a true profile of students across the United States to give us a baseline to compare our students' academic success with students and schools across the nation. Historically, HCA students have scored at least one to two years above the national average. The benefit of the TerraNova 3 is to provide a good measure of academic growth from year to year. The benefit of the test to HCA is that it provides a type of external audit of our academic program, which helps us determine if we are meeting that part of the mission statement regarding quality academics.

### **B. Lost And Found**

Each year we accumulate hundreds of lost and forgotten items. Should your children lose or leave an item, please check the table on the stair landing by the offices or check with office personnel. Please label your child's coats, sweaters, etc. Unclaimed items are given away periodically to charities throughout the year and at the beginning of summer.

### **C. School Pictures**

School pictures are taken in the fall after the opening of school. Pictures are taken by a private photography company, and the parents may choose the package of pictures meeting their needs. These are paid for at the time the pictures are taken. The company guarantees satisfaction on the prepaid pictures either by re-take or refund.

## **D. Social Conduct Policies**

For the health of each individual student, as well as creating a comfortable and safe atmosphere on campus, Heritage Christian Academy will encourage and support only non-exclusive associations. “Steady dating” or “going with” another student will not be encouraged because it distracts from the main purpose for a student being at Heritage Christian Academy. Wholesome, God glorifying relationships are encouraged. “...then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your interests, but also to the interests of others.” Philippians 2:2-4

The following policies have been established to encourage proper conduct at school with the opposite sex:

1. Group activities are the standard and will be the priority when organizing school activities.
2. No public display of affection associated with boyfriend-girlfriend associations is allowed.
3. Students are to avoid all behaviors that are associated with sexual harassment (suggestive or degrading language, slapping, pinching or touching any private area of another person).

## **E. Yearbook**

During the school year, the HCA Yearbook is published by junior high students. The yearbook will be completed and distributed shortly before the end of the school year and is pre-sold to interested students and parents. Parents may support and sponsor this publication by advertising their businesses in it. Stop by the library to see the yearbooks we have published in the past.

## Appendix A – Dress Code

# Heritage Christian Academy

## Dress Code

In an effort to assist our students and parents to make proper decisions regarding personal appearance on days when students are not required to wear uniforms (i.e. Free Dress Friday), please note the following guidelines:

1. No bare midriffs—no stomach and/or back showing.
2. Straps on tops must be three fingers width and no V-neck tops.
3. No hats or hoods will be worn on campus by students.
4. Skirts and shorts must be 2 inches or less above the knee while kneeling on the floor.
5. Pants will be worn so that underwear is completely covered and does not show.
6. No sleepwear such as pajamas, boxer shorts, sweat suits or “loungesuits.”
7. No clothing or accessories with slogans or insignias which imply intimidation, graffiti, discrimination, ridicule or displays words, pictures, or references to alcohol, tobacco, illegal substances, weapons/guns, or sexual innuendo
8. No spikes or chains

Students will also have the following dress requirements:

1. Whenever our students **represent our school** (go on a field trip, a sporting event, etc.), they will need to wear a polo shirt (green or white color) preferably with our school logo on it
2. **Chapel dress for students who are not in uniform:**  
boys will need to wear cotton pants or slacks (**not jeans**) and a collared, button down shirt. Dress for girls will be a dress, skirt and top, or slacks (**not jeans**) and a top

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