

HERITAGE CHRISTIAN ACADEMY

FAMILY HANDBOOK

2010-2011

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HISTORY OF HERITAGE CHRISTIAN ACADEMY

In 1993, “God had a notion,” as He brought a ten member steering committee together to meet and pray about the need for a Christian school in Christian County. On March 29, 1994, the first town meeting was held in the Hopkinsville Community College auditorium to determine community interest in establishing a private Christian school. An overflow crowd of 625 people attended.

In the fall of 1994, Heritage Christian Academy opened its doors with 155 students in Kindergarten through 9th grade. The enrollment grew to 240 students the next year as Second Baptist and Hillcrest Baptist Churches continued to house the students of HCA. The students of the class of 1998 were the first graduates of HCA.

Early in the history of HCA, the Wadlington family generously donated 28 acres of land. A 65,000 square foot building was constructed on this land with classes opening the fall of 2000.

HCA is an independent, board-run, non-denominational, Christian, college preparatory school. It has received accreditation from the Association of Christian Schools International. The state of Kentucky also recognizes the accreditation by ACSI.

Thank you to the Heritage Christian Academy Board, parents, teachers, staff, family and friends for recognizing and supporting God’s work at HCA. The students of HCA are truly blessed by your sacrifices.

MISSION STATEMENT

Our mission is to provide academic excellence based on Biblical principles, while enhancing the Christ-centered family and strengthening the local churches. We are committed to equip each student intellectually, socially, physically and spiritually, and to educate caring, contributing members of the body of Christ and of society.

PHILOSOPHY AND VISION OF CHRISTIAN EDUCATION

We believe that man is created in the image of God. Therefore, God’s sovereignty is supreme over every aspect of our life. Man is finite and is dependent upon divine revelation for all ultimate truth. This belief establishes the foundation of the Christian World/Life View.

As the Christian school concerns itself with mastering the fundamentals of human knowledge, it must rely upon this Christian World/Life View in the pursuit of educational excellence. Since God reveals Himself in the Bible and in His creation, the Christian school gives the Bible and its teachings a prominent place in curriculum. This emphasis can play an important role in transmitting to the next generation of Americans the spiritual nature of their heritage.

A school is an effective place for learning only if it can provide a God-fearing environment accompanied by consistent discipline and orderliness. Only a Christian school can provide such an atmosphere. Only a Christian school can integrate God’s revelations and human

learning. It is, therefore, our purpose to provide sound academic training integrated with a distinctly Christian view of God and the world. There are important differences between the Christian view on any given subject and the many non-Christian views on that same subject. Even though knowledge is factually the same for all, no subject can be taught totally or accurately if the Creator is ignored or denied. Knowledge is properly understood only by the recognition of God's preeminence in it. No formal education can be entirely adequate unless God is honored throughout.

The Christian school musters all of man's faculties for a study of God's revelations so that intellectual, social, emotional and physical development is given unity, direction and balance.

The hub of human relations in the Christian school is personal concern for each other in the spirit of law and love. This premise should be evident in the general atmosphere of the school, and in the personal relationships among teachers, pupils, staff and parents.

It is our purpose to personally see that the education we provide is both excellent and thoroughly Christian. We diligently seek to instill the time-honored values of faith in God, love of family, patriotism, respect for authority, and hard work. Our responsibility is to nurture, instruct and train students in order to help parents fulfill their God-given mandate to "*train up a child in the way he should go*" (Proverbs 22:6) and to "*bring them up in the fear and admonition of the Lord*" (Ephesians 6:4).

The purpose (core value) of such an education includes:

1. To instruct and discipline children in God's law and reverential fear, to use this means to effectually draw children unto Himself that they may confess Him and live to His glory.
2. To give instruction and discipline so God's children may learn to walk in God's law and to shine with Christian virtues.
3. To develop their God given minds that they may be able to rightly discern and judge all things for themselves.
4. To require the disciplined exercise of God given talents. To assist in determining God's call in their vocation and to prepare them to use these talents to the utmost excellence, and to honor and glorify God.
5. To give this instruction and discipline, not only to meet human needs with excellence but also preeminently to labor to the greater glory of God, honoring the name of Christ, that there might be faith, true knowledge and personal holiness in generations to come.

STATEMENT OF FAITH

1. We believe in the Bible as the only authoritative word of God. It is eternally reliable in all matters of Christian faith and practice.
2. We believe there is only one God, eternally existent in three persons—Father, Son and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, His personal return in power and glory.

4. We affirm that salvation is by grace, through faith in our Lord Jesus Christ. We affirm that repentance from personal sin toward God, faith in our Lord Jesus Christ, and regeneration by the Holy Spirit are necessary to salvation.
5. We affirm the resurrection of both, the saved and the lost, those who are saved to the resurrection of life and those who are lost to eternal punishment.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

As a non-denominational school, we welcome families from a wide variety of churches. Other than the seven points listed above, HCA does not take a position on the many issues that have traditionally differentiated denominations.

SCHOOL BOARD/ADMINISTRATION RELATIONSHIP

Heritage Christian Academy School Board has the responsibility for the establishment, guidance, and spiritual headship in the operation of the school. The Board is the policy setting body of the school, with the school administrator having the responsibility for the implementation of the policies. A full Board consists of 21 members. Board members serve an initial term of three years and may be re-elected to serve an additional three years by a 75% vote of the Board according to the by-laws. The Board members are selected by the standing Board, from among qualified persons with an interest in Heritage Christian Academy.

SCHOOL/PARENT RELATIONSHIP

It must be made clear that God places the immediate responsibility for such training upon a child's parents, promising to give divine guidance to those who seek it. Parental cooperation plays a strategic part in the success of such training at school. The nature of parental discipline in a child's formative preschool years and the strong influence of daily training at home can be neither erased nor replaced by training at school. The school can only supplement proper home training. Though the school is directly responsible to God for its leadership in the lives of students, it remains essentially a service to parents in aiding them to fulfill their responsibilities before God. It must give due respect to the position God has given parents, realizing that the ultimate choices regarding the child's education are the parents'. However, it is vitally important that students learn to recognize and respect other authority God places in their lives. Administrators, teachers and coaches need to be recognized in this light and their authority supported by parents. Parents should make every effort to uphold the authority of the teacher in the classroom.

Parental cooperation plays a strategic role in the successful educational process at school. The school can only supplement proper home training. It is vitally important that students learn to recognize and respect other authority God places in their lives. The Board Policy Manual (4.005-1) states that the administration reserves the right to suspend a student and the school board expel a student at anytime if we feel that the students' and/or parents' actions and attitudes are an improper influence on HCA.

MATTHEW 18 PRINCIPLE

In our relationships at HCA we recognize differences or disagreements may arise from time to time. As a school we strive to follow the Scriptural principal outlined by our Lord Jesus in Matthew 18:15-17:

“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.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

Should a disagreement with your child’s teacher arise, your first response should be to meet individually with the teacher. Most issues can be resolved at this level. It is also important to keep the issue between those involved (i.e., do not discuss the issue with other teachers or parents until you have already met with the teacher). If the issue cannot be resolved, a meeting with the Headmaster, teacher, student, and parents would be in order. Lastly, a meeting of a Board Committee with the above persons may be scheduled. In all situations it is important to maintain Christian charity and to avoid gossip.

ACADEMICS

CURRICULUM

We are guided by the following general concepts in curricular matters:

- ◆ We are absolutely committed to academic excellence and retaining traditional Christian values.
- ◆ We are not bound to a standard curricular package (i.e., A BEKA) but remain open-minded to review all publishers to assure the best academic curriculum for each subject.
- ◆ We will always attempt to balance any content conflicting with the Christian World View with an appropriate Christian perspective.
- ◆ We believe that through the fear and honor of the Lord come wisdom and the ultimate learning opportunity.
- ◆ We have established an Education Committee composed of teachers, board members, and other interested individuals for ongoing text recommendation, review, and selection.
- ◆ We believe that any concern regarding the quality of Christian education will be dismissed by review of standardized comparative studies.
- ◆ We are committed to offer a well-rounded educational experience including both academic and extracurricular activities such as athletics, music, art, and language.

GRADUATION REQUIREMENTS

Graduates must have a minimum of 27 credits.

- ◆ Bible – 4 credits (2 minimum if transfer student)
- ◆ English – 4 credits (English I, II, III, & IV)
- ◆ Math – 4 credits (Algebra I, II, III, Geometry, Pre-Calculus, and/or College Algebra)

- ◆ Science – 4 credits (Biology, Introduction to Chemistry and Physics, Chemistry, and Physics or AP Chemistry)
- ◆ Social Studies – 3 credits (American Government/Geography, World History, and U.S. History)
- ◆ History and Appreciation of Fine Arts – 1 credit
- ◆ Health and Physical Education – ½ credit each
- ◆ Introductory Spanish – ½ credit
- ◆ Spanish I & II – 2 credits
- ◆ Community Service Project* – (75 hours minimum = 1 credit)
- ◆ Accounting – ½ credit
- ◆ Logic – ½ credit
- ◆ Elective – 1 or more credits

* Transfer students are responsible for 20 hours per year

GRADUATION PARTICIPATION

Students must complete the HCA graduation requirements in order to participate in the graduation ceremony and receive a diploma. If a student fails one course, he/she will be allowed to participate in the graduation ceremony but will not receive his/her diploma until the course is completed with a passing grade. If a student fails more than one course, he/she will not be allowed to participate in the graduation ceremony and will not receive a diploma until all courses are completed with a passing grade. The above also includes completion of the community service credit.

The diploma given by Heritage Christian Academy represents the completion of a challenging college-preparatory course of study. Our diploma has received recognition among institutions of higher learning nationwide. In order to maintain our integrity and respect of all students, the above requirements for graduation must be completed in order to receive a diploma from Heritage Christian Academy.

The Top Five students will not be announced until graduation due to processing grades. The Valedictorian will be notified a week prior to graduation to allow time for speech preparation.

PRE-COLLEGE CURRICULUM

Entering freshmen at public universities in the Commonwealth of Kentucky will be required to have completed the pre-college curriculum. Some colleges and universities may require more than just the minimum.

<i>4 English</i>	<i>2 Science (Biology, Chemistry or Physics)</i>
<i>3 Math (Algebra I, II, Geometry)</i>	<i>2 years of the same Foreign Language</i>
<i>1 Health and Physical Education</i>	<i>2 Social Studies (World Civilization and U.S. History)</i>
<i>1 Humanities (History of Fine Arts)</i>	

Heritage Christian Academy currently offers Advanced Placement courses in U.S. History and Chemistry. Others will be offered as sufficient enrollment permits. Dual credit courses in English 101 and 102 are available for seniors through the local community college. See the guidance counselor for more details.

GRADE SCALE

Grades are reported at midterm and at the end of each nine-week grading period.

Grading is as follows:

A = Excellent	94-100	X = Excellent
B = Good	85-93	S = Satisfactory
C = Average	75-84	N = Needs Improvement
D = Poor	65-74	F = Failure
F = Failure	0-64	

Quarterly grades (1st-12th) will be averaged using 50% tests and 50% daily. Daily grades may include homework, quizzes, projects, class participation, class work/assignments, etc. It is at the discretion of the teacher to determine the weight given for areas in the daily average.

Quarterly exams will be administered to all middle students in each core subject. The quarterly exams will count as two test grades and will be averaged with the current quarter grades.

Quarterly exams will be administered to all high school students at the end of the first and third quarters in each core subject. The quarterly exams will count as two test grades and will be averaged with the current quarter grades.

Comprehensive Semester exams (December) will be administered to ALL high school students in each subject (exams may be given in elective courses). The semester exams will be averaged as 20% (10% for each exam) of the final yearly grade. Students who maintain an “A” for each quarter and on quarterly and semester exams will be exempted from the (May) Comprehensive Semester review and exam.

Recognition of scholastic achievement is based on a student’s grade point average (GPA) and/or letter grades at the end of each nine-week grading period. Outstanding Honor Roll represents a 4.0 GPA (all As), whereas Honor Roll represents a GPA of 3.0 to 3.99 (all As and Bs).

TRANSFER STUDENTS (Enrolling at HCA Anytime of Their High School Career)

All transfer students will be required to meet the current graduation standards of seven credits per year. The Board Policy Manual (4.014-1) says that transfer student courses taken as advanced level/weight elsewhere which HCA does not offer will be weighted the same as our regular courses. This will also be included in the final grade point average when recognizing valedictorian and salutatorian. In order to be considered for valedictorian or salutatorian, transfer students must have attended HCA for a minimum of two years.

PROMOTION/RETENTION POLICY

Elementary and Middle School (PreK-8th Grade)

Students will be promoted to the next grade level upon mastery of instructional goals and objectives as prescribed by the current grade level. Elementary and middle school students who fail more than one core subject (Bible, language arts, math, reading, science, and social studies) may be considered for retention. All subject work is considered, with emphasis placed on mastery in math and language arts. The administration and teacher(s), after consultation with parents and other support personnel deemed necessary, will determine whether the student will

benefit most by being promoted or retained. In cases where retention is recommended, parents will be notified of the possibility after the 2nd nine-week period.

High School (9th-12th Grade)

High school students are required to complete seven credits each school year and an elective course (seniors may complete less). High school students may be considered for retention upon failing two or more courses at the conclusion of each school year. The administration and teacher(s), after consultation with parents and other support personnel deemed necessary, will determine whether the student will benefit most by being promoted or retained.

SPECIAL NEEDS SERVICES

The Christian County Public Schools seeks to serve all children with disabilities ages 3 to 21, even though attending private schools. If you suspect that your child may have a disability, please contact the Director of Special Education Services at 887-1314 to discuss the need for an evaluation. If your child is determined eligible for specially designed instruction, the Christian County Public Schools will design a program for your child. It will be your decision to accept or reject these services.

ATTENDANCE

In order to gain the most from school, students must be regular in attendance. There will always be sound reasons to excuse a student from school, but it must be understood by parents and students alike that the fewer interruptions in the normal operations of the school, the greater the profit to the student. Parents and students are asked to make every effort to cooperate with the school in this matter. If possible, dentist and doctor's appointments should be scheduled outside of school hours. **If any student misses more than ten days of school per semester for excused and/or unexcused reasons, he/she may be required to repeat that grade. Extended illnesses, surgeries, or emergencies will be dealt with on an individual basis. If a student misses more than three consecutive days for an illness, a doctor's excuse may be required. If a student is absent three consecutive weeks or more for illness, the family must arrange for a private tutor or a homebound teacher.**

When a student is absent for any reason, he/she must report to the school office for an admittance slip upon returning to school. The student must have a written excuse from his parent or guardian stating the cause of the absence before consideration will be given to granting an excused absence. To avoid confusion, we request that the parent or guardian call the school in the morning of the day the student is to be absent. A school official may call on the morning the student is absent if a call has not been received by a parent. After illness due to a contagious disease, the returning student must have a written statement from a medical doctor indicating the condition is no longer contagious.

EXCUSED ABSENCES

Absences are excused for the following reasons: illness, death in the family, medical appointments, dental appointments, and funerals. **Excused and Pre-Approved absences are included in the ten-day limit per semester.**

UNEXCUSED ABSENCES

Any class or activity missed for unexcused reasons during the school day will result in a “0” for that class session or activity missed. If a student is absent, regardless of the reason, it is the student’s responsibility to find out all missed assignments.

TARDY/EARLY DISMISSAL

The following tardy/early dismissals will be excused: Youth conferences, car breakdown (student drivers must have parents notify school), HCA sporting event (early dismissal only), illness, medical appointment, funeral, driver’s test, dental appointments and traffic accidents. All other reasons will be unexcused. Any student entering the classroom after 7:50 A.M. (middle and high school) and 8:00 A.M. (elementary) will be considered tardy and must report to the office for a pass. When the student arrives late, the driver is to report to the office giving the reason for the late arrival. Tardiness will be recorded as excused or unexcused. If a carpool driver arrives late for an unexcused reason, all passengers are considered unexcused as well.

Three unexcused tardies will equal one demerit check.

Late arrival from school start time to 9:30 = 1 tardy

Arrival after 9:30 = ½ day absence

Departure before 1:30 = ½ day absence

Six excused and/or unexcused tardies will equal one absence. This will be applied to the ten-day limit per semester.

Tardy is defined as not being in your classroom and prepared when the tardy bell rings.

Middle and high school students not involved in any after school programs and/or receiving help from a teacher must be off campus by 3:30 P.M. If a student is found on campus after 3:30 P.M., the student’s parents will be billed \$10.00 for each occasion. If this occurs more than three times, the parent will be charged \$20.00 for each occasion and the parent will be contacted.

CLOSED CAMPUS

Students must remain on campus for the school day unless the parents/legal guardian or the person designated on the official form signs the student out. Parents/legal guardians are not authorized to sign their children out during lunchtime. Students are not allowed to make phone calls to place orders for food outside of the school.

MAKE-UP WORK

Students are responsible to contact the teachers for scheduling any make up tests or quizzes. The student has one day to make up homework for each missed day. Each incomplete assignment, quiz, and/or test will be recorded a “0”. Students absent 1 day or more will contact the office to get work. Please call early in that day to ensure sufficient time to collect assignments. Homework can be picked up after 3:15 p.m.

COLLEGE VISITS

Students missing school for college visits will be considered on institutional leave, counted present, and responsible for make up work. Proof of the college visit must be brought to the office upon returning to school.

WITHDRAWAL PROCEDURES

If for any reason a student must be withdrawn from school, the school office must be notified in writing at least two days in advance so that the withdrawal can be properly processed. Parents are asked to refer to the terms of the payment agreement at the time of withdrawal.

CODE OF CONDUCT FOR STUDENTS

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). And the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Heritage Christian Academy, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17, NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Heritage Christian Academy, both on and off campus, so that we might all live and work happily together.

These general guidelines for student conduct are listed below:

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and 1 Thessalonians 5:12-13.)
3. Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20.)

4. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
5. Refrain from a public display of affection on campus. As students, you are expected to conduct yourselves in a discreet and Christian manner. Therefore, while on campus, you should follow a “hands off” policy.
6. Leave all annoying or dangerous items such as knives, water pistols, lighters, and matches at home. Radios, CD players, MP3 players, and cameras are not allowed at school either. Also, pagers and cell phones are prohibited in class. Cell phones are to remain off; they must be in your lockers between 7:50 a.m. and 3:00 p.m.
7. Do your own work – do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.
8. Avoid plagiarism, which is also a serious offense. The definition of *plagiarism* is “the use of another writer’s ideas or words without giving the writer credit for them.”
9. All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

STUDENT PREGNANCY POLICY

Heritage Christian Academy is a school that has a discipleship program for Christian students who want the encouragement, teaching, fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. HCA is the light to the community and not only its policies but also its people must bear witness to Christ. We want to teach all God’s nature – holiness and purity along with love, forgiveness, and restoration. We also want to teach personal responsibility. We do not condone sexual immorality, and we believe abortion to be against God’s law. Recognizing that it is the responsibility of both parents and the Christian school to educate students about the Biblical principle of sexual purity before marriage, and that pregnancy in and of itself is not sin but can be the result of sin.

It is the policy of the board, when any student who becomes, or causes another individual to become pregnant shall upon verification be suspended immediately until a decision by the administration is reached on conditions of continued enrollment or immediate expulsion. Extenuating circumstances such as rape will be considered on a case-by-case basis.

It is the policy of the board to deal with each pregnant student on an individual basis. To make a general policy to govern the spectrum of issues inherent in these cases would be ineffective. Each case will be judged on the basis of its merit, and the following items will be taken into consideration:

- Attitude (one of repentance vs. hostility)
- Home Support
- Church Support
- Academic Performance
- Contractual Fulfillment (Home, Church, School)
- Discontinuance of Sexual Sin
- An Approved Plan of Christian Counseling

Certain privileges will necessarily be denied (such as attendance to class), but pregnancy in and of itself will not automatically exclude a student from completing his/her coursework at home with HCA support.

Once a baby is delivered, the student would be allowed back in class, but further conditions will also be imposed in order to make sure that having a baby out of wedlock is not presented to our student body in a positive light. The school will sponsor no celebration of any kind. After the birth of the baby and while either of the parents is a student, the mother and/or father must agree to the following stipulations:

- The baby will not be brought onto the school campus during school hours.
- The baby will not be brought to school-sponsored activities (i.e., athletic events, general meeting, etc.)

DISCIPLINE

Heritage Christian Academy follows God's Biblical approach to discipline. Discipline and the Bible not only go hand in hand, God's Word and discipline form the solid bedrock foundation needed for parents, teachers and students to succeed in life. Discipline is necessary for the school to function smoothly and for teachers to provide a safe, structured, Christ-centered learning environment. God has blessed us with His Word to direct us in what to believe, how we should live our lives, and respect others regardless of race, color or creed.

Discipline is necessary for character and spiritual development and to teach students they are responsible and accountable for their actions and attitudes. If discipline policies are clearly understood and strictly enforced by parents, administrators and teachers, students will develop respect towards others, develop strong honorable character traits and a positive attitude that will enhance their self-esteem. A student's accountability for good behavior in class teaches them submission to authority and self-control. Requiring a student to be prepared for class and to complete required assignments on time teaches him responsibility and consistency. Adherence to the dress code is extremely important. It not only teaches the student submission to authority but attention to detail as well as not giving in to peer pressure. The dress code makes students aware of appropriate or acceptable attire, which shows consideration and decency for others.

Discipline is not punishment. It is a form of positive reinforcement and remedial corrective action taken to overcome unacceptable behavior. At Heritage Christian Academy we discipline out of love and concern for each student. We use discipline as a positive rather than negative approach to making your child a better student, citizen and Christian. We use positive caring encouragement and the merit system to help achieve the desired results. In essence, discipline trains the students to honor and respect others.

DISCIPLINE FILE

A behavior file to include detention slips, demerits, discipline conferences, etc. will be maintained on a continuing basis. The accumulation of infractions will be used to help determine action taken by the Administration in terms of re-enrollment. Defiance of school policies may be grounds for probation with a stricter discipline policy, student to withdraw and/or not re-enroll.

K3, K4 AND K5 DISCIPLINE

Kindergarten teachers will use treats (i.e. M&Ms, stickers, Skittles) as rewards for good behavior. Parents will be informed if a child consistently misbehaves. A parent – teacher conference may be requested by the teacher or parent if deemed necessary, to discuss behavior.

DETENTION - GRADES 1-12

Detention will primarily be given for *lack of preparedness for class*. Detention is after school, Monday, Tuesday, Thursday and Friday, from 3:05 to 3:50.

Each classroom teacher, grades 1-12, will be responsible for assigning after school detention on the same day the infraction occurred. The office will notify the parents about the detention. The student will receive a detention slip from the teacher to take home and **MUST** be signed by a parent and returned to the teacher that assigned the detention.

Detention checks will be given for but not limited to the following:

- failure to return low graded papers signed by parents/legal guardian
- homework not completed, misplaced or lost
- being unprepared for class (No paper, pencil, or textbook, etc.)

Students who have been assigned detention on days when there is an extracurricular activity must report to detention. This includes away games. There will be no exceptions. If a student misses or skips a detention, he/she will be required to serve two days of detention. It is at the discretion of the teachers to determine the assignment for detention. Students may have to write essays or reports, clean classrooms, hallways, bathrooms, empty trashcans or pick-up trash around the school's property. **Three detentions will result in a demerit check.**

CHECK SYSTEM

Each classroom will have a basic set of rules for classroom behavior conducive to learning. The student will be familiarized with these basic rules. A check system administered by the teacher will be carried out so that disciplinary action is administered fairly. We ask that parents encourage their child daily in his attitudes and actions.

DEMERIT CHECKS

Demerit checks are given for unacceptable behavior.

Demerit checks will be given for but not limited to the following:

- gum chewing
- dress code violations
- talking without permission

- not staying seated at specified times
- disrupting class
- disrespect
- three unexcused Tardiness to school or class
- three detentions
- public displays of affection
- misbehavior in chapel has a value of three checks
- use of cell phones during school hours (1st offense-Parent will pick phone up in front office. 2nd offense-Parent will pick phone up in front office at the end of the school year.)
- unacceptable lunchroom behavior (i.e., throwing food, etc.)

When checks are given, the teacher will let the student know verbally that it is being issued, and in writing to the parents on a note home. Parents with students in grades 1-5 will either get a note or receive a phone call. Reasons for the checks will be written on the note.

Grades 1-5 – Demerit checks are erased at the start of each nine-weeks.

Grades 6-12 – Demerit checks are erased at the start of each semester.

DEMERITS

In the case of deliberate, willful, or flagrant violations or in other inappropriate situations, corrective action will be taken immediately.

Demerits can be given for but not limited to the following:

- three (3) dress code violations
- using profanity – verbal or written
- being disrespectful
- dishonest
- disobedient
- defiant
- threatening or fighting, depending on the severity of the situation
- skipping class
- cheating

CHEATING

Cheating is an extremely serious offense and will not be tolerated in a Christian school. Whether a student copies another's homework, copies answers from a test, plagiarizes someone's work, or uses another student's disk in computer class, it is cheating!

- 1st offense – 1 Demerit and a "0" for the assignment
- 2nd offense – 2 Demerits and a "0" for the assignment
- 3rd offense – 3 Demerits, "0" for the assignment and expulsion.

BULLYING

According to the Anti-Bullying organization, www.bullying.org, bullying is a conscious, willful, deliberate, hostile and repeated behavior by one or more people which is intended to harm others. Bullying takes many forms, and can include many different behaviors, such as physical violence and attacks; verbal taunts, name-calling and put-downs; threats and intimidation; extortion or stealing of money and possessions; and exclusion from the peer group.

Bullying is an extremely serious offense at Heritage Christian Academy and will be dealt with on a case by case basis.

RESPECT OF PEERS AND/OR PROPERTY OF OTHERS

Heritage Christian Academy promotes an atmosphere that reflects basic scriptural principles. A student's conduct should measure up to that normally expected of a follower of Jesus Christ. Honest, courtesy, reverence, dependability, cleanliness, trustworthiness, and respect for authority are qualities marking a Christian. Scoffing and mocking which are common in today's society are condemned in scripture and will not be tolerated. Respect will be shown for both school personnel and fellow students (Proverbs 3:34, 14:6, 22:10, II Peter 3:3). Behavior in hallways and classrooms is formal, and therefore, students are expected to maintain a formal demeanor. In acting responsibly, the student needs to observe all of the school's rules and respect the rights and property of others. The scriptures teach that "whatsoever you do, work at it with all your heart, as working for the Lord, not for man" (Colossians 3:23). There are specific items that arise as culture changes that are not mentioned in this handbook. If there is any question regarding the acceptability of these trends for the HCA student, administration should be consulted. The school does not thereby condone behavior and appearances, which are not mentioned.

DEMERIT ACCUMULATION FOR ALL GRADES

1st, 2nd and 3rd grade

11 demerit checks = meeting between student and headmaster. Note mailed home.

21 demerit checks = 1 demerit – student misses merit day – meeting with parents, student, teacher(s), and headmaster

4th and 5th grade

7 demerit checks = meeting between student and headmaster. Note mailed home.

14 demerit checks = 1 demerit – student misses merit day – meeting with student, parents, and headmaster.

6th – 12th grade

4 demerit checks = meeting between student and headmaster. Note mailed home.

7 demerit checks = 1 demerit – student misses merit day – meeting with student, parents, headmaster.

An accumulation of demerits will result in the following actions:

- **Halfway to a demerit** = meeting between student and headmaster. Note mailed home.
- **One demerit** = meeting between student, parents, teachers involved, and headmaster
- **Two demerits** = two day suspension and a meeting between the student, parents, teachers involved, and the headmaster.
- **Three demerits** = three day suspension and a meeting between the student, parents, teachers involved, and the headmaster.
- **Four demerits** = four days suspension and a meeting between the student, parents, teachers involved, and the headmaster.
- **Fifth demerit** = Automatic Expulsion.

DISCIPLINE COMMITTEE

A Discipline Committee of the Board may become involved at the discretion of the Headmaster. A student may be expelled at any time, with Board approval, if in the judgement of the administration it is felt that HCA can no longer help the student or the student's attitudes and behavior are an improper influence on the student body.

IN-SCHOOL SUSPENSION

Students will serve suspension at school, in isolation from their classroom. Parents are not allowed to check students out. While serving In-School Suspension, students will complete all class work and/or take tests during suspension. Students will receive a grade for their work. Students who are serving In-School Suspension will not be allowed to participate in extracurricular activities during the suspension period.

Parents will be charged for a substitute teacher (\$60/day) to monitor their child while serving In-School Suspension. Parents may come and monitor their child for In-School Suspension in lieu of the \$60/day fee.

EXPULSION

In situations where others are placed in physical danger and/or threatened with an object, there will be immediate expulsion. Possessing dangerous or illegal items (i.e. guns, knives, fireworks, improvised explosive devices, alcohol, drugs, etc.) may justify immediate expulsion.

CONTROLLED SUBSTANCE AND WEAPONS

Heritage Christian Academy maintains a policy of complete intolerance for the use, possession, sale or transfer of any controlled substance, alcoholic beverage or tobacco product. HCA maintains a policy of complete intolerance for the possession of weapons or possession of pornography.

As used in this policy, "controlled substance" means any substance, real or simulated, as defined in the drug laws of the Commonwealth of Kentucky. Use of any medication according to a valid prescription shall not constitute a violation of this policy.

Violation of this policy shall result in a decision by the Headmaster concerning consequences, up to and including expulsion. In addition, any violation of this policy that is a violation of state law shall immediately be referred to proper law enforcement authorities.

This policy extends to all school property and vehicles, all school-related activities and travel to and from those activities, and the area within 1,000 yards of the school.

Any student reasonably suspected of being under the influence of drugs or alcohol at school or at a school related activity shall be subject to medical screening at the expense of his/her parents or guardians. Any student reasonably suspected of being under the influence of drugs or alcohol at school shall be subject to immediate suspension at the discretion of the Headmaster.

If a student is allowed to remain in school following a determination that he/she has a substance abuse or alcohol issue, the student shall be required to undergo counseling or treatment for chemical/substance abuse at parental expense. In addition, as a condition for continued enrollment, random drug screenings at parental expense will be conducted.

PARENT RESPONSE

Parent cooperation and support of the discipline policy and procedures will ensure the success of the student. Each demerit form has space provided for parent cooperation by describing the action taken at home in support of Heritage Christian Academy.

In cases of repeated misbehavior, the parents will be notified and expected to cooperate with the school in administering proper discipline. If corporal punishment is needed, the parent will be asked to administer the punishment in the presence of a school official.

The administration reserves the right to suspend a student and the school board expel a student at anytime if we feel that the student and/or parents' actions and attitudes are an improper influence on HCA (Board Policy 4.005-1).

ITEMS NOT ALLOWED IN SCHOOL

Parents are asked to monitor what their children bring to school. Items inappropriate for the school environment are the following:

- Toys
- Skateboards
- electronic games
- radios
- CD and DVD players, MP3, I-Pod or other audio devices
- **Cameras of any kind (unless given permission by teacher)**
- tape recorders
- laser pointers
- pagers
- Inappropriate outside reading material (books and magazines) should not be brought to school.
- weapons or any dangerous or illegal items

CELL PHONES

Cell phones must be turned off before entering the school building, and must remain off until the 3:00 p.m. bell rings dismissing school. If a cell phone is seen by school personnel, it will be taken to the front office. First offense, a parent or guardian must pick up the phone after school hours. Second offense, the phone will be given to the headmaster to keep until the last day of the school year. Third and after offense, the phone will be given to the headmaster to keep until the last day of the school year and an automatic demerit will be given for defiance.

MERIT DAY

It is our policy to encourage self-control and positive actions within our student body. To encourage this, each student will be working toward merit days to be scheduled at the end of each semester. Students in grades 1 through 12 with no demerits will be allowed to participate in merit day. It is at the discretion of the teachers to plan the merit trip. Teachers have been encouraged to use positive rewards. Please encourage your student to have a positive attitude. **Students not attending merit trips will be given an unexcused absence.**

Students not permitted to participate still must attend school and will be given assignments to complete. Work will be completed under teacher/staff supervision. Parents are asked to please work with the school in this matter. There are benefits to students participating in these group activities.

CITIZENSHIP GRADES

Citizenship grades for Middle/High School are as follows:

Excellent = 0 checks and no more than 2 detentions

Satisfactory = 1-2 checks and no more than 4 detentions

Needs Improvement = 3-4 checks and no more than 4 detentions

Unsatisfactory = 5-6 checks and no more than 4 detentions

Citizenship grades for the 1st through 5th grades are as follows:

Excellent = 0-4 checks

Satisfactory = 5-8 checks

Needs Improvement = 9-13 checks

Unsatisfactory = 14 checks (demerit)

SCRIPTURE PASSAGES ON DISCIPLINE

Proverbs 12:1 – Whoever loves discipline loves knowledge, but he who hates reproof is stupid.

Proverbs 13:18 – Poverty and shame will come to him who neglects discipline, but he who regards reproof will be honored.

Proverbs 19:20 – Listen to counsel and accept discipline, that you may be wise the rest of your days.

Proverbs 23: 12-13 – Apply your heart to discipline and ears to words of knowledge. Do not hold back discipline from the child, although you strike him with the rod, he will not die.

1 Timothy 4:7-8 – On the other hand, discipline yourself for the purpose of godliness; for bodily discipline is only of little profit, but godliness is profitable for all things, since it holds promise for the present life and also for the life to come.

CLEANING POLICY

In an effort to keep tuition lower and to teach Godly character, students will be required to help the faculty and staff with cleaning the gym, classrooms, lunchroom, vacuuming, and outdoor maintenance of the school property. We feel students must learn the importance of cleaning up after themselves. Everyone needs to take pride in what God has given us. It is important for students to learn humility and a Christ-like spirit of serving.

DRESS CODE

(Grades 1-12)

The intent of the dress code is to train our students to realize that some types of clothing are more appropriate for specific activities than others. The type of clothing we wear can influence our attitude and behavior. The following dress code represents the acceptable mode of dress for our school and its activities. It is not our desire to be legalistic, but we recognize that some guidelines are in order. **School clothes should be neat, clean, and modest.** Please talk with your child about his/her attitude toward the dress code. Too much concern with clothing or dressing to impress others is not scriptural (1 John 2:15-17). We desire an attitude of “what would please Jesus?” rather than “what can I get by with?”

Clothes should have no words or lettering except in the case of small brand labels. Any words, or pictures with advertising are inappropriate.

If parents or students have questions about the suitability of any clothing or style, please ask your administrator for assistance. The administration reserves the right to determine the appropriateness of clothing and appearance in questionable situations.

Students will receive a demerit check for dress code violations. Three (3) dress code violations (demerit checks) will result in a demerit. If a student needs to change clothing due to a dress code violation, he/she will be sent to the office. Parents will be contacted, and appropriate clothing must be brought to school in order for the student to return to class. If necessary, HCA will provide the student with appropriate clothing for the remainder of the day.

Shirts

- 1) Long or short sleeves, button styled oxfords
- 2) Long or short sleeves, polo style knit
- 3) Shirts are to have collars **and be long enough to be tucked in at all times.** Sleeveless shirts are not allowed except for students in 1st through 3rd grades. **Shirts must be modest and the second button on the shirt must be buttoned. Shirts must have buttons (SHIRTS WITH ZIPPERS OR V-NECK STYLE ARE NOT ALLOWED IN 6th – 12th GRADE).**

Slacks

- 1) **Solid** Navy, Black, or Khaki pants (**shades of brown**) (example: Dockers)
- 2) All slacks should be worn to fit (example: not oversized or skintight)

Shorts

- 1) **Solid** Navy, Black, or Khaki (**shades of brown**) walking shorts
- 2) Lengths should be no more than approximately two inches above the knee while standing

Skirts/Jumpers/ or Skorts

- 1) **Solid** Navy, Black, or Khaki (**shades of brown**)
- 2) Length should be no more than approximately two inches above the knee while standing.
- 3) Leggings, spandex, etc. are not to be worn.

Belts

- 1) Belts are to be worn if loops are available.
- 2) All belts must fit in the loops.
- 3) Belts worn as a fashion accessory can only be worn over shirts that are tucked in.

Sweaters

- 1) Crew, v-neck, cardigans, turtlenecks, or vests.
- 2) Turtleneck sweaters may be worn alone; all other sweaters are to be worn with an approved shirt.

Turtleneck shirts (knit)

- 1) May be worn under an approved shirt or jumper.
- 2) They are not to be worn as outerwear.

Jackets

No fleece, sweatshirts, or any type of jacket may be worn in the classroom. Students are permitted to keep jackets in their lockers or cubbies. Only an HCA approved jacket or pullover jacket may be worn in the classroom. Students can also wear sweaters in the classroom over an approved shirt.

Shoes

- 1) Appropriate footwear includes casual/dress shoes or boots, tennis shoes, sandals.
- 2) Socks must be worn except with sandals.

Caps/ Hats

No head apparel may be worn inside the school facilities.

What to buy (1-12)

All students will be required to buy a polo shirt with the HCA logo to be worn when indicated (such as field trips, athletic trips, etc.). This shirt needs to be purchased from the vendor selected by HCA so as to be uniform in appearance.

- 1) Navy short sleeve polo.
- 2) Chambray (denim) long sleeve Oxford. **(Optional)**
- 3) Shirt will be monogrammed with the Heritage Christian Academy monogram written above the left pocket.

Please see preschool teachers to order required field trip shirts for K3-K5 students.

Extremes

Extremes of an individual's personal appearance are to be avoided at all times. These include but are not limited to:

- 1) Hair (Boys – the back of the hair must not be below the bottom of the collar, the sides of the hair must not be below the ear lobes, the front of the hair must not be below the eyebrows.) **No Mohawk haircut.**
- 2) Jewelry (no earrings for boys) (girls limited to 2 pair)
- 3) Make-up
- 4) No tattoos (temporary or permanent), or body piercing
- 5) Clothing should be free of holes and frayed edges.

DRESS-DOWN DAYS

On dress down days, shorts should be in accordance with the 2-inch rule and shirts follow the sleeveless rule. No inappropriate wording, pictures, or designs will be accepted. No leggings, spandex, sweat pants, or flannel pants may be worn. **There can be no holes in jeans.**

DRESS CODE AT SPECIAL SCHOOL EVENTS

At all functions and activities after school hours (i.e. sporting events, PTF functions, etc.), students are expected to uphold standards becoming of a group of young people who profess to know and follow Christ. Parents are expected to monitor the dress code of their student at special school events.

Teachers are asked to dress professionally and are not required to wear the STUDENT DRESS CODE.

EXTENDED LEARNING PROGRAM

The extended learning program is provided before and after school at HCA for full-time students, including preschool. The hours are from 7:00 a.m. to 7:30 a.m. and 3:00 p.m. to 5:30 p.m. daily. Students arriving at school before 7:30 a.m. and those not picked up by 3:15 p.m. will be sent to extended care and charged the appropriate rate starting at the 3:00 time.

The following is the Extended Care prices:

Weekly Rate (AM & PM)

Exceeding 6.5 hours

1 Child \$48.00

2 or more \$55.00

Hourly Rate (AM & PM)

Under 6.5 hours

1 Child \$7.50 per hour

2 or more \$8.50 per hour

Parents must pre-register students for the extended learning program. At the time of pre-registration, the parent must pay a \$100.00 fee up front. If the \$100.00 is not used, the remaining amount will be returned to the parent in June. Parents will still be billed every month in addition to the \$100.00 fee. If an extended learning bill becomes delinquent, the child will no longer be allowed to stay in the extended learning program until the bill is paid. Please keep payments current. Accounts paid after the 10th of the month will be assessed a \$15.00 late fee. Accounts paid after the 15th of the month will be assessed an additional \$20.00 late fee. All accounts over 30 days past due will be considered delinquent. Additional information on this program is available in the school office.

EXTRACURRICULAR ACTIVITIES

HCA SOCIALS

Middle School Socials

Only 6th-8th grade HCA students can buy tickets. Guests from other schools must be in 6th-9th grade. Sophomores, juniors, or seniors may not attend a middle school social.

High School Socials (excluding prom)

Only 9th-12th grade HCA students may buy tickets. Guests must be in the 8th grade - 20 years of age. Some socials will be casual dress while others will be semi-formal. This is voted

on by the Student Government. Length of shorts, skirts, or dresses can be no more than two inches above the knee as stated in the school dress code policy. Shirts or dresses should not be revealing in any way.

PROM

Only 11th-12th grade HCA students may purchase tickets. Guests must be in 9th grade - 20 years of age. Boys must wear a tuxedo or a suit with a tie.

Girls' dresses can be no more than two inches above the knee. Dresses should not be revealing in any way. The sides must not be cut out. Slits in dresses should not go past the two inches above the knee.

If you have any questions or doubts about your dress, ask the student government sponsors prior to purchasing your dress.

CONDUCT AT THE SOCIALS (MIDDLE AND HIGH SCHOOL)

Students are expected to exhibit proper dance, without suggestive or inappropriate movements. No one should have their hands below the waist or lay their heads on their partner. Student government sponsors can determine any type of dance to be inappropriate. Any student who does not adhere to the dress code, dance rules, or proper conduct will be told to leave. Home schooled students can only attend a social as a guest of an HCA student. Guests who do not attend HCA are required to return a signed permission slip from their parent(s) one week prior to the social. The HCA office may call the school where the student attends to inquire about any behavior problems. Students from other schools may be denied entrance to our socials.

LIBRARY BOOKS

Books loaned from the library must be returned or paid for before a student can receive his or her final report card.

LUNCHESES

Students at HCA bring their own lunches or may use the vending machines. Students may not leave campus or order in lunch by phone from outside sources. Subway sandwiches are made available on Tuesdays, a hot plate lunch is available on Wednesdays and pizza is made available on Thursdays. We have a closed campus policy.

MEDICAL POLICIES

ILLNESS

To help keep our school healthy students should not attend school with any of the following symptoms:

- Fever of 100 degrees or more
- Diarrhea or vomiting

- Severe coughing causing the child to become red or blue in the face, making a whooping sound, a sore throat, or difficulty swallowing, difficult or rapid breathing
- Conjunctivitis (pink eye)
- A skin rash that has not been identified by a doctor as non-contagious
- Evidence of head lice or other parasites
- Evidence of infection

If a student is found to have these symptoms at school, the parents will be called to take the student home. Students not picked up will not be allowed to return to class and will wait outside the school office.

HEAD LICE

If a student is found to have head lice or nits, they will be sent home for treatment and removal. Treatment includes washing with Nix or RID and the removal of all nits after shampooing. The student is not to return to class until approved by the HCA school nurse. When a student is found to have lice, students who have been exposed will be checked and the parents notified.

MEDICATIONS

Students are not permitted to carry any medications on their persons on school campus. This includes over-the-counter and prescribed medications. Prescription medications must be left in the school office in the original container with Pharmacy label attached. A “Permission Form for Prescribed Medication” must be on file in the office. Any changes in administering the medication must be presented in writing as instructions from the physician or copy of the prescription. The school does not provide over-the-counter medication. Students need to bring their own over-the-counter medications to the office and complete a permission form. NOTE: Students may obtain approval from the school nurse to carry prescription inhaler for diagnosed asthma with a note from their pediatrician/physician.

If a physician has prescribed a student Ritalin (or a Ritalin type drug), the student is required to take the prescribed dose while in school. It is required that parents agree to adhere to this policy as a criterion for admission.

MUSIC

HCA provides a variety of music education experiences. The Yamaha Music in Education Piano Lab is the primary source of music instruction. All students in Elementary and Middle School will use this system along with vocal music. Grades will be given based on quizzes, class participation, and participation in special performances, which may be after school and off campus

Students may try out for solos and speaking parts at the discretion of the director. Failure to attend practice or learn a given part may result in a student losing that part. Students may sometimes be allowed to participate in musicals without being in a music class.

Students in middle and high school may also participate in band if interested and their schedule allows. Students who are interested in the praise team should contact the director. Grades in these classes will be based on student practice and participation in any performance.

SCHOOL HOURS

Daily hours are 8:00 a.m. to 3:00 p.m. for students in grades K3-5th. Daily hours are 7:50 a.m. to 3:00 p.m. for students in Grades 6th-12th. Students should arrive early enough to be prepared and in the classroom before the start of school. School office hours are from 7:30 a.m. to 3:30 p.m. Students in Grades K3-5th who arrive before 7:50 should report to the cafeteria. Students in grades 6th-12th should not arrive before 7:30 a.m., and must go straight to the gymnasium if they arrive before 7:45 a.m.

STUDENT DRIVING POLICY

All student drivers must purchase an HCA parking permit at a cost of \$50 per year. These can be purchased in the front office. Vehicles will be towed at owner's expense if permit is not visibly displayed. If a student purchases a permit during the second semester, they will be refunded \$25 at the end of the school year when the permit is returned to the office. All others will receive a \$5.00 refund at the end of the school year when the permit is returned to the office.

Student drivers must provide the following information to the school office:

1. Copies of a valid Kentucky license and a valid vehicle registration form.
2. Copy of current auto insurance card.

Students must agree to the following:

1. Purchase and display HCA parking permit.
2. Permits can not be shared or exchanged with other drivers.
3. Obey all traffic rules and regulations.
4. Park in the designated area only.
5. Return to their car only when leaving school for the day.
6. Transport only members of their family to and from school unless other passengers are listed on the Student Release Form.
7. No loitering around, on, or in anyone's car at any time while on school property.
8. Reckless driving on school property is an automatic demerit and may result in the loss of driving privileges to school.
9. When needed, students may be permitted to drive on field trips but must have written permission from the parents of the driver and the riders.
10. The school has a closed campus policy.

TELEPHONE

The school phones are business phones and may be used by students only in emergency situations. Students are allowed to use the phone located outside the office. Students may not use the hallway phone during classroom instruction times, and will not be allowed to receive phone calls during the school day. The office will relay messages to the student from parents in case of emergency or instructions regarding transportation when necessary.

TEXTBOOKS

The school supplies textbooks. Fees are collected to rent textbooks and pay for consumable workbooks and other instructional materials. Students should keep books protected. Students are required to return books at the end of the school year in satisfactory condition. In case of loss or unsatisfactory condition of textbooks, students will be billed for the cost of replacement.

TUITION AND FEES

The family of students accepted for enrollment assumes responsibility for full annual tuition and instructional fees unless written notification of withdrawal is received in the school office by deadlines as agreed upon in the financial agreement.

No final evaluation, results of achievement test, transcript, or diploma will be released until all financial obligations have been met. Upon enrollment parents will receive more detailed information regarding payment of tuition and fees.

VISITORS

Parents are welcome in the school. If a visit to the classroom is desired, parents should come by the school office first instead of going directly to the classroom. It is the desire of the administration and faculty to be of service to both parents and students. Checking in the school office first will provide extra security for the students. Students from other schools are not allowed to visit friends during the school day without prior approval of the administration. Alumni are welcome to visit, but must stop at the office to receive a pass.

PHONE CALLING SYSTEM

We have a phone calling system in place that, when activated, will call your phone with information regarding school closings and events. Unless previously changed, your home phone number will be used. If you do not want your home phone used, please advise us of the phone number you would like us to use including area code. If you do not want to receive an automated phone call, please let us know, and your number will be removed from this list.

WEATHER RELATED SCHOOL CLOSINGS

In case of inclement weather or other local emergencies, listen to WNKJ (89.3 FM), WHOP (1230 AM or 98.7 FM) or TV channels 5 or 43. Since we do not provide bus service, HCA will not necessarily follow public school weather related closings. It is our intent to hold classes even when there is inclement weather. Parents may use their discretion in determining if it is unsafe to drive. Students will not be penalized for tardiness or absences on these days.

CAMPUS EVACUATION PROCEDURE

A Campus Evacuation will occur if the campus is deemed unsafe and uninhabitable by civil authority or by administration. This will usually be the result of an earthquake, extensive campus fire, bomb threat, chemical threat, or local police action.

The following procedures will be followed during Campus Evacuation:

1. The office will call "CODE PURPLE".
2. Teachers are instructed to follow the route for their class designated on the exit drill posted in their room. The immediate evacuation location will be the field beyond the softball field located southeast of the campus.
3. One reliable student will be designated to help monitor to ensure proper execution of this drill.
4. All windows will be shut; door closed, and lights turned off in each classroom.
5. Each teacher will take attendance sheet and/or grade book to conduct a roll call.
6. All students will walk in line briskly to designated holding area. **NO TALKING AND NO RUNNING.**
7. One teacher will be designated to search restrooms.
8. Students who drive may be allowed to drive home if the situation is safe for them to get to their car on campus.

LONG-TERM

9. If we will be evacuated for longer than 30 minutes, we will walk with the students to the YMCA. The reunification teams will set up there to follow our request and release process.
10. Parent-Student reunification will be in front of the main entrance of the YMCA facing the Eagle Way By-pass.

NO ONE IS ALLOWED BACK IN THE BUILDING UNLESS INSTRUCTED TO DO SO.

ATHLETIC MANUAL 2010-2011 SCHOOL YEAR

MISSION

The mission of the Heritage Christian Academy (HCA) athletic program is to provide students with the opportunity to participate in a quality sports program. Our aim is to develop students' character and athletic ability.

PURPOSE

The goal of the athletics program at HCA is to teach fundamental development to our students in a way that will be helpful to them in the rest of their lives. We teach the students to maintain proper care of God's holy temple, to exhort one another in times of trial, to persevere and complete tasks which are begun, and to cooperate with members of a team.

At HCA, we must never allow the athletics program to become "The Program". Because all of life is competitive and unfair, athletics is offered so that the student might learn to face tough circumstances with the determination to continue on, whether or not victory is possible. We desire for our athletes to learn to persevere, lose with grace, and win with humility.

Finally, the athletics program at HCA will be one that teaches self-sacrifice, self-discipline and personal commitment to attain the goal of excellence. We need to teach a winning attitude, but not one at all costs, and one that will develop characteristics in students to overcome struggles that they will have throughout their lives. With this in mind, athletics can be a fruitful experience for all student athletes who participate in the programs of HCA.

PHILOSOPHY OF COMPETITION

The philosophy of competition is crucial, especially in a Christian school atmosphere. HCA's participation in an athletic association (currently the KCAA), and with nearby schools, represents an opportunity for those students with specific athletic skills to be involved in competition.

While the attitude of our program is not one to "win at all costs", participation in any event should be in a manner to win the game within the rules of play itself, at all times projecting the standards of conduct as set forth by HCA for our student body.

Within this level of competition in the middle and high school programs, all individuals should not expect the opportunity to participate in the team sport of their choice due to a limitation of participants allowed on a playing field or court at one time. However, through a wide offering of sports, some of which have large numbers of participants, all individuals who so desire should have a chance to participate in some activity.

Being picked as a member of the team does not guarantee equal playing time for each individual. Both athletes and parents must realize that participation in a game is only one aspect of being a part of the team, which has as one of its goals to win as many games as possible. Contributions made in practice, as well as on the bench, will play significant roles in the team's success level in actual game situations. Participation in game conditions is determined by a combination of

ability, attitude and practice ethics, with the knowledge that those individuals with greater natural athletic abilities, while exhibiting proper attitudes, will have a greater degree of participation in games. Playing time, starting, etc. is solely at the discretion of the coach. Good judgment on the part of the coach is emphasized in an attempt to reward all team members with playing time when such participation does not serve as a detriment to the team's overall ability to win the game.

OTHER/OUTSIDE REQUIREMENTS

Additional requirements or restrictions not stated in this manual may apply due to state or federal laws or Department of Education regulations. Also, additional rules may apply to HCA as a member of an athletic league, conference or association. Therefore, any such rules affecting team eligibility for regular season and tournament participation will apply unless the administration determines that a different status is more beneficial to the majority of HCA players for a particular sport/season. The option to be ineligible will be determined by the athletic director after acquiring input from the coach and submitting a recommendation/explanation to the headmaster for approval.

DETERMINATION OF TEAM AND NUMBER OF PLAYERS

Recent growth in school enrollment brings the need to determine number limits for certain sports. Determination of a limit to the number of players that any team/sport will carry involves too many variables for this manual to set such numbers. The coach of that team/sport, in consultation with the athletic director, will submit as part of his season plan a number limit if preseason "sign-ups" indicate that demand is greater than the number of team positions available. Determination of the appropriate number of team positions available, along with the grades appropriate for play, will include consideration for, but not limited to, the following factors: the mission, purpose and philosophy of competition previously described in this manual; past experience of the coach and school on optimal numbers; and expected losses to injury, transfer, behavior and/or grades. Consideration should also be given to the effect on future years, as well as the current year, and will require analysis of that sport's makeup of players by grade, as well as the levels carried by that sport (varsity, JV, and/or middle) and the nature of the sport (For example, contact sports should avoid extreme age differences). When determination is made that sign-ups exceed the limit, then the coach will submit a "try-out" schedule to the athletic director for publication to the students and parents. As previously stated, being picked as a member of the team does not guarantee equal playing time for each individual. A coach may select a certain number, or certain players, that will be considered a role of reserve, alternate or "under development" status that will likely carry limited playing time, but are a benefit to the team and school in practice or other areas. It should be noted that such a selection is usually a compliment to the student. To avoid later misunderstandings, it is recommended, but not required, that the coach communicate his evaluation to any team member that is likely to see limited playing time (since mid-season discussions between coaches and parents about playing time or comparisons to other players easily result in controversy and/or hurt feelings).

TRANSFER STUDENTS

A transfer student is eligible to play on the 15th day after enrollment at HCA, pending verification that the student was in good standing with his/her previous school and sport in a manner similar to the requirements of HCA athletics. If the sport in question was subject to a

‘try-out’ as mentioned above, then the transfer student will be subjected to a similar try-out for determination of making the team. Practice attendance requirements, sports, and fundraising fees (without pro-ration) must be fulfilled during the 15 days after enrollment or eligibility will be delayed until such is fulfilled. The athletic director will determine if the 15-day restrictions apply to a new student enrolled at or near the first of a new school year.

ADVANCING A PLAYER (PLAYING UP)

Certain sports have a setup where the same group practices together (such as JV and varsity basketball) and this allows players to participate on more than one team. It is the coach’s discretion on the use of such players eligible for both teams under the “play to win, but not at all costs” philosophy. If the sport has different coaches for the two teams that do not agree on the use of such players, the varsity coach’s opinion will prevail. A more complicated issue involves teams with separate practices and coaches (such as middle school vs. JV/varsity). This manual cannot set a rule that will contemplate all the possibilities of sports, numbers, and level of competition. However, a player should not be “stretched” between two teams, and the preference should be for a player to be with his/her friends/teammates of similar age and grade. However, temporary exceptions can be made when an older team finds itself short-handed due to unforeseen circumstances (such as losses due to injury, transfer, behavior, and/or grades). In such cases, where playing up would benefit the majority of the older team’s players (such as avoiding game or tournament cancellation), then the coach of the older team and the athletic director may approach the coach of the younger team with the request for player(s) to play up. Upon agreement, the parents of the younger player may be contracted with the request. There may be rare situations where a younger player is considered qualified to play up on a “permanent” basis. Such a situation would be where the coaches of both younger and older teams and the athletic director agree that the player with the younger team would not be engaging in an appropriate level of competition to advance his/her skills, AND that elevation to the older team would increase advancement of such skills without putting the player at an elevated level of physical danger by competing against older players, AND also be a benefit to the older team. Upon such determination, the coaches and athletic director would approach the parents of the player with their evaluation, but make it clear that “playing up” is optional and may contain unforeseen risks and is limited to the choice of one team or the other, but not both.

RESPONSIBILITIES OF STUDENTS

SPORTS FEES AND REQUIREMENTS

The intent of the HCA sports programs is that they be self-supporting. The programs are funded primarily through sports fees, fundraising by athletes, community donations, admissions and concessions. Sports fees and/or fundraising requirements are tentatively determined by the AD and completed by meeting(s) with the coach and parents/boosters to determine additional financial needs such as the addition of games, tournaments, uniforms and equipment.

1. Student’s parent/guardian must sign a sports permission slip allowing student to participate.
2. Each athlete must have a recent physical on file that is designated for the current school year.

3. All fees and related financial/fundraising requirements must be paid/completed in full before the first regular season game.
4. Sports fees are non-refundable after the day before the first scheduled contest. Exceptions are at the discretion of the Athletic Director.
5. No student may participate in scheduled games unless tuition and fees are current and/or paid in full.

SCHOOL REPRESENTATIVES AND RELATED TRAVEL

HCA athletes represent the school and our Lord Jesus Christ. School policies related to Christian values apply to all athletic activities including travel to and from events. Students are expected to behave responsibly at all times on road trips. This includes respect for other students, coaches, referees and members of the opposing teams. Students are to avoid the usage of profanity, drugs, alcohol and tobacco at all times. This includes at school and sporting events, as well as outside the school. Consequences for their use range from a demerit to expulsion, depending on the severity of the situation.

1. Athletes who are traveling to an away game must have parent/guardian approval. A completed permission slip must be on file with the AD.
2. Students who are not participating in the away games may not leave school early with the team unless approved by the Headmaster and parents. Earliest departure time is Noon.
3. Students are required to ride the bus. If all seats are filled the AD may make other arrangements for the students.
4. Students who travel on the bus must return on the bus unless a parent/guardian signs his/her student out with the AD or Coach.
5. Students must abide by rules set forth in the Bus Policy.
6. It is the responsibility of the parent to pick up a student on time after an event. Coaches will remain at the facility until all students have been picked up.
7. Room assignments are at the coach's discretion.
8. Curfew and bed check times are determined and enforced by coaches. Students in violation will forfeit playing of the game or tournament.
9. Students are expected to be on time for devotions, meals and departure.
10. Students are responsible for their share of room costs and any incurred charges such as movies, video games, room service, phone calls, etc.
11. Students should contact the coach or other adult in case of an emergency.

BUS POLICY

1. Boys in the back of the bus and girls in the front. The number of students per bus seat/bench will not exceed intended design. Final decision is made by AD or Coach. Boys and girls may not sit in the same seat/bench.
2. Coaches will ensure students clean the bus upon return to the school. This includes picking up trash, cleaning windows, etc.
3. Students should remain seated at all times.
4. Students not on time for the departure of the bus will not be able to play in the away game. Exceptions must be approved by the AD.
5. Use of music and video players, as well as gum chewing, is at the discretion of the coaches riding the bus. If granted permission to use electronic devices on the bus, (music and video players, etc.), students must use headphones.

6. The bus is for athletes and coaches (coach's spouses and family) only. Parents and other students may not ride the bus to games. Coaches or AD may ask a parent to help keep the book or stats (etc.) for the team. That parent may ride the bus. Rare exceptions (such as emergency situations) may be allowed if the AD and coach agree that such exception will be fair to other families and will not be a distraction/hindrance to the team.

PRACTICE

1. Practice is mandatory.
2. In order for coaches to concentrate on the team, only team members are allowed at practice. Other students, parents or any other individuals are not allowed in the gym, ball field, etc unless the Athletic Director determines their attendance to be appropriate or necessary.
3. Players may not practice or play on a team that is just starting to practice for that season if they are on another team for that season. Example: if a soccer player is going to play basketball and basketball has started practicing before soccer is over that play may NOT practice till soccer is over. Coaches must give that player time to practice with the up coming team before all cuts are made. This will not count against the player.

ACADEMIC REQUIREMENTS

A student must maintain a C average (GPA with no F's) of all subjects in order to be eligible for any HCA extracurricular activity, including the sports program. A student receiving a grade lower than the requirement on the quarterly interim report or nine (9) weeks report card will be ineligible until his/her grade is brought up for that class and verified at the end of the week (see next sentence). Grades will be checked weekly on Friday morning until eligibility is restored. The student is declared ineligible as of the day reports are sent home. A student receiving an incomplete (I) on an interim report or report card is ineligible until the work is completed and receives a grade and the teacher signs the report card. Athletes must attend practice, but are not allowed to play in games until the grade is brought up. They may not leave school early for away games.

ABSENCES AND TARDIES

If a student is absent or tardy after 1st class at school on the day of practice or a game, he/she will not be able to participate. Exceptions are at the discretion of the AD. If the student is absent or tardy due to a doctor's appointment, a doctor's excuse is required to participate.

DEMERITS

When students receive demerits, the following consequences will apply:

- 1st demerit = 2 game suspension
- 2nd demerit = 3 game suspension
- 3rd demerit = dismissed from team

For one and two demerits, the student must attend practices and exercises, but is not allowed to play in a game. A game is considered any and all games played during a day. For example, a student who plays both JV and Varsity would miss both games for 2 days or 3 days as required.

DRESS AND APPEARANCE

1. The school dress code will apply to travel to and from games. Attire for “dress-down” days will not be acceptable for travel. You must be in dress code before and after every game. The team warm-up or uniform is acceptable attire to and from home games and for away games that lack dressing facilities. Any other variation from this policy requires written permission approved by the Athletic Director and Headmaster.
2. No caps or hats may be worn. No pajama pants may be worn.
3. Hair will not be of a length or style that interferes with a player’s vision or is a distraction.
4. No headphones, music or video players in gym at home or away games.
5. Students not adhering to these policies will not be allowed to travel with the team. Repeated offenses can lead to a demerit.

QUITTING

If a student quits a sport after the season has started, he/she will turn in all equipment and cannot participate in the next sport until the parent and athlete have met with the athletic director and approval is granted. Students that quit with prejudice (i.e., in an open dispute with the coach, not following a coach’s directive, or quitting in the middle of a practice or game) cannot participate in the next sport until the parent and athlete have met with the Athletic Director and Headmaster and approval is granted. If a parent wishes to remove a student because of poor grades or as a home disciplinary measure, there will be no penalty for the next sport.

GAME ATTENDANCE BY AN INELIGIBLE PLAYER

The head coach will decide if an ineligible player will or may attend the team’s game(s). If the ineligible player is allowed or required to attend the game then that player will sit with and accompany the team, as would a regular player. However, the ineligible player will not be in uniform and must abide by the school dress code. An ineligible player will not otherwise be allowed as a spectator for his team’s game(s). An ineligible player may not leave school early for away games.

RESPONSIBILITIES OF PARENTS, FAMILY & OTHER SPECTATORS

PARENTS/FAMILY/SPECTATORS CODE OF CONDUCT

1. Set an example for the students by showing outstanding sportsmanship. Parents/spectators participate in the event by watching, cheering and supporting the efforts of all participants. Athletic events should be fun. The sport/game is for the students-athletes; their participation in and enjoyment of the sport is most important, and is negatively affected by embarrassing behavior in the stands.
2. Have respect for the authority of all game officials. Do not harass, abuse, or berate officials during or after the event. Do not enter the playing field/court without the official’s permission. Remember, “Officiating is the most difficult sport.”
3. Respect the athletic director, coach and assistants; do not criticize a coach publicly. Do not coach from the sideline; let the coach do his/her job, even if you disagree. Discuss

any concerns with the Athletic Director. If such concerns cannot be resolved, the Athletic Director will decide upon and coordinate a meeting with the coach and/or Headmaster. Lastly, for remaining unresolved issues of a serious nature, a meeting of a board committee may be scheduled by the Headmaster.

4. Respect all players. Cheer in a positive manner. Encourage your team; do not berate the other team.
5. Do not use foul or abusive language toward anyone for any reason.
6. Learn the rules of the sport.
7. Get involved with the booster organization and promote the athletic program in a positive way.
8. Remember, parents and fans also represent our school and the Christian values that it holds dear.

In order for coaches to concentrate on the team, only team members are allowed at practice. Other students, parents or any other individuals are not allowed in the practice gym, ball field, etc. unless the Athletic Director determines their attendance to be appropriate or necessary.

Parents/spectators are expected to have respect for all players. Cheer in a positive manner. Encourage your team; don't berate the other team. Cheer in a way to reward the good play of both teams and promote fair play.

Parents/spectators are not to use foul or abusive language towards anyone for any reason.

Parents/spectators have a responsibility to learn the rules of the sport.

Parents/spectators are encouraged to get involved with the booster organization and promote the athletic program in a positive way.

Parents/spectators must demonstrate the utmost in sportsmanship and integrity; they are the role models for their children.

LETTER JACKET POLICY

The following guidelines and recommendations have been established and set forth for the athletes of Heritage Christian Academy for the sole purpose of unification and understanding of the policies of this school. The guidelines are as follows:

1. A letter (H) is only available to athletes of HCA that have participated in established varsity-level sports. To be awarded a letter by a coach of HCA, the athlete must have participated in 50% of that varsity sport's activity.
2. Students will not be able to purchase a letter jacket until their freshman year of school, regardless of when they receive their letter.
3. Letters will be awarded to students only at appropriate sports banquets. Students will receive a certificate of participation and letter (H) for the first time. Each year thereafter students will receive a certificate of participation along with a chevron (showing year of participation in that sport). Each participant will also receive, at the end of the junior year, their shoulder numbers depicting their year of graduation.
4. Lost or misplaced letters will only be replaced under the approval of the Athletic Committee. Verification of the letter will need to be declared by the Director. If the AD approves the re-issuing of the letter, it will then be replaced at the student's expense.

5. Each coach will provide the Athletic Director (AD) with a list of students that will receive awards each year. This will be on file in the office of the AD. AD (not the coaches) will take care of ordering appropriate awards.
6. Students will only receive one letter (H) for sports participation. Inserts will be given depicting the appropriate sport or sports. Guidelines have been established where each insert can be placed.
7. There will be a master list of eligible students that can purchase a jacket on file in the AD office.

GUIDELINES FOR LETTER JACKET

1. The letter jacket must be purchased through the school (Athletic Director).
2. There are two (2) approved styles:
 - a. The traditional short waist style with knit collar, cuffs and waistband.
 - b. Hooded style like tradition but not banded at the waist with hood. (girls)
3. Jacket will be solid, navy blue with navy snaps and pockets. Students can chose the option of either the enogalite sleeves or wool sleeve. This does not affect the price of the jacket. However, if student wishes to have leather sleeves, this will be an added expense of the basic jacket and has been approved by the AD.
4. The trim pattern on the jacket will be a navy cuff with a two-pattern stripe. There will be two (2) gray stripes with the accent trim of teal on each side of the gray.
5. The student's letter is to be sewn on the left-hand side of the jacket only.
6. The student's given name can be monogrammed on the right side of the jacket only. There will be no nicknames or initials on the jacket.
7. Shoulder numbers will be applied to the right shoulder only.
8. No other patches, symbols, etc. will be applied to jacket unless approved by the Athletic Director.