

# Parent and Student Handbook

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## **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 that 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

## **Articles Of Faith**

The basis of Heritage Christian Academy is the Word of God. Considering 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.

2 Tim.3:16, 2 Peter 1:21

### **B. God**

We believe that there is only 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

We believe that marriage is instituted by God and is between one man and one woman (Genesis 2:24, Matthew 19:4-6).

We believe that God created human beings as either male or female (Genesis 1:27, Mark 10:6-9).

### **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 preeminence 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**

We glorify God together by equipping students to pursue Jesus and His purpose for their lives.

## **Vision Statement**

The Heritage Christian and CrossPointe community serves students based on Faith, Family, and Fundamentals. Our unified culture personally engages every family, student, and educator as we partner in the stewardship of our collective time, talent, and resources. Christ is reflected in equipping each aspect of the whole child; educational spiritual, social, emotional, and physical development. Students are inspired to live, lead, and serve their community in a way that glorifies God.

## **Core Values**

### ***Faith***

A community abiding in faith through a pursuit of Jesus and an absolute dependence on Him.

"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing. John 15:5

### ***Love***

Actively receiving and giving away God's unconditional love.

"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth." 1 Corinthians 13:1

**Unity**

Joining, in grace and truth, from all cultural, ethnic, and economic backgrounds, united together for the sole purpose to glorify Jesus.

That together you may with one voice glorify the God and Father of our Lord Jesus Christ. Romans 15:6

**Integrity**

The quality of having strong ethical or moral principles and following them at all times, no matter who's watching.

"Whoever walks in integrity walks securely, but he who makes his ways crooked will be found out." Proverbs 10:9

**Diligence**

We continuously persevere through challenges with determination, grace, and hope in God's plan for our lives.

"We want each of you to show this same diligence to the very end, so that what you hope for may be fully realized."

Hebrews 6:11

## **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 only 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.
- 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, Ps. 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. Proverbs 14:30, Isaiah 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.

### **E. Goals of Heritage Christian Academy**

- To present God through Christ as Lord, creator and sustainer of everything, making Him totally relevant to all areas of life including school.
- To seek to present the gospel to each child.
- To help each child mature physically, spiritually, emotionally, and socially.
- To be open and flexible to the will of God, allowing growth and change to occur as He leads.
- 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.
- To cooperate with families who have been led to our school, but who are unable to meet the total tuition costs.
- To provide a safe, healthy atmosphere for learning.
- To operate in cooperation and understanding with CrossPointe Church.
- To operate in a fiscally sound manner.
- To provide a viable alternative to public schools in our community.
- To provide support, encouragement, and every opportunity to our teachers to develop their God-given



abilities inside and outside the classroom.

#### **F. Non-Discrimination Statement**

Heritage Christian Academy does not discriminate on the basis of race, age, color, national origin, or gender as required by federal and state laws and regulations, to the extent those laws and regulations apply to Heritage Christian Academy.

As a religious institution, Heritage Christian Academy is permitted, and expressly reserves the right, to prefer students or prospective students on the basis of religion.

#### **G. Reservation of Rights**

The Heritage Christian Academy's Student and Parent Handbook is the official statement of policies and procedures for Heritage Christian Academy, a ministry of CrossPointe Church ("CPC"). Heritage Christian Academy reserves the right to amend its policies and procedures at any time, with or without prior notice, in its sole discretion. This Student and Parent Handbook is a statement of general policies and is not an express or implied agreement of specific treatment. Heritage Christian Academy reserves the right to grant an exception to its policies on a case-by-case basis and an exception granted to one individual applies only to that individual and may not apply to any other individual, parent, or guardian whose children attend Heritage Christian Academy. Throughout this handbook, Heritage Christian Academy may be referred to as the "School", the "Academy" or "HCA."

### **Operations**

The people involved in the operation of the school are all important to a Christian school. The faculty and staff members first 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 Head of School by providing Godly guidance as it pertains to decisions that may change the course of the school. It is a governing board and, in such, 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**

The Head of School 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 your children 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.

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. 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 are invited to serve: hospitality, teacher appreciation, Fun Run, 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 23,000 member schools in 100 countries. The combined student enrollment of these member schools exceeds 5.5 million. HCA is also a member of the Washington Federation of Independent Schools (WFIS).

Heritage is also a Washington State Board of Education Certified Private School.

## **B. Admission/Enrollment Policies**

### **1. Enrollment & Probationary Status**

All students are enrolled at Heritage Christian Academy on a probationary basis. This probationary period is conducive to each child's growth and development while also ensuring that the school can meet the child's needs effectively without impacting an objective, safe learning environment for all.

### **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. Additionally, we utilize a new student assessment process and/or feedback from preschool teachers to determine if a student is eligible for kindergarten, even if eligible by age.

### **3. Preschool Potty Training Requirements:**

In the P3, P4, and Kindergarten Prep programs, children must be fully potty trained when they begin attending class. In the Beginners' (P2) program, children may attend while wearing Pull-Ups or underwear as they work toward being fully potty trained. While accidents happen occasionally, we will need to consider enrollment eligibility if a student has regular accidents and/or needs regular toileting support.

P2/P3 Students: If your child is potty trained at home but experiences accidents at school, this is common and part of the adjustment process to a new routine. There is a grace period in the P2/P3 programs to allow children time to adapt to their first preschool experience. If your child has multiple accidents in a day or week for more than two weeks, we may revisit your child's eligibility for enrollment, including disenrollment or requiring a transition to the P2 program until they demonstrate consistent signs of being fully potty trained. Once they are ready, they can be considered for re-enrollment in the P3 program.

## **E. Tuition and Fees**

### **1. Tuition**

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

Accounts that are not paid by the 10th of the month are late and a late charge 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.

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 a student withdraws any time during the school year, the family is obligated to pay the tuition for the rest of the quarter.

## **F. Parent Volunteers**

It is important that parents are involved in their child's education! As a Christian school we feel that it is important that we not only provide our parents with opportunities to volunteer, but to utilize the gifts and talents and time from our volunteers in order to keep tuition affordable. All volunteers will be required to complete the volunteer training class and submit all necessary documents, including volunteer application, WSP background check, and Raptor scan. Trainings will be provided throughout the school year.

## **G. 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.

## **H. 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.

## **I. 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.

## **J. Textbooks**

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 must 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, HCA sometimes has no other choice than 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.

## **K. School Day**

The school office is open Monday – Friday from 7:45 a.m. to 3:30 p.m. during the school year. Summer hours are 9:00 a.m. to 3:00 p.m. Monday – Thursday.

### **1. Class Times**

8:30 a.m. to 11:30 a.m.	Morning preschool classes
8:30 a.m. to 2:45 p.m.	All Day preschool classes
8:15 a.m. to 2:45 p.m.	Kindergarten through 5th Grade
8:00 a.m. to 2:45 p.m.	6 <sup>th</sup> through high school

HCA offers Extended Care at an hourly rate and billed in 30 minute increments. This rate will be posted during re-enrollment for each academic year.

Occasionally there may be half-days at Heritage Christian Academy. These may be for parent-teacher conferences, teacher in-service training, etc. In that case, the school day will end at 11:15 a.m. These days are noted on the school calendar.

## **L. 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. Although Heritage most often follows the lead of the Northshore School District, it is important to check the school website, all social media sites (Facebook), the Heritage website and/or call the school office at (425) 485-2585. A text message system is available to staff and parents. Parents are automatically enrolled into this program once their application is accepted.

Early dismissal due to power outage, snow storm or other unexpected storms: When the early dismissal is decided due to weather the Head of School will notify the staff and parents with further instructions for pickup procedures. Notification of parents: text notification system, website, and social media.

## **M. Lunch and Recess**

Students bring their own lunches or can order their lunch through the Academic Eats and Ordo programs. Food restrictions may be implemented in some classrooms due to allergies among the students. We urge parents to pack healthy lunches for their children. This includes protein, grain, fruit, vegetable, dairy, and a healthy fat.

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

## **N. 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 chalkboard 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. Students are expected to wear chapel uniforms. For students who are not in uniform, please see the dress code at the end of this handbook. Chapel times are: Wednesdays at 8:45am for K-5<sup>th</sup> grade students and at 10am for 6- high school students.

## **O. Character Quality Training and Development**

Character quality training occurs in both the classroom and in chapel. Every grade focuses on a day to day, life changing character quality training. Biblical curriculum is covered. The character qualities that will be studied during the school year will directly correlate to the theme verse and reflect strength and courage. A new character trait study will occur each month and students in Grades K-8<sup>th</sup> will be recognized once a month in chapel. The "Philippians Award" will be awarded to one student per grade for their demonstration of understanding and consistently shining the month's character trait focus. Parents are encouraged to attend these chapels that typically take place the first Wednesday of the month.

## **P. Library**

We screen all the books for content and appropriate language, however HCA does not endorse every book that is housed in our library, and it is the parent's role to screen books read by their children. We are continuing in the process of developing and expanding our library.

## **Q. Music**

Our music program at Heritage Christian Academy includes both vocal and instrumental instruction. General music is taught to all students, K-5<sup>th</sup>, and as an elective for middle and high school. General music includes singing, music theory and some drama. We emphasize maximum involvement, and our goal is for every child in the school to participate in music programs and to discover and develop their talents in the fine arts.

## **R. 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. Students must adhere to a strict computer policy. Strict consequences are enforced if students misuse their computer access.

## **S. Physical Education**

Every student in kindergarten through high school participates in the P.E. program. Our P.E. program's philosophy embraces the skill building concept. There are five basic athletic skills that are found in every physical activity. Even though all students may not excel in athletics, they still need to develop all areas of physical skill building. All students are challenged to strengthen in these five components. This program tests student's fitness levels based on national standards. Physical Education also includes lessons in

nutrition, sportsmanship, and lessons on specific sports (soccer, basketball, baseball, volleyball). P.E. is scheduled up to twice a week. Every student is required to participate in P.E. classes unless exempted for medical reasons. A current doctor's note must be on file with the school nurse. The student will go to P.E., however instead of actively participating in the activity, the student will be given assignments and other projects to complete the P.E. grade requirements.

Athletic shoes with socks and appropriate HCA uniform attire (shorts under skirts and dresses) must be worn. Participation and following this guideline is part of the PE grade.

## **T. 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**

Soccer, volleyball, track and field, cross-country, and basketball are offered for Grades 5th-high school. Students turning out for extracurricular activities must have a 2.0 or better GPA with no failing grades 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 athletic probation, as outlined and agreed upon at the time of registration for each sport.

Additional after-school activities will be offered at additional cost to each student. These include but are not limited to golf, choir, tennis, cheer, S.T.E.M., and art.

### **2. Academic Activities**

Heritage Christian Academy participates in the Association of Christian School's activities. These are, but not limited to: Spelling Bee and Math Olympics

### **3. Other Activities**

Other activities available to students throughout the year, include, but are not limited to, off and on campus field trips, special event's, Grandparents' Day, all-school socials, graduation promotion, and ministry trips.

## **U. Middle School and High School Retreats**

All middle school and high school students at Heritage Christian Academy take five core classes and two elective classes. Electives recently available to students have included: computer Coding, Spanish, Art, Drama, Yearbook, Digital Photography, Study Skills, Study Hall, Business, Quiz Bowl, Robotics, and Worship Team. Registration for the electives is held the last month of the school year for returning students. New students to HCA sign up after the registration process has been completed. 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

To get the year off to an amazing 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.

## 2. Spiritual Emphasis Week

In the spring the K- high school 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.

## V. 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 Academy.

## W. 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.

When Heritage Christian Academy does not use buses for field trip transportation, driving on field trips may be facilitated 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 liability insurance.

## X. 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 HCA staff 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. Please try to schedule appointments outside school hours.

## Y. Homework

Out-of-school assignments and reading expectations 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. Teachers will communicate their specific guidelines and expectations through various communications, including our Curriculum Night in the early fall.



Heritage Christian Academy also uses the on-line service called **FACTS** which allows parents to view teacher grade books to see missing assignments and current grades. This is being employed from grades 3<sup>rd</sup>-high school.

## Z. 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 online in between grading periods via FACTS, for grades 3<sup>rd</sup>-high school.

### 1. Academic marking standard

The following standards have been established to grade proficiency for each subject. At the middle school and high school 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 Middle School (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

## AA. Academic Probation

Academic probation is invoked when a student has a serious academic deficiency. 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.

1. A student who earns an "F" at the conclusion of a 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. If the probation continues, a conference will be held with the parents, student, teacher(s), and principal to explain the probation and suggestions for remediation. This would be initiated after the student has qualified for two quarters of academic probation.

4. The academic status of the student will be reviewed by the principal on a consistent basis.
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 maintain probationary status.
  - a) 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.
  - b) If the student has earned two or more “Fs” the principal will have the student withdraw from Heritage or explore other options, such as summer school, grade/credit recovery opportunities, or repeating of a grade level.
6. Following removal or withdrawal from the school for academic reasons, a student may apply to be reenrolled 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.

## **BB. 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 around the week of Thanksgiving. There will be two Preschool conferences held in the fall and winter months.

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.

## **CC. 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.

## **DD. Child Placement Policy**

In the event that there is more than one classroom available for a grade level, the placement of students will be based on a variety of deciding factors such as, but not limited to, gender ratio, student academic levels and classroom climate. The distribution of students is a collaborative event consisting of valuable discussion and input. Classlists are designed to create the most successful learning environment possible and are final when published. Changing the students in a class can disrupt the original design. Once the school year is in session, removing a student from a classroom and inserting them into another can have adverse effects on both the student as well as the two classroom climates that have been established.

A request to change the placement of a student will be considered on a case by case basis and the process will involve the principal, the parents/guardians, the teachers involved, and when appropriate, the student as well. The goal of the process will be to remedy the issue(s) that have instigated the change request and maintain the original placement. The final decision will be made and implemented by the principal.

## **EE. Photography Privacy Policy**

### **Rationale**

At Heritage Christian Academy, we recognize that photography is a useful tool within school and it is employed routinely in many ways, for example for record keeping, displays, teachers' lessons and the children's own work. On occasions, photographs are also used for the press and other promotional purposes. We also recognize the wishes of parents to take photographs and/or video of their own children participating in school events. We are, however, also sensitive to the wishes and rights of parents who may not want their children to be photographed and/or who might have concerns about the use of such images. We are aware of our responsibility to protect the children in our care from harm.

The taking of photographs in school is an increasingly complicated and sensitive area as technology has now made it much easier for pictures and images to be used and distributed inappropriately, both as printed material or as a web image. It is therefore important that schools take practical steps to ensure that pictures and images taken on school premises or at school events are done so in a way that reflects the protective ethos of the school. In order to ensure that as far as possible the use of photography and video is used safely in school and in connection with school events, the advice provided below should be followed.

### **School events**

Photographs or video taken of school concerts, productions and other performance events, sports events, enrichment events, educational visits, services, etc.. **Unobtrusive and sensitive photography will normally be permitted, though some restrictions may be necessary for reasons of safeguarding/child protection or out of respect for the rights and privacy of parents who have withheld or withdrawn consent for their child being photographed.**

### **The Legal Position**

It is not illegal for photographs of children to be taken in school by staff but it is sensible to comply with all current recommendations and/or good practice recognition. Therefore such images may only be used for school publicity or other purposes in cases in which the consent of the parent or legal guardian has not been withheld or withdrawn. At Heritage Christian Academy, we will not display personal images on websites, in publications or in a public place where such consent has been withheld or withdrawn and will, wherever possible, avoid naming individual children.

### **Parental Consent**

As a minimum requirement, all parents/guardians will need to know that their children may be photographed at school and the opportunity will always be open for parents to withhold or withdraw consent for:

1. Photographs or video taken by members of staff for school based publicity and promotional purposes (school newsletters/ marketing material) or for anonymous use on the school website.
2. Photographs or video taken by members of the press who are on the school premises by invitation in order to celebrate individual, group or school success.
3. photographs or video taken by parents and other family members of children at the school during school concerts, performances, sports events and other similar events organized by the school.

The Withholding or Withdrawal of Consent letter will be issued to all parents each September and a central file record retained of any responses received. If consent is not specifically withheld or withdrawn by a parent/guardian, then the school will imply that consent has been granted. The views of parents who, for any reason do not wish their child/children to appear in such photographs will be respected at all times and all reasonable measures will be taken to ensure compliance with their request, including when on educational visits, sports events, etc..

### **Use and Storage of Photographs and Video Images**

Photographs taken as records of events or for educational purposes may be displayed around school on bulletin boards and/or in evidence files and are then archived after use. Photographs are not exchanged with anyone outside school or held for private use.

Should the school learn about any inappropriate use of images involving children, the school will take immediate and proportional action including, if judged necessary by staff in consultation with the principal, recording and reporting any incident which could raise child protection concerns.

### **Photography during school events**

While we recognize and will try to accommodate the wishes of family members to take photographs or video of their own children or grandchildren during school events, including concerts, productions and other performance events, sports days, etc., we also recognize that the taking of photographs, video and the increasing use of mobile phones to record images can prove very distracting to both the performers and others in the audience, especially when done insensitively. It is also the responsibility of the school to ensure that we are compliant with safeguarding requirements at all times and do not put at risk the safety of any vulnerable children. In addition, such events can involve all children throughout school or at the very least all the children from a particular key stage, and sometimes may even include children from other schools, such that complying with the wishes of those parents who do not wish their child to be photographed is a complex and sensitive matter.

In order to minimize disturbance, the school will, if possible, arrange for official photographs of concerts, productions and other such performance events to be recorded by a nominated and HCA approved individual. These photographs and/or video could then be made available to parents for a donation to school funds shortly after the event when they sign to say it is solely for personal use and not for distribution.

**However, if family members do wish to take photographs or video with their own cameras during a performance, or indeed during any other school event, the school will normally permit this, providing that the following ground rules are adhered to in order to respect others and ensure safeguarding is not compromised:**

**In the case of concerts, productions and other performance events:**

- As an invited guest of the school ensure that you follow their requests as to when and where you can safely take photographs, and only of your own child. This will usually be at the end of an event and only in a particular area.
- Ensure that any and all images taken at school events are exclusively for personal use and are not uploaded to the internet, posted on social networking sites or openly shared in other ways.

As noted above, it may be necessary for the school to request that no photography or filming take place at a school event (for example, to account for specific safeguarding needs). In such circumstances, this restriction will, as far as possible, be made clear to all those attending before the event begins. Anyone who continues to take photographs, video or other images after being informed of such a restriction will be asked by a member of staff to stop and to delete any material they have recorded.

### **Website Images**

The school website supports communication with parents and students and helps to promote and publicize the success of the school. Student's school work is sometimes displayed on the website and can occasionally include discreet images of children engaged in curriculum or enrichment activities. However, images of children are always used anonymously and never in cases in which parents or legal guardians have withheld consent. Any subsequent requests from parents to remove images of their children will always be respected. For further guidance please refer to our school Website Policy and the guidance published in the family resources section of the school website.

### **Monitoring and Evaluation**

Heritage Christian Academy has a duty of care and responsibility towards students, parents and staff and the care, safety and privacy of the individual is the key feature of this policy. The policy will be reviewed by the school board as part of the school's monitoring cycle.

## **Safety and Security**

### **A. Identification Badges**

All staff are required to wear identification badges while on campus. All parents and visitors are required to check in at the school office when they arrive on campus. The office will issue a temporary identification badge once their drivers license has successfully been ran through the Raptor System. Parents and visitors are asked to sign out when leaving campus.

#### **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 complete Washington State Patrol identification and criminal history report. Depending on the outcome of the background checks, parents may then volunteer, drive on field trips, engage in classroom activities, tutoring students or participate in events where direct contact with students is involved.

### **B. Emergency Preparedness**

Because the safety of our students and staff are of the upmost importance, planning for emergency situations is a priority for HCA. It is important for parents to familiarize themselves with the Emergency Preparedness Manual. A copy of the manual may be picked up at the school office.

### **C. Safety Drills**

All students 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. Parents, who are in the building during a drill, must abide by the drill expectations and laws.

## **Health – See the Heath Manual for a complete set of health policies**

### **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 and updated forms are required before the student may attend school.

### **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. You can also keep these forms in your vehicle's glove compartment so that when you are at the Dr.'s office, it will be readily available.
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 must be sent to school.
4. The school nurse or trained staff members are the only qualified adults, other than parents, who may administer oral medications. Injections may only be administered 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.
6. Cough drops, lip balm, antacids or Tylenol is considered an over the counter medication. A doctor's authorization form is required for your student to have over the counter medication at school.
7. Students may not carry any over the counter and/or prescribed medication in their desk, backpacks, pockets etc. All medication must be turned into the school nurse.

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. Pet Policy

Classroom pets – Classroom pets are allowed when following the Washington State Department of Health guidelines. The guidelines may be found as an addendum to this manual. Parents will be informed before a pet is housed in the classroom to determine if any student may have an allergy to the animal. We will honor parent request to limit/avoid exposure to pets. Permission must be granted by the principal before an animal is brought on school grounds.

Student's pet visits – Student's may be invited to have their pet visit on a special day. A liability form must be filled out for a pet to enter the HCA campus. This form must be signed by the principal before permission will be granted for the pet to visit. Pets with a history of harmful behavior or if a student in the class has allergies, then the pet will not be allowed to visit.

Pets on campus- Pets are not allowed on campus during drop off or pick up. All pets must remain in owner's vehicles.

## Attendance Policies

HCA is a closed campus and a "no student visitor" policy is in effect except for prospective enrollees or upon principal approval.

HCA is a private school and meets the hourly instructional mandate of providing a student with the compulsory hourly instructional time for each student. Therefore, regular attendance is necessary if high standards of achievement are to be met, and the promotion of a student is considered based on tardies and absences. Regular, consistent attendance in school by all students, regardless of age, is an expectation of Heritage Christian Academy and is required by the State of Washington for all students all ages eight through 18.

Not only is attendance 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 that can facilitate family vacations, and we publish our calendar by or before early spring of each year for the following school year to assist you in your planning.

### Parent's Role

- It is the parent's responsibility to help their children get to school regularly and punctually.
- Parents must recognize school attendance as compulsory and schedule vacations on non-school days.
- Parents should seek assistance from the school when their children are having difficulty due to irregular attendance.
- If a student is absent, parents are requested to email or call the office before 8:15 a.m.
- If a student is ill or absent for **more than five days**, a doctor's note verifying the illness is required when the student returns.
- Parents must complete the Student Leave Request Form if extended/planned absences from school will occur. If a planned absence will be **longer than five days or goes over the five-day excused** allowance, parents must seek special permission in writing from the Principal.
- Parents must pre-arrange for early dismissal from school through the office or teacher by a signed note, a telephone call, email, or an in-person request. Always sign your child out at the office before taking your student off campus during the school day.

### Excused Absences



- Illness (verified by a doctor's note if more than five days).
- Medical/dental emergencies, counseling appointments, bereavement, or appointments that cannot be scheduled outside of school time.
- Personal/family emergencies.
- Attendance at school-approved activities.
- Up to five days during the school year for family activities. A written request for more than five days must be submitted to the Principal. If permission is denied, the student will receive zero credit for missed work and tests.

#### **Steps for handling excessive absences: (per school year)**

1. After 10 absences, an email may be sent home to parents notifying them of the number of absences recorded. If the absences continue, the student's grades and future eligibility may be impacted.
2. After 20 absences, the student, family, and administration will work to create a formalized probation plan.
3. Excessive absences may impact the student meeting the required instructional hours to pass the current class or grade level.

#### **Tardiness**

Classes K-5th grade begin at 8:15 a.m., 6<sup>th</sup>- high school grades begin at 8:00 a.m. Your student should be in their classroom and prepared for the day by this time. If the student is not in the classroom by the designated start time, a tardy slip is required to be admitted to class. Tardy slips can be obtained at the school office.

#### **Steps for handling excessive tardiness: (per school quarter)**

1. After 10 tardy notices, a letter may be sent home to parents, or the administrator may call the parent.
2. After 15 tardy notices, a letter may be sent home to parents requesting a conference to develop an improvement plan.
3. After 20 tardy notices, the student may receive detention, community service, or be suspended from school.
4. Excessive tardies may impact the student meeting the required instructional hours to pass the current class or grade level.



## **Dress and Appearance**

### **A. General**

Students are expected to be modestly and appropriately attired at all times, both at school and at school activities, reflecting the character of Jesus Christ. Extremes in dress or hair styles which attract undue attention to the wearer or cause a disturbance in school are not allowed. All clothing must be clean and neat. Pants must be hemmed and not have holes.

### **B. Uniforms**

Standardized school uniforms have been adopted for students Kindergarten through the 8<sup>th</sup> grade. Students must follow the uniform and dress requirements for their respective departments. These guidelines are available on the school website and in the main office.

To promote an attitude of worship and school pride, students have specific uniform and/or dress requirements for Chapel days. Those are posted on the respective department policies.

### **C. Free Dress Days**

Free Dress Days are days where students are not required to wear uniforms. However, on these days, the Dress Code does apply; please see part D. for dress code information. Spirit Days are sometimes an exception when costumes or dress up is the participated activity. Examples of Spirit days when the uniform is worn would be crazy hair day or hat day. Students who do not participate in the Spirit day are required to wear standard uniform.

### **D. Dress Code**

- No bare midribs - no stomach and/or back showing.
- Straps on tops must be at least three fingers wide.
- No spaghetti strap tops or dresses.
- No sheer blouses or tops unless approved 3 finger wide top is worn below.
- No hats or hoods will be worn on campus by students.
- Skirts, skorts and shorts must be 3" or more below the tips of the fingers.
- Pants and tops must completely cover all undergarments.
- No yoga pants, sleepwear, sweat suits, or "lounging suits".
- No spikes or chains.
- No clothing or accessories with words or pictures which refer to or imply intimidation, graffiti, discrimination, violence, alcohol, tobacco, illegal substances, sexual innuendo, or weapons.

### **E. Field Trips**

Chapel attire may be required when students represent our school. This also applies to field trips which occur on free dress days.

### **J. Outerwear**

Please refer to your student's specific department uniform/dress policy for outerwear policies.

### **K. Hair**

Please refer to your student's specific department uniform/dress policy for outerwear policies.

## **Discipline Policies**

At HCA, we believe that the basis of all teaching is God and His Word. Our desire is that each student accepts Jesus Christ as his/her personal Savior. Our mission is to nurture and train each student so that they will grow in godliness of character and action.

Discipline, in general, is Biblical and training in processes, procedures, preparations and habits that help students develop a successful academic career. To be disciplined is to be corrected in patterns of behavior and actions. It is a three-way communication process between students, parents, and school personnel. It is in the Christian environment, training in righteousness that leads one to be more Christ-like in every way. Part of this training is put into practice according to the Matthew 18 principle, which directs us to correct and restore our brother to righteousness.

Parents and students recognize and must agree that this Discipline Policy is general in nature. They further agree that it may apply to their student depending on grade level. (Preschool, Elementary, Middle School, High School)

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.

### **A. Student Self-Discipline**

The best discipline is self-discipline. It is this training that develops self-control, orderly conduct, character and promotes intellectual growth and social graces. Students are urged to exercise and develop self-discipline in all areas of school life and to observe the rules of the school. When a student deviates from acceptable behavior, it is the responsibility of the home and the school to help by both correction and guidance. Parents and teachers must fully cooperate, being careful to avoid anything that tears down respect, understanding, and confidence in each other. By working together in a team approach, parents and school staff set the standards by modeling and emphasizing positive behavior, as opposed to disruptive behavior that requires corrective measures.

### **B. Resolution of Problems and Conflicts**

In the case of working through problems or conflicts between families, students and parents are expected to talk directly with the individual(s) involved in a situation before appealing to a higher authority. Only after making this attempt without satisfactory results should they talk with the administrator, in order to work toward a solution. (Matthew 18)

When addressing concerns with the teacher, initial contact should be made with the child(ren)'s teacher. Parents are expected to work with the teacher before approaching the administrator. The teacher will listen to the concern(s) and address the issue(s). If this conference does not result in a resolution, the next step is to contact the administrator. (Matthew 18)

If the administrator cannot help parents resolve a situation, they may refer to the appeals policy set forth by the school board, as amended.

It is important to follow this "Matthew 18 principle" if we are going to conduct ourselves in a manner that will honor God (and His Word) and promote respect and constructive behavior in our relationships. If you become dissatisfied with the school, seek to resolve the matter. Always go to the person(s) involved. Guard against spreading criticism and developing a bitter attitude. "It defiles many", the Scripture says. (Matthew 18)

During times of conflict, parents are expected to conduct themselves in a manner that demonstrates Christian conduct. Threats, slander, and aggressive behavior towards school staff do not provide an example to our students and school community on how to resolve differences. It is important for all adults involved in the children's lives to seek God's guidance, demonstrate His character and work together to resolve the conflict through Godly conflict resolution.

Heritage Christian Academy seeks to provide a positive, safe environment conducive to the teaching/learning process. We believe the Bible establishes the basic principles that should guide the development of Christian character and govern all behavior. (1 Corinthians 10:31, 1 Thessalonians 5:11, 1 Thessalonians 4:11, 2 Timothy 2:15) Obedience is expected. Handbook standards, policies, teacher/staff instruction and Biblical principles are to be obeyed as a proper response to God's authority and to those whom He has placed in authority. Our Christian liberty doesn't allow us to infringe on the safety and disrespect of others. Christian love requires us to protect and seek God's best for others. (Colossians 1:28, 29; Psalm 94:12; Jeremiah 31:18, 19; 1 Corinthians 11:32; Revelation 3:19)

**Acceptance and continuance as a student at Heritage Christian Academy is conditional upon outward behavior and attitude toward the School policies and its mission.**

**Growing in Godly character includes, but is not limited to:**

- Showing respect and courtesy to and for others, including substitute teachers and staff.
- Obeying all school and church personnel.
- Cooperating with others in work and play.
- Taking care of one's school.
- Walking safely and acting orderly in the building, and staying in supervised areas.
- Exercising moral discretion in social relationships (including social networking sites), dress and language.
- Attending all classes; being on time and ready to work with the necessary learning materials.
- Being considerate of school and other's people's property.
- Being responsible for one's actions.
- Making a determined effort to learn.
- Obeying HCA's rules.
- Being truthful.

**Offenses resulting in discipline include, but are not limited to, the following areas:**

1. Procedural offenses, but are not limited to: (Discipline procedures include, but are not limited to detentions, community service at school, loss of a privilege and other corrective measures.)
  - Classroom rules.
  - Inappropriate dress.
  - Running in the halls.
  - Misbehaving in the bathrooms.
  - Bringing electronic devices, unless special permission is given.
  - Unauthorized use of phones.
  - Out of uniform/dress code.
2. Attitudinal Offenses, but not limited to: (Discipline procedures include, but are not limited to detentions, community service at school, loss of a privilege and other corrective measures.)
  - Disrespect to faculty or staff member(s).
  - Misrepresentation/lying.
  - Disobedience.

- Disruptive conduct.
3. Moral offenses include, but are not limited to: (Discipline procedures include, but are not limited to detentions, community service at school, loss of a privilege and other corrective measures.)
    - Fighting.
    - Improper language. This includes coarse, vulgar, abusive, swearing and degrading language or gestures.
    - Harassment of any kind, including sexual, racial, and bullying.
    - The use of illegal substances.
    - Vandalism – damaging School, Church or personal property.
    - Theft.
    - Cheating.
    - Assault.
    - Bringing dangerous objects to school, including weapons of any kind, play or real (knives, guns, etc.).
    - Threats.
    - Immorality.
    - Sexting.
  4. Violation of playground rules, which include but are not limited to:
    - Observing playground boundaries and rules.
    - Seeking permission by supervisor before leaving the area.
    - Play fighting/fighting is not allowed.
    - Using equipment properly.
    - Not throwing rocks, bark, dirt or snow, etc.
    - Using good sportsmanship attitudes and technique.
    - Throwing balls and/or equipment at others is not allowed.
    - Not tackling, pushing, restraining and kicking, etc.

Consequences of inappropriate behavior may depend on the severity, age of student, and repetition of behavior. Staff members who have knowledge of students behaving inappropriately may speak with the student, explain the seriousness of the behavior, or take action which includes, but is not limited to:

- Discipline referrals (from staff to teacher; teacher to staff and teacher and/or staff to administrator resulting in loss of privileges, detention, community service at school, administrative referral, etc.)
- Teacher/Student Conference.
- Teacher/Parent Conference.
- Teacher/Parent/Student Conference.
- Teacher/Parent/Student/Administrator Conference.
- Detention.
- Suspension.
- Expulsion.

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 on campus or at any HCA

function; leave electronic devices 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.

### **C. 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 HCA 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, national origin, gender, 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 recurrence.

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. 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.**

### **D. 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.**

## HCA Guidelines for Disciplinary Action: Junior High Students

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

\*Parent contact shall be initiated by email.

Disciplinary Codes			
<b>AC</b>	Administrative Conference	<b>LT</b>	Long Term Suspension
<b>CF</b>	Confiscate	<b>PF</b>	Pass/Fail Credit (Academic Quarter)
<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
<b>IS</b>	In School Suspension		

These disciplinary actions are for students from the 6 <sup>th</sup> through the 8 <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 / PF	PC / LT / No credit – semester	PC / EP
Dress Code	PC	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>Fighting (Physical - both parties)</b>	PC / ST / PS-PN	PC / LT / PS-PN	PC / EP / PN	
<b>Harassment / Intimidation / Bullying</b>	PC / ST / PS-PN	PC / LT / PS-PN	PC / EP / PN	
Inappropriate Display of Affection	PC / AC	PC / DT / IS	PC / IS / PS-ST	PC / ST / PS-LTS
Misconduct/ Willful Disobedience/Defiance/Disrespect	PC / DT / IS / PS-ST / CS	PC / IS / ST / CS	PC / LT / CS	PC / EP / CS
<b>Misrepresentation / Lying / Forgery</b>	PC / DT / ST / CS	PC / ST / PS-LT / CS	PC / LT / PS-EP / CS	PC / EP
<b>Plagiarism</b>	PC / 0 score / DT	PF / PC / IS / ST	PC / LT	PC / LT / EP
<b>Possession of Dangerous Weapon</b>	PC / EX / PN / CF			
Possession of Flame Producing Object	PC / AC / CF / DT	PC / ST / CF	PC / LT / CF	PC / EP / 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 / DT	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 / Vandalism</b>	PC / DT / 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	PC / IS / PS-ST	PC / ST / PS-LT	PC / LT / EP

## 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>PF</b>	Pass/Fail Credit (Academic Quarter)
<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
<b>IS</b>	In School 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 / DT	IS / ST	LT	EP
<b>Arson</b>	EX / PN / PC			
<b>Assault (Physical or Verbal)</b>	AC / DT / PC / PS-ST	PC / IS / ST / PS-LT / PS-PN	PC / LT / PS-EP / PS-PN	PC / EP / PN
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>Fighting (Physical - both parties)</b>	AC / PC / ST	PC / LT	PC / LT / PS-EP	PC / LT / PS-EP
<b>Harassment / Intimidation / Bullying</b>	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	PC / DT / IS	PC / IS / PS-ST	PC / ST / PS-LT
Misconduct / Willful Disobedience / Defiance / Disrespect	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
<b>Profanity/Swearing</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/Vandalism</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	PC / IS / PS-ST	PC / ST / PS-LT	PC / LT / PS-EP



## A. LOCKER POLICY

If lockers are used, they may be opened and its contents may be searched or examined by school authorities without permission of the students at any time, at the sole discretion of the school authorities. Students understand the following guidelines:

1. Students may not switch their locker with other students. If a student uses a locker, it must be the one that the student has been assigned to. Combinations will be assigned to each student through the school office.
2. Students must not share their own lock combination unless they have a locker partner with another student. What a student does with his/her lock combination is his/her responsibility.
3. Students must not share their own locker with another student unless that student is their assigned locker partner.
4. Lockers may be inspected and searched at any time by the administration.
5. Lockers must be kept clean inside and outside.
  - a. Stickers are not allowed on any part of the lockers (inside or outside the locker).
  - b. Students must not place anything that cannot easily be removed without affecting the surface of the locker.
  - c. Writing or painting on any part of the lockers is not allowed.
  - d. Locker decorations should be edifying and appropriate.
6. It is unwise to leave valuable items in a locker. Student should carry the items with them or check with the office if the items need special security.
7. Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
8. Students are responsible to pay for any locker damage.
9. HCA is not responsible for lost, stolen, or damaged goods belonging to students.

## B. TELECOMMUNICATIONS POLICY

### Smart Device Policy

**Students in grades K-8 :** Phones must be silenced and in backpacks for the duration of the school day. Smart watches may be worn, but the phone features (texting, Internet viewing, and calls) are to be off during the school day. Students are prohibited from using phones, tablets, and other mobile devices in restrooms and locker rooms, unless there is a medical necessity or emergency.

After two warnings in violation of this policy, the device will be confiscated for the remainder of the day. After two confiscations, the device will no longer be allowed on campus.

If the guardian of a student needs to reach said student during the school day, they are to call the main office and the office will connect the student to the guardian.

**Students in grades 9-12:** Phones must be silenced and put away during all instructional periods. Phone accessories are also to be silenced and away when phone use is prohibited. Smart watches may be worn, but the phone features (texting, Internet viewing, and calls) are to be off when phone use is prohibited. Phones can be stored in a backpack during the day. Students are prohibited from using phones, tablets, and other mobile devices in restrooms and locker rooms, unless there is a medical necessity or emergency. Teachers may allow usage of cell phones for classroom related activities when appropriate. Cell phones may be used on campus before the first bell, after the last bell, during passing periods, and lunches.



After two warnings in violation of this policy, the device will be confiscated for the remainder of the day. After two confiscations, the device will no longer be allowed on campus.

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 **Family Handbook** and on our website.

If a HCA staff member or the administration suspects misuse of a cell phone (not limited to, cheating, playing games, playing music, taking photos or displaying inappropriate photos, using it to threaten another student or HCA staff member either by text messages or sending inappropriate photos, sexting), the administration, at its sole discretion and right to, but not limited, to seize the cell phone, view its contents, etc.

#### **a. Office/Telephone Usage**

Students are permitted to use the school telephone in the office, with permission, in cases of emergency only. Student are not allowed to use any telephone, including but not limited to cellular, digital, or any other school telephones without authorization.

#### **b. Texting**

HCA considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual or inappropriate messages or images a violation of School policy. A violation will result in school discipline, up to and including expulsion, and in the notification of local law enforcement.

#### **c. Pick up authorization**

Since the safety of our students is so vital, you must follow the protocol. We will do everything necessary to send your child home with a pre-approved adult. If there are any changes in the plan (grandparent picking up the child, going home with a friend etc...) **send a note to school with your child or call the front office by 2:30pm with the necessary information.** We may be checking ID, so the person who picks up your child(ren) may need to be prepared with the appropriate ID card.

### **D. HALLWAY GUIDELINES**

- Students are expected to conform to the following:
- Be quiet at all times.
- Walk (no skipping, running, fast walking).
- Act responsibly and refrain from misbehaving, horsing around.
- Stay to the RIGHT when walking down the halls or using the stairs.
- Move out of the way when adults are walking towards them.
- Respect and move out of the way when younger students are walking in the hallway or are on the stairwells.
- Help open doors for adults and small children

## **E. BATHROOM GUIDELINES:**

- Act responsibly in the bathroom.
- **ALWAYS wash hands when done using the toilet/urinal.**
- Keep water in the sink and refrain from splashing others or throwing water on the floor.
- Refrain from locking the stalls if the stall is not in use.
- Refrain from holding the stall door shut while another student is trying to get out of the stall.
- Refrain from crawling over or under the stall.
- Refrain from overflowing the sink with soap and bubbles.
- Return to class as soon as possible.
- Keep the bathroom clean.
- Respect the privacy of others (not expose themselves).

## **F. PLAYGROUND GUIDELINES:**

### **1. General Guidelines**

- a. Follow directions first time given.
- b. Use self-control as you play remembering to keep hands and feet to yourself.
- c. Use equipment properly.
- d. Use appropriate and positive talk.
- e. Include everyone.
- f. Line up quickly when the whistle blows.

### **2. Consequences**

- a. Verbal reminder
- b. Quietly sit for 5 minutes
- c. Loss of recess time
- d. Student-written letter home about behavior
- e. Administrative action

### **3. Specific playground and equipment guidelines:**

#### **a. Covered Play Area/Basketball Court:**

- Playing on top of the brick wall behind the basketball court is not allowed; you may only go up there if you need to retrieve equipment (and that is while walking).
- Going behind the container and covered play area is out of bounds.
- If more than one group of kids wants to use this space, ask a recess teacher to time each group or help divide the space for the games.
- Try your best not to hit the top, metal part of the walls with hard balls as they can dent easily.
- If you want to sit and chat with friends, choose another recess area as there is a lot of activity in this area and if you are not paying attention you could accidentally get hit.

#### **b. General:**

- Shoes must be worn at all times.
- Kicking and throwing rocks is not allowed.
- Stay down the hill (lower than the main office window) during recess.
- Leaving marks on banisters and picnic tables is graffiti and is not allowed.
- Ask a recess teacher for a hall pass if you need to enter the building.
- Ask a recess teacher for permission to get equipment that has gone out of bounds (this includes over fences, behind the covered play area, and past the cones).

- Recess equipment is not allowed in the fenced playground area.
- Return equipment to the shed area/basketball court after each recess, and put equipment away in the shed after the last recess of the day.
- Recess teachers can motivate positive behavior by awarding students with a Bravery Badge which can be redeemed for a prize afterschool at the office. Badges will be displayed on the Wall of the Brave.
- When one blow of the whistle is heard, freeze! The teacher has something to tell you. When you hear 3 blows of the whistle, hustle to line up in your designated spot.
- Use self-control remembering to keep your hands and feet to yourself.

**c. Monkey Bars:**

- When on top, one hand needs to be on a bar – no walking across the tops.
- Grabbing someone while they are hanging from a bar is not allowed.
- Girls, tuck your shirts in before hanging upside down and wear shorts under dresses and skirts.

**d. Play Field:**

- Climbing trees is not allowed
- Stay on the grassy areas & track (not on the hill near the baseball diamond) unless given permission.
- Climbing on and pulling the soccer nets break them, so be careful when retrieving balls.

**e. Play Ground in Fenced Area:**

- Throwing bark is not allowed.
- The benches are to sit on, not stand on.

**f. Play Structure:**

- Dropping grass, rocks, anything onto other students is not allowed.
- Walking up one designated side of the slide while another is sliding down the other slide is admissible with a teachers permission.
- Feet first while going down the slide (not head or knees first).

**g. Rainy Days/Snow Days:**

- Kids without hooded jackets, hats, or umbrellas need to be under cover (either the small space outside of the Jr. High office, a couple places within the play structure or the covered play area).
- In the covered play area, play needs to be monitored for the size and skill of the kids to determine what games can be played (soccer and baseball are probably not a good idea in a small space with a lot of kids).
- Throwing snowballs is not allowed (not even against a wall or at the ground); this also goes for kicking snow.
- Snowballs can be made if they are going to be rolled to make snowmen or forts.
- When icy, take it slow down the hill.
- Sliding on the ice at the basketball court is okay if you do not push or pull down other kids.

**h. Swings:**

- Swing straight (no side-to-side swinging or twisting the chains).
- Swing on your bottom (not your belly, knees, or feet).
- Running in between the swings is not allowed.
- Swings are for people; do not swing them when they are empty as they can swing wildly and accidentally hit someone.

- Get off the swing when it is stopped or by a walk-off jump (no high jumps off the swing).
- If kids are waiting for a turn, ask a recess teacher to time you.
- If large puddles are under the swing, keep your feet out of them.

#### **4. The Buddy Bench**

The Buddy Bench is a place to meet and make friends. If you need a friend or want to help a friend, sit on the bench. The Buddy Bench is designed to help students who feel lonely as well as teaching students to care for others in need.

#### **5. Guardian Badges**

Students may be awarded a badge for being “caught” displaying characteristics of kindness, courage and strength. These behaviors may include kindness to others, conflict resolution, and obedience. Badges may be exchanged at the office at the end of the day for a prize in the treasure chest. The student’s badge will be placed on the school walls. The purpose is to motivate students to find ways to demonstrate qualities of kindness and simply make Jesus smile.

## **Miscellaneous information**

### **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 IOWA standard test, a nationally normed test, in the 1<sup>st</sup> through high school. The benefit of the IOWA 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 rack 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. 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 you. 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:

- Group activities are the standard and will be the priority when organizing school activities.
- No public display of affection associated with boyfriend-girlfriend associations is allowed.
- 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).

### **D. Yearbook**

During the school year, the HCA publishes a Yearbook. 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.

### **E. Child Abuse**

Suspected child abuse must be reported to the Principal. As a mandated reporter, HCA is required to report suspected cases of child abuse. Together with the administration, a decision will be made as to who will make the report. There are four main types of child abuse: physical abuse, sexual abuse, emotional abuse, and neglect.

### **Examples of Physical Abuse**

Beating, slapping, hitting, burning with cigarettes, scalding water, severe physical punishment, and shaking.

### **Examples of Sexual Abuse**

Fondling, violations of bodily privacy such as forcing the child to undress, and child pornography (using a child in the production of pornography, enticing children to pornographic sites on the Internet, or exposing children to adult sexuality in any form).

### **Examples of Emotional Abuse** (may also be termed verbal or mental abuse)

Lack of physical affection such as hugs, lack of positive reinforcement, yelling or screaming, threatening or frightening, negative comparisons to others, belittling, shaming, humiliating, habitual blaming, and using extreme forms of punishment.

**Examples of Neglect** - Physical neglect is not providing for a child's physical needs such as food, clothing appropriate for the weather, supervision, and medical care, as needed. Educational neglect is the failure to enroll a school-age child in school or to provide necessary special education. This includes allowing excessive absences from school. Emotional (psychological) neglect is not providing emotional support and love.

Cases of suspected abuse are handled individually in accordance with the situation, governed by the directive of Washington State Law, Revised Code of Washington, Ch. 26.44.

## **F. Child Custody or Divorce Cases**

If legal custody stipulations apply to your child, it is required that this legal information is communicated in writing, to the school office. We will abide by any current restraining orders involving our students. A current and valid copy must be on file in the office in order for the school to comply with the legal judgment. HCA does not get involved in child custody, separations, boyfriend, girlfriend, estranged relationship or divorce cases, nor do we take sides or write letters in parenting disputes or court cases.

## **G. Parties and Privileges**

A limited number of parties will be arranged in each classroom to celebrate special events.

HCA does not observe Halloween. Do not send children to school in costumes depicting this day (witches, ghosts, goblins, ghouls, monsters, etc.). At Christmas and Easter, the school strongly emphasizes our Christian heritage.

Special occasion parties such as birthday recognition may be arranged with the teacher at least three weeks ahead of time. Teachers have one day designated as birthday party recognition day. Treats can be brought in on that day to celebrate a child's birthday. We strongly encourage you bring healthy birthday treats such as fruit, vegetables, frozen fruit bar and maybe one small cookie. A lot of candy and items with a lot of sugar are not healthy for our students.

Invitations to home birthday parties are **not** to be passed out at school unless the child is inviting **every** boy or **every** girl in the class. Likewise, children hosting limited-invitation parties should use discretion. Limiting guests is understandable but untold hurt results when children are made conscious of the fact that they are not invited.

## **J. DRIVING INSTRUCTIONS, SAFETY AND EXPECTATIONS**

- Speed limit – 5 miles per hour
- Obey traffic signs and rules at all time!
- Be Patient! Be Safe!
- Don't take any short cuts or cut in front of other cars!
- Let us know if you are not picking up your child today and who will be picking up your child.
- If your child is going home with another student (parent at HCA), you must inform us. (Sometimes student make arrangements to go home with friends unawares to the parent). We will not allow students to go home with friends unless you notify us.
- Please refrain from using cell phones while driving on campus.
- Always obey the no parking, handicap parking and enter and exit signs.

## **ESPECIALLY FOR PARENTS**

### **Campus Expectations**

Parents are expected to uphold HCA standards while on campus, which includes modest attire, and our pet policy. HCA is a non-smoking campus. HCA is also an alcohol, drug, and weapon free campus.

### **Supplies**

Each student is expected to come to school prepared for the day's activities. In order to maximize the students' success in this area, a supply list compiled of basic items each student needs is provided by the School office. The students are expected to bring the necessary items on the first day of school and to replenish supplies if necessary throughout the school year.

### **The Matthew 18 Principle**

Parents who may be offended by the words or actions of an HCA staff person or another parent are reminded to first go to the one directly responsible for the offense. If a satisfactory solution is not found, then an appeal to the specified department leader should be made. Do not unload your complaint upon another parent or your children. Health and healing in such situations can only come when proper channels of communication are followed.

### **Parent Affirmation**

Parents are expected to uphold the Parent Affirmation which dictates respectful, cooperative behavior when working with staff and other parents. Inappropriate parent behavior will jeopardize their child(ren)'s enrollment at HCA.

### **Notice Regarding Rights of Parents**

HCA may allow (1) the release of a child, (2) information about the child (as deemed appropriate by the School, in its sole discretion), and (3) access to School educational records for the child to either of the child's parents or legal guardians unless the School receives sufficient evidence that a court order, legally binding legal document (for example, a document relating to divorce, separation, custody), or law or regulation specifically revokes those rights. Either of the child's parents or legal guardians may be authorized to make decisions on behalf of the child, unless the School receives sufficient evidence to the contrary, whether in the form of a court order, legally binding document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revoking the authority of the parents or guardian. In the event of conflicting instructions from the parents or legal guardians (when both are apparently authorized to make decisions on behalf of the child), the School may elect to take any action it deems appropriate, including taking no action.)



## **PARENT COMMITMENT**

Due to the fact that the education of children is a joint commitment between parents and school, the following is expected from all parents whose children attend HCA. With God's help, each parent commits to the following:

1. I will support the School in prayer.
2. I accept and uphold the Academy's mission statement and Statement of Faith. I support HCA working with me in the education of my children.
3. I will support the current school year's Student and Parent Handbook and will reinforce HCA's expectations as described in it with my children.
4. I will support the authority and academic and discipline criteria issued by HCA staff. I understand that disagreement with staff in the areas of academic and discipline issues may happen. However, I will demonstrate respectful cooperation and communication with the staff when discussing the issues of my children. I acknowledge that my reaction and attitude should not be a hindrance to HCA's mission to team with parents in the educational, spiritual, emotional and physical direction of a child.
5. I will practice the principles found in Matthew 18 as defined in this handbook, resolving any difficulties with School personnel directly. If the conflict is unresolved, I will discuss the matter with the next person in authority. The line of authority is as follows: teacher, principal, and school board.
6. I will instruct my children to follow HCA's and the classroom policies and procedures.
7. I will ensure that my children participate fully and respectfully in all aspects of school, including Bible classes, chapels, community outreaches, field trips and other school related functions.
8. I will ensure that my children regularly attend(s) school and arrive at school on time.
9. I will ensure that forms (field trip, progress reports, discipline forms, etc.) are reviewed, signed and returned promptly.
10. I will regularly attend functions requiring my participation.
11. I understand that according to "in loco parentis" the staff is acting on my behalf while my children are under the staff supervision.
12. I will support HCA in maintaining a high standard of Christian conduct and academic excellence for its students. I acknowledge that should my children's behavior and academic commitment, while under the supervision of School personnel, become incompatible with the standards of HCA, disciplinary/probationary procedures may apply. I acknowledge that enrollment at HCA is a privilege, not a right, and HCA has the right to dismiss students in its sole and absolute discretion.