

# FAMILY POLICY HANDBOOK



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*The Heritage Christian Academy School Board reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to constituents.*

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## 1.0 ABOUT HERITAGE CHRISTIAN ACADEMY

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### 1.1 Our Mission

Preparing students for a life of service by teaching, modeling and encouraging biblical principles while pursuing academic excellence.

### 1.2 Our Motto

Pursuing School God's Way.

Reviewed 06.2022

### 1.3 Our Vision

To develop strong Christian character by providing excellence in education with a distinctly biblical perspective.

To serve a growing student body through excellence in personnel and facilities as an extension of the Christian family and the local church.

To expand spiritual involvement and financial resources from individuals, families, churches, and the community.

Reviewed 06.2022

### 1.4 Our Philosophy

Heritage Christian Academy as a school community seeks to disciple students, based on the infallible Word of God, partnering with families and serving His church. It is our belief that students properly disciplined will excel in all disciplines as God gifts them.

Reviewed 06.2022

### 1.5 Our Core Values

#### ➤ *God First*

We strive to keep God first in our thoughts, attitudes and actions.

*"In all thy ways acknowledge Him, and He shall direct thy paths." --Proverbs 3:6*

Reviewed 06.2022

#### ➤ *Biblical Standards*

We believe the Bible is the only Word of God, infallible, without error or omission, which serves as the standard and guide for all we do and say.

*"All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be perfect, thoroughly furnished unto all good works."*

*--II Timothy 3:16, 17*

Reviewed 06.2022

#### ➤ *Love Others*

A person who enjoys a love relationship with God will exhibit love for others. HCA seeks to cultivate both the relationship with God and a loving community.

*"Beloved, let us love one another, for love is of God, and every one that loveth is born of God, and knoweth God." --I John 4:7*

Reviewed 06.2022

#### ➤ *Family*

God established families to reflect and spread His love. HCA desires to support and encourage families toward deeper godliness and greater health.

*"And these words, which I command this day, shall be in thine heart; and thou shalt teach them diligently unto the children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up." --Deuteronomy 6:6*

Reviewed 06.2022

➤ *Local Church*

Like the family, God established the Church. It is the bride of Christ, and precious in His eyes. We seek to support churches by educating students well in academic disciplines and His Word. We believe and teach that students ultimately use their gifts to also support the local church. We also desire to assist local churches in a variety of tangible ways.

*"I write so that you may know how you ought to conduct yourself in the house of God, which is the church of the living God, the pillar and foundation of the truth." --I Timothy 3:15*

Reviewed 06.2022

➤ *Christ-Centered Curriculum*

We challenge all students to academic and spiritual achievement through a high-quality Christ-centered curriculum.

*"Study to show thyself approved unto God, a workman that needeth not be ashamed, rightly dividing the word of truth." --II Timothy 2:15*

Reviewed 06.2022

➤ *Integrity*

We believe that personal and corporate integrity, enabled by accountability to God and one another, is necessary to honor God and each other.

*"Let integrity and uprightness preserve me; for I wait on thee." --Psalm 25:21*

Reviewed 06.2022

## **1.6 Our History**

Heritage Baptist Academy was founded in 1989 as a Christ-centered, biblically based Christian day school by five Baptist churches: Berean Baptist Church, Bethel Baptist Church, Cooper Baptist Church, Northeastern Baptist Church, and Westwood Baptist Church. Initial enrollment was 89 students in grades K-8. Enrollment grew steadily and in 1994, the name Baptist was changed to Christian in order to more accurately represent our student body. Today, HCA's 200+ students represent more than 30 churches.

Revised 06.2022

HCA purchased 42 acres on 9th Street in 1996, and in 2000 opened its main campus building with a multi-purpose room, 14 classrooms and an office complex. Our facilities expanded in 2004 to house Young 5's-3rd grade in a modular building with grades 4-12 in the main building. In 2008, the HCA school board initiated a change in school foundational documents creating an independent board run school which allowed wider church representation at the board level.

Revised 06.2022

## **1.7 Our Governance**

Heritage Christian Academy is owned and operated by Heritage Christian Academy Association, a Michigan nonprofit corporation. HCA is governed by a self-perpetuating, self-governing board which conducts and directs the affairs of the school. Details regarding board structure, composition, and membership can be found in the current version of the HCA By-Laws.

The Administrator is responsible to the Board for effective and efficient day-to-day management of the school.

Reviewed 06.2022

## **2.0 EXPECTED STUDENT OUTCOMES**

### **Our students will SOAR on wings like eagles!**

Isaiah 40:31 but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.

Students will SOAR by learning to hope in the Lord so that they may grow spiritually (in favor with God), occupationally (physically, in stature), academically (in wisdom), and relationally (in favor with man) like Jesus.

Luke 2:52 And Jesus grew in wisdom and stature, and in favor with God and man.

The outcomes that we desire for our students include the following qualities:

**Spiritually** - 1 John 5:13 I write these things to you who believe in the name of the Son of God so that you may know that you have eternal life.

**G**rowing Knowledge of God

**R**elationships being developed with Christ

**I**ncreasing obedience to all that Christ has commanded

**P**rogressing in love for God and others

**Occupational** - Romans 12:1 Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship.

**H**onoring God with their bodies, by pursuing choices of self-control, purity, and wise/safe conduct

**I**nvesting their physical gifts in the advancement of God's kingdom

**S**erving God through an occupational calling

**Academics** - Prov. 19:8 The one who gets wisdom loves life; the one who cherishes understanding will soon prosper.

**R**esolving problems with logic

**E**ngaging in intellectual inquiry with a biblical perspective

**A**ttaining progressive understanding of academic disciplines

**L**ifelong learners with a Christian worldview

**Relational** - Luke 10:27 He answered, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind"; and, 'Love your neighbor as yourself.'"

**L**oving others by serving them

**O**btaining a healthy self-worth because of the price Christ paid for us.

**V**aluing all of God's creation, all people, places, and things

**E**xpressing the fruits of the Spirit in daily living



### 3.0 ADMISSION POLICIES, APPLICATION PROCEDURES

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#### 3.1 Admission Policies

- a) In keeping with Biblical teachings, applicants for admission are considered without regard to race, gender or national origin.
- b) At least one parent of each applicant must give a credible profession of personal faith in Jesus Christ as Lord and Savior.
- c) The parents should have an understanding of, and willingness to cooperate with, the Statement of Faith, Mission, Core Values, and Family Commitment statements of Heritage Christian Academy.
- d) Parents should be willing to consider how they could support the work of HCA by volunteer help and financial contributions according to their abilities and time available.
- e) Applicants should possess evidence of readiness or satisfactory academic performance through past academic records and any testing that may be required by HCA.
- f) Applicants shall give evidence of emotional stability, social adjustment, and satisfactory behavior as determined by records, references, and a personal interview. Students with learning disabilities may be admitted to HCA. However, the student should, in most instances, also be concurrently enrolled in the appropriate HCA Learning Lab program.
- g) Acceptance into advanced placement courses not provided by HCA is considered full-time enrollment for registration purposes. Cost for advanced placement courses are the responsibility of the parents. HCA tuition for such students will be reduced per board policy.
- h) Parents must submit a completed application with the non-refundable application fee.

Revised 07.2012

#### 3.2 Admission Procedures

- **FACTs Account/Enrollment** - A parent/guardian must set up a FACTS account, Set Up a Payment Plan, and fill out the appropriate Enrollment Form.
- **Testing** - Grade-level placement is determined by previous academic performance and/or other assessments as required by HCA. Once your online enrollment is complete, the office will email you an Entrance Test Registration Form, request your child's records from his/her current school, and set up entrance testing for your child. During testing, a parent will be asked to fill out additional paperwork concerning the child's background and abilities. A testing fee per student is due at the time of testing.
- **Pastor Recommendation** - A Pastor Recommendation form must be completed and sent to the school. This can be accessed in the FACTs enrollment form.
- **Family Interview** - After the entrance test is completed by your child, our administrative team will assess all of the information that is available to determine whether HCA is a good fit for your child/family. Once that is determined, we will contact you about next steps. If your child is approved for admissions, we will set up a family interview with you to go over important information for the school year and answer any final questions you may have.
- **Notification of Status** - Enrollment is conditional and is based on review of records, references, and interviews with the student and parents/guardians. A final determination is made after all of the above steps are complete.

[Admission Procedures - Further Details](#)

Revised 07.2022

## **4.0 STANDARDS OF CONDUCT**

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Heritage Christian Academy holds that the Bible is the only divine Word of God, infallible without error or omission, and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life that fulfills both God's moral law and His commandment of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Heritage Christian Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the Spirit of God who indwells us (I Corinthians 8:9, 12, 13; and 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Heritage Christian Academy to adopt the following standards which are believed to be conducive to the environment which best promotes the spiritual welfare of the student.

The school, therefore, expects each student, whether at home, school, or elsewhere:

- a) To refrain from swearing, using indecent language, fighting, the use of tobacco products, drinking alcoholic beverages, the abuse of drugs, gambling, or any activities, amusements, recreation, or entertainment that conflict with the spirit of this statement of conduct (Psalm 19:14; I Corinthians 3:16, 17).
- b) To maintain Christian standards in courtesy, kindness, morality, and honesty (Philippians 4:8).

Students found to be out of harmony with the Heritage Christian Academy ideals of work and life may be asked to withdraw whenever the general welfare demands it, even though there may not be specific breach of conduct.

Reviewed 07.2012

### **4.1 Conflict Resolution**

The HCA community is encouraged to strive for harmony through a spirit of Christian love by resolving conflicts through the following process based on Matthew 19:15-17 and a spirit based on John 13:34-35.

- a) Deal only with the people directly involved. Keep the matter confidential, sharing only with those directly concerned.
- b) Do not endorse a bad report about another person; advise the complainant to go directly to the person(s) involved.
- c) If the conflict persists, it is appropriate to share the matter with the administrator or principal.
- d) If the conflict remains unresolved, the administrator or principal will share the matter with the Chairman of the School Board.
- e) Should the conflict be with the administrator or principal and the parties involved are unable to resolve the matter, then the Chairman of the School Board should be consulted; who may, at their discretion, consult the Executive Committee of the Board or the entire School Board.
- f) Commit the outcome to God. Let us be committed to doing His will and responding to His sovereign control of all things for good (Romans 8:28-29). Consider the examples of Job, Joseph, Daniel and Jesus.

Revised 07.2022

## **4.2 Classroom Expectations**

In the classroom, students are expected to abide by the procedures and rules set forth by the individual teacher. All classroom rules, regulations, policies, etc., are in addition to the school policies and not in lieu of them. There is ample time for use of the lavatories between classes, this is not considered to be a legitimate reason to leave class except in emergency cases. Students will not be permitted to leave class for the purpose of getting books, supplies, etc. from their lockers due to the disruption this causes to two classes. Students are not to bring articles to classes that might cause classroom disruption. Potential nuisances such as digital devices should not be used during class hours without specific permission. Laptops and/or Chromebooks are to be used for applicable classroom studies only, and only with the permission of the teacher. Appearances and/or behaviors that are disruptive will not be tolerated.

Revised 07.2012

## **4.3 Discipline Policy**

As we endeavor to work with parents in helping our students become responsible and self-disciplined individuals, it becomes necessary at times to administer various forms of discipline. Our approach to discipline is to guide the student into full awareness of the nature of the problem, to give the student the opportunity to repent, to correct the problem, and to have the guilt removed by making the situation right with the others involved and with the Lord. Our general principle is then to have the form of discipline suited to the specific problem.

[Elementary Discipline System](#)

[Secondary Discipline System](#)

Reviewed 07.2012

## **4.4 Public Display of Affection**

Romantic physical expression of affection (hugging, holding hands, kissing, embracing) are not permitted at school or on any school activity (including excursions and school events) in the interests of positive role modeling to younger students, exercising of self control and fostering a commitment to abstinence outside of marriage as an outworking of godly obedience in the area of relationships. Any contact that is lingering, clearly between a couple in a relationship, or tending towards exclusivity would be inappropriate.

[Appendix A: Public Display of affection policy](#)

Revised 08.2022

## **5.0 SCHOOL ATTENDANCE and HEALTH**

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### **5.1 School Attendance**

Attendance in class is critical for students to receive credit for the class. A student with more than eight (8) absences per class, per semester jeopardizes his or her credit in class. After this number of absences, the administration will review with the teachers if the credit for the class is compromised. Administration may choose to simply reduce the class grade according to the standards listed below, and continue to allow credit. Parents will receive an update at five (5) absences. Unusual circumstances may be appealed to the Administrator. School activities will not count in the total. Two college-visitation days per year will be allowed for juniors and seniors.

An excused absence is granted to a student when:

- Parent or doctor approves of the student's absence.
- An explanation signed by a parent is received in the school office.

The student is provided a maximum of two (2) days for the first day of absence to make up the missed work for full credit. He/She is provided one (1) day to complete work for each succeeding day of absence.

An unexcused absence is defined as any absence without a supporting note from the parent. Class work must be made up in the same time period as allotted for excused absences, but a 50% decrease in credit will occur.

*\*The Administration may allow a change in the specifics of the attendance policy in the case of extenuating circumstances by recommendation of a teacher.*

### **Secondary Grade Reduction Policy For Absences (credit awarded)**

- a) Students are allowed 8 absences per semester.
- b) Home rooms are included in the first hour class. Students more than 15 minutes late for a class are counted as absent for that period.
- c) At a ninth absence and all subsequent absences, a student will lose 1/3 grade per absence. At nine absences, an A- becomes a B+, at ten absences the B+ becomes a B.
- d) **Student Tardies**- three class tardies will equal one absence.
- e) **Exceptions**- Absences do not count against a student's attendance for all school sponsored activities; juniors and seniors are allowed two school-sanctioned college visits a year. The administration may make exceptions for attendance under extenuating circumstances.

Revised 07.2012

### **5.2 Vaccination Records**

All families must submit a copy of a completed and verified immunization record.

Revised 07.2012

### **5.3 Illnesses and Parental Responsibility**

If a student is ill, please do not send him/her to school. Please call the school office by 9:00a to notify the secretary that the student will be unable to attend school that day.

A student being treated for a contagious infection, such as strep throat, must be on antibiotic medication for 24-36 hours prior to the return to school. Please remember that the entire course of treatment must be completed for antibiotics to be effective.

If a student becomes too ill to remain in class, the school secretary will contact the parent or emergency contact person on file by phone and request that the student be picked up. A student who is sent home from school with a fever, vomiting or diarrhea may not return to school until he/she is symptom free for a minimum of 24 hours. It is in the student's and the school's best interests not to send a student back to school prematurely.

Revised 08.2022

### **5.4 Medications**

ALL medications, prescription and over-the-counter (OTC), needed by students must be kept and dispensed in the school office. A signed release form from the student's parent or guardian must be on file in the school office for all such medications, even OTC. These forms are available in the school office. All medications must be in the original containers, with the student's name clearly marked.

Revised 07.2012

## 6.0 SCHOOL SAFETY

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### 6.1 School Staff

All school staff including regular volunteers (who will be working one-on-one with students) and student teachers must submit to a criminal background check as overseen by school Administration. They must also complete an application process that includes the contacting of references.

### 6.2 Mandatory Reporting Requirements

Any individual who works with students (teachers, coaches, small group leaders, aids, bus drivers, parent volunteers, etc.) must report any instance or indication of any verbal, physical, sexual or other type of abuse or neglect to the local authorities (Department of Human Services and/or local police) and Administration within 24 hours. It is incumbent upon all adults, especially those in authority over children to be continually vigilant regarding their well-being and willing to work with authorities to assure their safety. Teachers or school personnel and any related adults (bus drivers, volunteers) who fails to report suspected abuse forfeits his/her position working with students and is open to legal repercussions.

Revised 07.2012

### 6.3 Campus Security

HCA is a closed campus, thus access to campus by visitors and departure from campus by students during the school day must be authorized through the office.

#### **Seniors Only - Open Campus for Lunch**

##### **This means:**

- From 11:40-12:15 the seniors will have an open campus opportunity for lunch.
- Only seniors get the privilege of leaving for lunch and only with other seniors.
- If a Senior returns tardy for their 5th hour class
  - 1st offense: he/she loses the privilege of off campus lunch for one week.
  - 2nd offense: he/she loses the privilege of off campus lunch for one month.
  - 3rd offense: he/she loses the privilege of off campus lunch for the rest of the year.
- Each senior must sign him/herself out and in. One student per line.
- All privileges are just that, privileges. If you misuse your privileges or get into trouble in other areas, privileges may be taken away.
  - If a senior is caught speeding or driving recklessly during this 35 minute time frame, their privilege of off campus lunch will be terminated for the rest of his/her senior year.
  - If a senior does not sign out or in at the office when leaving and returning to campus for lunch, he/she loses the privilege of off campus lunch for *1 Week*.
  - Senior students may not take orders for other students.
    - This could cause a delay in the trip and put pressure on the student to get back in time.
  - If a senior takes a student that is not a senior to lunch, he/she loses lunch for the rest of his/her senior year.

- Students may go no farther than 5 miles from campus.

Reviewed 07.2012

#### **6.4 Parents or Other Visitors**

All visitors (including parents) should enter the front doors to school and report to the office first. Visitors must be identified by a special name tag or other identification to be given when they sign in to the office.

Any visitor must be approved by school Administration and must report to the office. Signs directing visitors to the school office are posted at every school entrance. Any visitors that are not immediately recognized by any staff member must be approached and questioned by staff and directed appropriately.

If any staff encounters unauthorized visitors that resist staff questioning efforts and do not report to the office, the office must be contacted immediately, and the situation monitored until relieved by Administrative staff.

Students are not permitted to bring visitors to spend a day, or part of a day, with them in class unless prior approval is received.

Revised 07.2012

#### **6.5 Weapons**

It is against the laws of the State of Michigan to bring any type of weapon to school. Such activity will result in an immediate report to local police.

Reviewed 07.2012

#### **6.6 Emergency Procedures**

##### **Severe Weather**

HCA monitors severe weather conditions and all necessary precautions are taken to ensure safety. In the event of a tornado watch, classes will continue as school officials monitor the situation. Parents have the freedom to remove their students at their discretion. In the event of a tornado warning, students will take shelter in designated areas of the school building. No one will be allowed outside the building and the teacher shall account for all students in his/her charge. If a tornado watch is in effect at the close of the school day, there will be no after school activities.

Drills are to occur at the Administrator's discretion. They involve the movement of students into hall space to avoid injuries caused by serious storms. All portables should be evacuated into the main building. Students must line the halls in a seated, protective position.

Revised 07.2012

##### **Fire**

In the event of an emergency that requires evacuation of the building, teachers will lead students to a designated meeting place. Once there, all students will be accounted for, and information for picking up students will be announced to parents.

HCA consistently practices drills in accordance with state regulations. Teachers are responsible to instruct students ahead of time regarding proper evacuation procedures. Evacuation maps are placed in every classroom. Teachers must take their grade book with them for the purpose of verifying that all students have left the building. Students must move quickly and with silence out the nearest exit not blocked by simulated fire. Students may be designated to assure outside doors are open for student evacuating. Evacuations must be timed, and records reported to the teachers with discussion on improvement.

Reviewed 07.2012

## **Lock Down**

Lock Down drills (*presenting physical dangers and potential at risk intruders*) take place twice a year. These drills are signaled by a call from the office with a code word. Upon the initiation of the drill, teachers direct students to a predetermined location within the classroom and position themselves between the potential intruder and the students until the “all-clear” is announced.

[Appendix B: Lockdown Procedure Detail](#)

Revised 07.2021

## **Campus Evacuation**

Campus evacuation (bomb threat) drills occur at the Administration's discretion. They involve the evacuation of students to the designated safe haven. Teachers will lead their current class to the appropriate safe place, and students must stay grouped by class and return to school when the “all-clear” is given.

Revised 07.2012

## **6.7 Parking Lot**

Student driving to school is a privilege that involves responsibility. Reckless driving or endangering students around the parking lot will result in the loss of driving privileges on campus. Students should park their vehicles in the southernmost lot or on the gravel area. The speed limit in the parking lot is 15 mph. Everyone should be especially watchful for small children walking between vehicles. As a rule, elementary students should be accompanied by an adult or older sibling when crossing the parking lot. Parents are asked to form a line at the curb with their vehicle in order to allow for students to load and unload on the sidewalk. Please do not circle through the visitor's parking area when loading or unloading student passengers. All student drivers must agree to the safe driving rules of HCA and sign the Teen Driving contract before driving to school.

[Appendix C: Teen Driving Agreement](#)

[Appendix D: Teen Driving Contract](#)

Revised 07.2021

## **6.8 Harassment & Bullying Policy**

Harassment of any type – verbal, physical, sexual – is diametrically opposed to the mission of HCA and will not be tolerated; this includes any form of cyberbullying. A student who feels that he/she has been subjected to harassment should notify a staff member immediately.

[Anti-Bullying Policy](#)

Reviewed 07.2021

## **6.9 Technology Policy**

HCA strives to provide staff and students with access to high-quality technology services. All staff, students, and parents are required to read and sign a yearly Acceptable Use Policy (AUP). Acceptance of the AUP provides users with access to the school network, supervised use of the computer labs, and access to the school's GoogleApps services. Anyone found to be in violation of the AUP will face consequences, which may include loss of technology privilege at school.

In our task of providing the best possible college preparations, it is necessary for every student to learn advanced computer skills, including the safe and effective use of Internet resources. Our instruction includes guidelines for effective and appropriate use of the Internet and database resources.

HCA technology is overseen by the Technology Committee, which is an official committee of the school board. This committee oversees the purchase, maintenance, and implementation of all technology products and services. The committee also makes policy recommendations consistent with recognized best practices in technology use and curriculum integration.

## **Cell Phones and Laptops**[1]

Please note that as mentioned in the AUP and technology policy, students may possess cell phones at school, but the phone must be turned off and put away (locker or backpack) during class hours. If a student has a legitimate need to make a call, he/she may report to the office and make the call in the presence of the school secretary or between classes. Likewise, laptop computers may be used in school for educational purposes, and only under the direct guidance of a classroom teacher. Laptops may connect to the school network and students may not attempt to “pick up” a wireless signal from the surrounding neighborhood.

### [Appendix E: Technology Acceptable Use Policy](#)

Revised 07.2021

## **7.0 DRESS CODE**

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### **7.1 General**

Heritage Christian Academy's dress code is intended to give a concrete, practical witness to the school's commitment to fulfill its stated aims to honor God. Our goal is to provide a learning environment where all students can concentrate and focus easily without being distracted by dress. “Man looks at the outward appearance, but God looks on the heart” (1 Samuel 16:7).

[Elementary Dress Code](#)

[Secondary Dress Code](#)

[Formal Events Dress Code](#)

Revised 07.2021

## **8.0 ACADEMIC STANDARDS, EXPECTATIONS AND REPORT CARDS**

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### **8.1 Homework**

Heritage Christian Academy recognizes that home study is desirable and necessary. Students will be assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing basic subject skills. The student can expect to have homework most nights of the school year. All homework assignments might not be written, but could be in the form of study or review for tests or research for projects or book reports. Most homework will be checked, graded, filed, or returned to the student in order to provide relevant feedback.

- **Late Work:** A student may turn in a homework assignment one day late up to three times per quarter (for a total of 12 times per year). When a homework assignment is turned in late, for any reason other than absence, a 15% reduction in grade is assessed. If the assignment is turned in more than a day late, the student will receive a zero.
- **Excused Absence Make Up Work:** Students are provided a maximum of 2 days for the first day of an excused absence to make up the missed work for full credit. He/She is provided one (1) day to complete work for each succeeding day of absence.
- **Planned Absence Make Up Work:** In the event of a planned student absence, a parent may make an electronic request to the teacher(s) for up to five (5) days of class work in advance. For additional work, parents are encouraged to communicate with the Administration concerning availability of lesson assignments.

Revised 07.2021



## 8.2 Report Cards

Report cards are sent home in the family envelope each quarter, and mailed at the end of the year.

Reviewed 07.2021

## 8.3 Community Service Hours

***Souled Out*** – Heritage Christian Academy's "*Souled Out*" program pursues one goal: cultivate hearts that passionately pursue Christ. We want our students to be "doers of the word and not hearers only." (Matthew 25, James 1)

Beyond providing Christian teachers, daily Bible class and chapel, *Souled Out* adds two critical elements to the discipleship effort:

a) ***Small Group Discipleship*** – Dedicated adult leaders meet consistently with high school students after chapel to go deeper, applying lessons and mentoring students.

b) ***Consistent Group Service*** – Each group is placed at a local organization to serve consistently. These organizations emphasize helping disadvantaged people. They include: Wood's Edge, Kalamazoo Gospel Mission, Deacon's Conference and Park Village Pines.

Revised 07.2021

## 8.4 Testing and Guidance

The testing program at HCA presently includes administering standardized testing to students in grades 1-12 in the spring of each year. Because we test through ACSI, the results are referenced to norms from both public school students and ACSI schools.

Juniors are required to take the PSAT in the fall in preparation for the College Board Exam and as a qualifying score for the National Merit Award. Through the office, students may register to take the ACT and SAT tests, obtain information about scholarship opportunities and be advised concerning college entrance requirements. The MEAP test is given to seventh, eighth and ninth graders.

Our guidance program makes students aware of college fairs in the area and representatives of Christian colleges are invited to address the students during chapel. A supply of information about colleges, both public and private, is available at the school.

Revised 07.2021

## 8.5 Awards and Honors

The purpose of the awards program at HCA is to typify the biblical award system by honoring the recipient for wisely applying his/her God-given talents, abilities and character qualities (Matthew 5:16; Revelation 22:12).

Reviewed 07.2021

## 8.6 Graduation Honors

All students seeking graduation honors must first qualify for the honors diploma.

***Valedictorian***\* shall:

- a) attend HCA for four (4) consecutive semesters prior to graduation,
- b) earn the highest cumulative grade point average (GPA) as calculated through the first semester of the senior year,
- c) be a full-time student in good standing.

***Salutatorian***\* shall:

- a) qualify as above, with the second highest GPA.

All other graduating seniors meeting the above requirements with a GPA of 3.6 and above shall qualify to wear honor cords at the graduation ceremony. The Administrator shall give final approval for all awards.

## 9.0 SCHOOL LIFE

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### 9.1 Library Policy

The HCA library strives to provide students and faculty with a broad range of materials for study, reference, and pleasure reading. We also offer instruction on effective Internet research. All students in grades K-5 have scheduled weekly library visits. Other students are encouraged to visit the library whenever possible.

Because our school serves students from over 40 different churches, our families have diverse opinions on appropriate reading. We make every effort to ensure that our materials are inoffensive, and we welcome family input.

Our librarian is a part-time employee and is not available at all times. Students grade 4-12 may check out materials using a self-checkout method even if the librarian is not present. We have successfully used this honor system and hope to continue.

Our overdue policy is to avoid fines as much as possible. Students are encouraged to return materials promptly. Fines will be charged in excessive cases and students may be placed on a limited-services status for extreme cases.

Revised 07.2021

### 9.2 General

#### Care of Facility

Proper care shall be taken of the school building, equipment, furniture and property. Rooms and desks shall be kept clean. All waste material shall be properly disposed of. The chewing of gum is not permitted in school at any time. Should damage occur because of abuse by a student or students, the student's parents will be charged accordingly. Passing in the halls between classes should be done quietly and without running. No animals are allowed in the building without permission of the Principal or Administrator.

revised 07.2021

#### Lockers

Middle- and high-school students are assigned a locker for the year. Lockers are not to be shared by students. The Principal and/or Administrator reserves the right to inspect all lockers under the school's control. HCA will provide reasonable supervision for the lockers and contents; however, the school will not be responsible in any degree for lost or stolen articles. Money or valuables should not be left in lockers. The contents of the locker are the responsibility of the student assigned to that locker and should be kept neat at all times. The locker door should be left closed when the locker is not being used. Damaged or broken lockers should be reported to the school office as soon as possible.

Reviewed 07.2021

#### Teacher's Modular and Resource Room

No student is allowed in the teacher's modular or Resource Room at any time.

Reviewed 07.2021

## **10.0 COMMUNICATION**

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### **10.1 Messages**

Except in an emergency situation, neither the students nor the teachers will be called out of their classes to receive telephone calls. The secretary will relay messages to students. Teachers will return calls during their free time or immediately after school. Use of the school phone for outgoing phone calls by students will be for emergencies only.

Reviewed 07.2021

### **10.2 Weekly Newsletter / Family Envelopes**

Information for the family is sent home with the oldest student in the family on the last school day of the week by way of the weekly family envelope. All public information sent home in the family envelope is also available online on the school's website and it will also be sent via weekly email. Due to the sensitive nature of some of the material sent through the family envelopes, students are not to open the envelopes. Parents are to remove all information that is sent home. Emptied envelopes are to be returned to school the following Monday. This has proven to be the most efficient means used by the school to update parents on school news and activities.

Revised 07.2021

### **10.3 Parent/Teacher Conferences**

Conferences are scheduled in the fall, and at a time that is appropriate for both the parents and the teachers. Spring conferences are scheduled by request only, by either parent or teacher. Parental involvement at conferences is an encouragement to the teaching staff and to students and may be done in-person or virtually. Other conferences with teachers should be scheduled after school. Please make arrangements with the teacher in advance of the time and date that a conference is desired.

Revised 07.2021

### **10.4 School Board Meetings**

Heritage Christian Academy Board meetings are open to school parents and others who wish to be kept informed of school business. These meetings are held on the fourth Monday evening of each month at the school. They may be attended in-person or virtually. A link will be sent to your email if attending virtually.

Revised 07.2021

### **10.5 Change of Address, Telephone Number and Email**

All enrolled students must keep accurate emergency contact information with the school office. Reminders must be issued to parents yearly regarding this information. This information must accompany students on all major field trips.

Reviewed 07.2021

### **10.6 Leaving School**

Any student leaving school during school hours must sign out. A note from a parent or guardian giving the student permission and the reason for leaving is required. Students are urged to schedule medical and dental appointments outside of school hours. If the appointment must be scheduled at times during the school day, it is expected that the student will miss only one-half day or less for the appointment.

Reviewed 07.2021

### **10.7 Inclement Weather / Cancellations**

Unplanned school closing for snow days or any other reason will be communicated via WOOD TV-Ch 8 and WWMT-Ch 3TV and will be posted on their associated websites, along with the HCA website and social media. School activities that will be held on HCA campus will be canceled for that day. The Administrator and Athletic Director will determine whether or not school activities scheduled at other locations will be canceled. Students

involved in canceled sports activities away from campus will be notified by coaches. Other cancellations will be communicated by appropriate leaders.

Reviewed 07.2021

### **10.8 Volunteers**

Volunteers make a big difference in the life of HCA. We encourage and welcome the service that families provide in the area(s) and time commitment that is comfortable for them. A sampling of the areas where volunteers are crucial are lunch, classroom support, clerical support, field trips, sporting events, and music performances.

Please prayerfully consider how God would like you to use your gifts to serve the school and contact the HCA secretary to “get connected” and be a part of the HCA Volunteer Team!

Reviewed 07.2021

## **11.0 CREDIT EQUIVALENCY STATEMENT (HIGH SCHOOL)**

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### **11.1 Independent Study at HCA or Home**

- a) Students must have prior approval from the Administration for a class.
- b) Students must submit an outline of the course structure.
- c) Students must spend a minimum of 65 clock hours per semester.
- d) Parent(s) are to provide written documentation for hours spent and grade earned at the conclusion of each semester.
- e) .5 credit will be granted for each complete Independent Study Course as described above.

Reviewed 07.2021

### **11.2 Online Learning Options**

- a) Michigan Virtual or K12 are two online options available to HCA students.
- b) These online courses are open for students to take as a part of the HCA curriculum.
- c) Students must do half the units to earn .5 credit.
- d) Students participating in credit recovery may have fewer units assigned based on the HCA teacher's recommendations.
- e) Enrolled online learning students should make every effort to complete the units each semester.
- f) Students cannot receive .5 credit until the assigned units are complete and HCA has received payment.
- g) The assigned teacher has the final authority to determine “accepted” or “skipped” for any specific lesson, quiz or test.
- h) Students are expected to complete each project or experiment as assigned by the teacher.
- i) Because Online Learning is not a true classroom, students have extra obligations and different opportunities than students in the traditional classroom. They are similar in the assessed knowledge, but not by the same methods.
- j) Students may request to redo any lesson, quiz, test or project/experiment to improve the grade.
- k) Students make take SOL for the following reasons:
  - i. Credit Recovery
  - ii. Advanced Work
  - iii. Schedule conflicts with CTE, EFA, KAMSC, KVCC or other course work.
  - iv. Extra subject area because of interest or personal academic growth.

Revised 07.2021

### **11.3 Dual Enrollment**

For students enrolling in a college class and who also want to receive HCA credit, as well as college credit.

- a) Students must have the approval of the Administration for dual enrollment.
- b) Students may earn .5 credits or 1.0 HCA credit, based on the course description and course syllabus.

c) A passing credit at a college class will earn .5 credits at HCA unless the student provides a syllabus to demonstrate that the class exceeds HCA course requirements. A student may request a full credit based on Administration and staff approval.

d) Grades and credits are posted after the Administration receives a copy of the final grades.

e) Students that take advantage of dual enrollment in courses at KVCC, EFE, and KAMSE courses are still considered full time students at HCA and all courses will be included on their transcript. Tuition for dual enrolled students remains the same, if however, a student is out of the district and has to pay a reduced cost for these courses, HCA will consider 58% per outside credit cost to be taken off the tuition for their student at HCA. For example:

- KVCC charges a reduced rate to an out of the area student of \$114
- HCA grants 58% of that cost to be taken off the student's tuition
- $58\% \times \$114 = \$66.12$  taken off a student's overall tuition
- This reduction is also contingent on the successful completion of the course

Reviewed 07.2021

## 12.0 OTHER HIGH SCHOOL ACADEMIC INFORMATION

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### 12.1 Honors Class Requirements

A student earning the Honors Designation in a high school class must meet the following criteria:

a) Read an extra 1000 pages of class related material, all material must be approved by the class instructor.

b) Each honors student must write a minimum ten page research paper for one semester and complete a research project in the opposite semester.

c) Students must score above 80% on classroom tests to maintain the Honors Designation.

d) Students receiving an Honors Designation in a class will receive a weighted grade of .3 increase each semester. This score is standard among schools that weight honors classes.

College admissions will accept both weighted and unweighted grades, as long as they are labeled on transcripts.

ALL Advanced Placement students will receive a 1.0 weighted grade increase over the standard grade. This core seems to be universal for AP and IB classes in other schools.

Reviewed 07.2021

### 12.2 Supplemental Options

a) **Career & Technical Education (CTE) Classes.** Classes are offered at various sites, credit may apply to HCA graduation credits.

b) **Education for the Arts (EFA)** – credit may apply to HCA graduation credits.

c) **Kalamazoo Area Math & Science Center (KAMSC)** – credit may apply to HCA graduation credits.

d) **Independent Study** – Class time and requirements must meet or exceed HCA class standards and must be approved by the Administration.

Reviewed 07.2021

### 12.3 M-Term

M-Term is modeled after the college January term concept that allows for in-depth study of new areas. M-Term courses/trips/internships are graded and credits are counted toward graduation requirements. M-Term is for grades 6-12 and is not considered optional and families should carefully plan vacation and travel time to ensure students are back for this session. Students are permitted only one absence to receive credit. Revised 07.2021

## 12.4 Co-Curricular Activities

### Band

The high school band is open to any high school student who has a minimum of two (2) years of prior training playing an instrument. These students are expected to be an example to their fellow students and to the community at large. Part of the grade for this class is contingent on the student's participation in class and attendance at concerts and performances outside of school hours.

Revised 04.2022

### Varsity Choir

The Varsity Choir is a performing group of ninth, tenth, eleventh and twelfth graders who, by audition, train in various areas of vocal technique. These students are expected to be an example to their fellow students and to the community at large. Part of the grade for this class is contingent on the student's attendance at concerts and performances outside of school hours. The Varsity Choir meets four times each week. Choir students are expected to be in the ensemble for all musicals presented at HCA.

Expectations for Choir: Varsity Choir performs four times a year. These are; grandparents day, Christmas concert, Musical, and Spring art and talent show. It is expected that students who are in choir fill the role as ensemble for the musical. Exceptions to this are rare, and must be approved by the Chief Administrator.

Revised 06.2022

### Worship Choir

Worship Team: The worship team is expected to be available for rehearsals during lunch. It is expected that those on the worship team are students of high moral character and work ethic and have a heart of worship. Worship Team is made up of High School students primarily as well as Middle School who are invited by invitation only.

Revised 12.2024

## 12.5 Extra-Curricular Activities

### Athletics

The HCA athletic program provides opportunities for students who desire to compete at an interscholastic level. In addition, it provides students an opportunity to work together as a team in order to accomplish the goal of performing well in a given game with another team. All athletes are expected to be an example to their fellow athletes and to the community at large.

HCA is currently a member of the Great Lakes Six. All athletes must meet requirements of (1) annual physical\*, (2) pay-to-play sports fee, (3) meet attendance requirements, (4) meet eligibility requirements. For more detailed information regarding the athletic program, please refer to the Athletic Handbook.

(Insert Hyper-Link to Athletic Handbook)

HCA athletic program includes the following sports:

- a) Fall: Cross Country, Volleyball, Soccer
- b) Winter: Basketball
- c) Spring: Baseball, Soccer

*\*Before participation in sport-related extra-curricular activities, students must have a physical and submit the appropriate form to the office.*

Revised 07.2021

## **Drama**

The annual school musical is held in spring. Auditions take place during the fall and are required for all students who wish to participate. All cast members are expected to attend all rehearsals that involve their part and are expected to meet all academic eligibility requirements.

Revised 07.2021

## **Clubs**

Clubs will be established as student interest and participation warrants. Each club shall have an Advisor who will work directly with the Principal in scheduling meetings and events.

## **National Honor Society/National Junior Honor Society**

HCA is pleased to sponsor the Ellen Atkins Chapter of the National Honor Society and National Junior Honor Society. The Honor Society is an organization governed by both national by-laws and local guidelines. Student induction in the Society is not a right, but a privilege offered to students who excel not only academically, but in service, leadership and character. Students become eligible at the end of their sophomore year for National Honor Society and the end of 7th grade for National Junior Honor Society. Initial eligibility is determined by Grade Point Average (3.33). Students are then required to submit evidence of their service and leadership. These credentials are then reviewed by a committee of high school and middle school instructors who determine if the student will be admitted. Students who are not accepted the first year are eligible to reapply if they maintain the GPA baseline. Failure to maintain high standards in all areas will result in removal from the Society. Induction is held once a year, in the Spring.

Our chapter also holds membership in the Michigan Association of Honor Societies.

*The National Honor Society chapter is named for Ellen Atkins, who served 14 years at HCA, eleven of those years as Principal. Ellen was a true educator who held herself, and others, to the highest standards of being professional teachers. She was instrumental in establishing the National Honor Society at HCA. Under Ellen's leadership, the school first achieved ACSI Accreditation. Ellen also was the recipient of an Excellence in Education grant, which was used to establish the NILD (National Institute on Learning Disabilities) program. Many of our students will fondly remember that every day began with Mrs. Atkins saying, "Go out there and learn something!"*

Revised 07.2021

## **Student Government**

Student Government is an organization open to all high school students. The goals of the Student Government include providing the HCA student body with effective spiritual leadership, while planning worthwhile, fun activities to enhance the experience of attending HCA. The group also gives the students a voice in school functions and improvements. Our student government has a history of giving strong leadership to the student body and affecting positive change in the school climate.

Academic eligibility requirements are the same as student athletes. Students must also demonstrate a true commitment of time and energy to the workings of student government. Membership is a privilege and can be revoked by the Advisor if a student no longer represents positive leadership.

Revised 07.2021

# Appendix

## **Public Display of Affection Policy**

### **Rationale**

This policy outlines the schools expectations for the public display of affection. In the interests of good taste, consideration of others, exemplary role modeling, varying cultural interpretations and avoiding misunderstand, a clear statement is desirable. Students and staff will be expected to work within the guidelines below.

### **Biblical Framework**

Scripture doesn't have much to say directly about the parameters of touching or affection in the public area but it does provide sound foundations for the effective functioning of a community and, in particular, a Christian community.

Some important considerations are:

1. The encouragement to show self control (1 Thess. 5:6, Titus 2:6-8a, 1 Peter 1:8).
2. The encouragement to "build each other up" (1 Thess 5:11) means we try to act in a manner that encourages and edifies others.
3. The encouragement to think of others and not just ourselves (1 Cor. 10:23-24) means the good of others and/or the community is paramount.
4. The warning to not cause others to stumble (1 Cor. 10:32-33) means we take the responsibility to act in a way that doesn't cause offense or provide temptations to others to sin. The warning in Mark 9:42 is a sobering reminder of our responsibility to act in a way that presents a clear and godly witness in particular to younger members of our k-12 community.

These principles must work in balance with exhortations to love one another and showing that in physical ways at times is not inappropriate (2 Cor. 13:12). The broad principle of loving one another by always wanting what is best for them and prioritizing respect for the community over selfish desires should take precedence.



## Policy Statement

Romantic physical expression of affection (hugging, holding hands, kissing, embracing) are not permitted at school or on any school activity (including excursions and school events) in the interests of positive role modeling to younger students, exercising of self control and fostering a commitment to abstinence outside of marriage as an outworking of godly obedience in the area of relationships. Any contact that is lingering, clearly between a couple in a relationship, or tending towards exclusivity would be inappropriate.

In general, daylight should be visible between students. Lying down with another student or hand in another lap is also not acceptable. Students should not sit in another's lap. Touching in sexual ways either under or through clothing will not be tolerated.

Care for each other in the context of a positive and caring school setting can often be outworked in physical expressions such as friendly hugs, pats on the back or shoulders, handshakes and other forms of physical contact that are wholesome and appropriate in a community setting. All such contact should be open and inclusive within a social group to be acceptable.

Students involved in inappropriate expressions of affection will be spoken to and privately and respectfully with a view to modifying their behavior and educating them. Continued failure to comply will result in parent notification and consequences as outlined in the secondary discipline plan.

## Lockdown Procedure Detail

An intercom announcement is made twice: "Lockdown inside<sup>[1]</sup>/outside<sup>[2]</sup>." You will receive a text message on your cell phone, "Lockdown inside/outside." Disregard any bells or alarms which may sound." Updates will come by cell phone text message. Turn the cell phone on with sound off.

➤ (Outside Threat) Immediate action by classroom teacher.

1. Pull blinds lock door
2. Do not leave the room and let no one in.
3. Class ran as normal.
4. Remain until all clear is declared.

➤ (Outside Threat) Immediate action for classes that are outside:

1. Recess is to be ended and students sent to their classes.
2. Follow the action plan above.

➤ (Inside Threat) Immediate action by classroom teacher:

1. Check the hallways outside your classroom/area and bring all students and adults into your room. Students/adults in washrooms must lockdown in the area to the best of their ability or evacuate. Teachers are not to allow any students to come in when an inside lockdown has been declared.
2. Close, lock and barricade the classroom doors and windows. Grab something to throw or use as a weapon. Guide students/adults to an area in the classroom, away from windows and doors. Lights are to be turned off.
3. Take a written attendance record with you.
4. DO NOT RESPOND TO ANY KNOCK OR OTHER REQUEST AT YOUR CLASSROOM DOOR.
5. No one may leave your classroom, (unless evacuation is available) until a text message of “all clear” is given or office personnel enters the room and announces all clear, or you are instructed by emergency personnel such as police or Fireman.

➤ (Inside Threat) Immediate action for classes that are outside:

1. Students/adults already outside will proceed to the emergency evacuation location for lockdowns, (Quail Run neighborhood see page 4) unless circumstances warrant moving inside the building. If situated at the emergency evacuation location, wait for further instructions. If inside the building, follow classroom procedures listed above.

## **I DRIVE SAFELY**

### **HCA-Teen Driving Agreement**

When a student drives to school it is a privilege that involves responsibility. Reckless driving in the parking lot may result in the loss of driving privileges on campus. Students should park their vehicle in the southernmost lot or on the gravel area. Please note, the speed limit in the parking lot is 15 mph. This contract confirms that the student driver recognizes and agrees to the following parking lot rules:

**NO RECKLESS DRIVING:** Reckless driving is defined as operating a vehicle in such a way that puts people and/or property in danger, whether intentional or not.

**VALID DRIVER'S LICENSE:** Students must present a valid driver's license at the time this driving agreement is signed.

**ARRIVAL:** After arriving on campus and parking safely, student drivers must leave their cars and go directly to the building. There is no loitering in the school parking lot.

**PROPER PARKING:** All vehicles must be properly parked within a parking spot at all times. Failure to comply may result in a \$15 fine.

**RE-ADMITTANCE TO PARKING LOT:** Once students enter the main building, they are not permitted back into the parking lot unless they receive permission from the office.

**UNAUTHORIZED DEPARTURE:** Students who use their cars to leave campus without prior permission and/or without signing out in the front office, will have their parking privileges revoked and/or additional disciplinary action will be taken.

**OVERNIGHT PARKING:** Overnight parking in any of the school parking lots is not permitted unless prior permission from administration has been given.

**SEARCH:** Cars parked on school campus are subject to search if there is reasonable suspicion of a weapon or illegal substance.

\*Failure to comply with these rules and regulations will result in fines, the loss of driving privileges, the immobilization of your vehicle until fines are paid and/or other disciplinary action.

**HERITAGE CHRISTIAN ACADEMY IS NOT RESPONSIBLE FOR VANDALISM OR THEFT!**

## Teen Driving Contract

Print Name of Driver \_\_\_\_\_

Grade: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Tag #: \_\_\_\_\_

Name of Title Holder: \_\_\_\_\_

I have received and understand the rules and regulations for parking and driving at Heritage Christian Academy. I understand that if I am cited for reckless driving I may have my privileges revoked according to the following penalty system (depending on the severity of the infraction and at the discretion of the administration):

- First offense: warning
- Second offense: driving privileges revoked for 1 week
- Third offense: driving privileges revoked for 1 month
- Fourth offense: driving privileges revoked for the rest of year

This contract is designed to be mutually agreed upon by all parties involved, HCA AND the Student Driver. By signing this agreement, both parties agree to obey all the rules and conditions stated in this contract.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*Please remember that at HCA, discipline will be redemptive in nature. Boundaries will be well-defined and communicated. The ultimate goal is for the student to develop an inward desire to submit to God's authority alongside outward conformity to regulations. Redemptive discipline enables students, through the teaching of biblical principles and the work of the Holy Spirit, to identify, own up to, and repent of wrongdoing and experience forgiveness and restoration.*

## **HCA Anti-Bullying Policy**

It is the policy of HCA to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

### **A. Prohibited Conduct**

1. Bullying. Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, he/she shall promptly report such incident to the appropriate Principal or designee, or the Responsible School Official(s), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate Principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

C. Investigation. All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building Principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the Principal or designee shall be documented and filed separately with similar materials in HCA's central administrative office.

D. Notice to Parent(s)/Guardian(s). If the Principal or designee determines that an incident of bullying has occurred, he/she shall promptly provide written notification of same to the parent(s)/guardian(s) of the victim of the bullying and the parent(s)/guardian(s) of the perpetrator of the bullying.

E. Annual Reports. At least annually, the building Principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. Responsible School Official. The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout HCA. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a Principal or designee as described in this policy.

G. Posting/Publication of Policy. Notice of this policy will be: (a) annually made available to all students and staff, (b) posted on the HCA Web Site, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

H. Training and Educational Programs. The Responsible School Official may provide the opportunity for annual training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

## **I. Definitions**

1. **"At School"** means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. **"At school"** also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under HCA's control.

2. **"Telecommunications Access Device"** means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, **"Telecommunication Access Device"** is defined to mean any of the following:

a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service

b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions,

signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.

b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.

c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Approved: 3/25/2013

LEGAL REF: MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011); Model Anti-Bullying Policy, Michigan State Board of Education

Technology Acceptable Use Policy

## **HCA Digital Device Policy**

Please review the Technology Use Agreement Plan for a more complete description of HCA's policy on all tech use at school.

### **Rationale of Policy**

As Christians we are challenged everyday to navigate the world. The digital age has brought many new challenges that are both great opportunities for good and great opportunities for evil. All things that we have access to in life are first and foremost indifferent when it comes to evil or good. But, when our hearts and hands are put to created things, our purpose or intent decides what they will be called. This is how even in the act of worship man can change a good to an evil. This is often stated in the Scriptures such as the vivid description from the prophet Isaiah as he writes,

*“He who slaughters an ox is like one who kills a man; he who sacrifices a lamb, like one who breaks a dog’s neck; he who presents a grain offering, like one who offers pig’s blood; he who makes a memorial offering of frankincense, like one who blesses an idol. These have chosen their own ways, and their soul delights in their abominations;” (Isaiah 66:3)*

At HCA we represent a diverse community of Bible believing, conservative Christians. HCA wants our policies to support and represent the goals of the home, and we believe that this is done by a well rounded policy. We know that no policy could perfectly represent a community with such wonderful diversity, and a digital device policy is a great challenge to establish. The goals of a digital device policy are as follows:

1. To create a healthy distraction free learning environment
2. To give clear consequences for improper use of digital devices
3. To give manageable rules to teachers

### **Cell Phone Usage Policy**

Purpose: The purpose of this policy is to create a conducive learning environment by minimizing distractions and promoting active engagement in academic activities during school hours.

Scope: This policy applies to all students of Heritage Christian Academy.

Policy Statement: Students are to turn off their phones and place them in their homeroom teachers cell phone holder before the first bell. Students may retrieve the phones after the last bell of the school day.

#### Exceptions

1. Off campus Classes: students will check in their phones in the office and may retrieve their phones before leaving to attend an off campus class. Phones are to be returned to the office phone holder when they return.
2. Contacting Parents or Guardians: Students are permitted to use the school cell phones to contact their parents or guardians in cases of emergency or other school-related matters during school hours. However, students will seek permission from a teacher or school staff member before making the call and phone calls will only take place in a designated area.
3. If a student arrives late to school, or knows they need to leave school early, they may check their phone into the office so as not to interrupt the homeroom class where it would normally be stored.



Implementation: To ensure effective implementation of this policy, the following measures will be observed:

1. Education and Awareness: At the beginning of each school year, students, parents, and guardians will be informed about the cell phone usage policy through the student handbook, parent orientations, and school website.
2. Classroom Guidelines: Teachers will communicate the policy to students at the start of the school year and set clear expectations for when cell phone use is permitted.
3. Enforcement: School staff members, including teachers and administrators, are responsible for enforcing the policy consistently.
  - a. First Offense: If a student is found to be using their cell phone, the phone will be confiscated and the student may pick it up from the office at the end of the school day. This is also an 8th hour demerit.
  - b. Second Offense: If a student is found to be using their cell phone a second time, the phone will be confiscated and may be claimed by a parent/guardian at the end of the school day. This is also an 8th hour demerit.
  - c. Third Offense: If a student is found to be using their cell phone a third time, they will be required to check their cell phone into the office each morning for a month. This is also an 8th hour detention.

By adhering to this cell phone usage policy, we aim to foster an environment that prioritizes learning, encourages respectful communication, and promotes responsible use of technology among our student body. Staff members are encouraged to model appropriate cell phone behavior by refraining from personal cell phone use during instructional time.

## Heritage Christian Academy

### **Elementary (PK-5<sup>th</sup> Grade) Dress Code**

**Guiding Principles:** Heritage Christian Academy's dress code is intended to give a concrete, practical witness to the school's commitment to fulfill its stated aims to honor God. Our goal is to provide a learning environment where all students and staff can concentrate and focus easily without being distracted by attire. "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies." 1 Corinthians 6:19-20 (NIV)

- A. The emphasis at HCA is on modesty, neatness, and appropriateness.
- B. Parents are expected to help their child follow the dress code to the best of their ability.
- C. Students must adhere to the dress code at school functions when appropriate (ie. concerts, etc). Exceptions may be given for athletic games/practices, and formal events. These exceptions will be communicated to the appropriate students/parents before such events and enforced by administration.

The following specifications and interpretations ensure that the Guiding Principles are met:

## **Modesty**

### 1. Pants/shorts:

A. Students may wear shorts no shorter than the length of their longest finger when standing with their arms relaxed at their sides.

B. If pants are tight-fitting, they must be worn with a top that is untucked and fingertip length.

### 2. Tops:

A. **Girls** may wear sleeveless shirts provided that the fabric at the shoulder is at least three fingertips in width. Tank tops are not permitted.

B. **Boys** are not permitted to wear sleeveless shirts.

### 3. Dresses/Skirts:

A. **Girls** may wear dresses/skirts provided that the hem falls to the top of the knee.

4. No visible undergarments at any time.

## **Neatness**

1. Size appropriate clothing is expected at all times.

2. Holes or shredding in clothing must be at or below the knee. Holes above the knee must have fabric underneath them.

## **Appropriateness**

1. Athletic shorts/pants are permitted.

2. Students must wear a closed- toe shoe with (at least) a back strap.

3. No head coverings (baseball caps, ski hats, hoods, etc.) are to be worn in the building during normal school hours.

4. Coats and jackets intended for warmth/outdoor use must be removed during the normal school day unless necessary for outdoor activity.

5. Clothing may have writing and graphics, provided there is no derogatory or double meaning words or phrases and no advertising that is in conflict with the standards of our school.

6. Industrial piercings, plugs, gauges, barbells, tattoos, facial piercings are not permitted.

## **Personal Grooming**

1. **Boys and Girls:** Hair must be styled to remain out of the face and eyes.

2. **Boys:** Earrings are not permitted.

(February 2020)

# Heritage Christian Academy

## **Secondary (6<sup>th</sup>-12<sup>th</sup> Grade) Dress Code**

**Guiding Principles:** Heritage Christian Academy's dress code is intended to give a concrete, practical witness to the school's commitment to fulfill its stated aims to honor God. Our goal is to provide a learning environment where all students and staff can concentrate and focus easily without being distracted by attire. "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies." 1 Corinthians 6:19-20 (NIV)

1. The emphasis at HCA is on modesty, neatness, and appropriateness.
2. Parents are expected to help their child follow the dress code to the best of their ability.
3. Students must adhere to the dress code at school functions when appropriate (ie. concerts, etc). Exceptions may be given for athletic games/practices, and formal events. These exceptions will be communicated to the appropriate students/parents before such events and enforced by administration.

The following specifications and interpretations ensure that the Guiding Principles are met:

### **Modesty**

1. No visible undergarments at any time.
2. Pants/shorts:
  - I. Students' shorts should be no shorter than 4 inches above the knee (about one hand width).
  - II. If leggings are worn, they must be worn with a top that is untucked and is no shorter than 4 inches above the knee (about one hand width).
3. Tops:
  - I. **Girls** tops should completely cover cleavage including when bending over. Girls may wear sleeveless shirts with a finished edge provided that the fabric at the shoulder is at least three fingertips in width. Tank tops are not permitted.
  - II. **Boys** are not permitted to wear sleeveless shirts.
4. Dresses/Skirts:
  - I. **Girls** may wear dresses/skirts provided that the hem falls to the top of the knee.

### **Neatness**

1. Size appropriate clothing is expected at all times.
2. Holes and/or shredding in clothing must be at or below the knee. Holes above the knee must have fabric underneath them.

### **Appropriateness**

1. Footwear must be worn at all times.
2. Athletic shorts/pants are ***not*** permitted.

3. No head coverings (baseball caps, ski hats, hoods, etc.) are to be worn in the building during normal school hours.
4. Coats and jackets intended for warmth/outdoor use must be removed during the normal school day unless necessary for outdoor activity.
5. Clothing may have writing and graphics, provided there is no derogatory or double meaning words or phrases and no advertising that is in conflict with the standards of our school.
6. Industrial piercings, plugs, gauges, barbells, tattoos, and facial piercings are not permitted.

### **Personal Grooming**

1. **Boys and Girls:** Hair must be styled to remain out of the face and eyes.
2. **Boys:** Earrings are not permitted. (February 2020)

### **HCA Formal Events Dress Code**

**Ladies** - Formal attire should cover the body from the top of the cleavage to *no shorter than 4" above the top of the knee* (a hand width) with fabric that is not see-through. The back of the dress must be fabric that is not see-through and come as high as to cover traditional undergarments. Strapless dresses are allowed if they meet the above requirements. The highest point of a slit in a dress is considered the length.

**Gentlemen** – Attire should include formal dress slacks, a collared shirt and nice shoes and socks and not include earrings or other facial jewelry.

**\*For items not specifically mentioned above, general daily dress code standards still apply.**

**\*Ladies – Dresses must be pre-approved by Mrs. Simpson. Please bring in your dress or a picture of you in your dress (showing both front and back) by two days before the banquet.**

### **Homecoming Game Dress Code:**

***Class Ambassadors or other official homecoming presenters*** - Attire must meet school dress code standards. If wearing formal wear, you must adhere to the formal dress code standards listed above.

***Students who are fans only*** – Attire must meet school dress code standards.

**\*Students who do not meet dress code standards will be denied admittance to the event until requirements are met.**

**\*Reminder: Non-HCA guests who attend formal events are not exempt from the above dress code standards or its consequences. In order to bring a non-HCA student as a guest to the Homecoming Banquet or Jr./Sr. Banquet, you must complete an Activity Consent Form available in the school office.**

### **Weighted Grade Policy**

1. Advanced Placement (AP) courses and honors courses will be weighted. Also, dual credit courses, which are transferable to colleges or universities, will be weighted. All of the courses which qualify for weighting will be clearly identified by the school.
2. For students moving into HCA, grades from AP, International Baccalaureate (IB), honors courses, and dual credit classes will be considered for weighting based on the previous school's weighting policy
3. Transcripts reflect a weighted GPA/class rank as well as unweighted GPA/class rank.
4. For weighted GPA purposes, all GPA's of 4.00 and above will be considered a rank of number 1.

<b>Letter Grade</b>	<b>Percentage Grade</b>	<b>Unweighted GPA</b>	<b>Weighted GPA</b>
A	93-100	4.0	5.0
A-	90-92	3.67	4.67
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.67	3.67
C+	77-79	2.3	3.3
C	73-76	2.0	3.0

C-	70-72	1.67	2.67
D+	67-70	1.3	2.3
D	63-66	1	2.0
D-	60-62	0.67	1.67
F	0-59	0	0

### **Valedictorian and Salutatorian awards**

1. If two or more students have 4.0 and above they will be awarded the valedictorian award and no salutatorian award will be granted.
2. If only 1 student has 4.0 or above then that student will receive a valedictorian award and the next highest GPA will be awarded the salutatorian award.
3. If no students have 4.0 or above, the valedictorian will be awarded to the student with highest GPA and the salutatorian to the student with the 2<sup>nd</sup> highest GPA.
4. To qualify for valedictorian or salutatorian award students must have completed 4 semesters at HCA's high school.

## **Elementary (K-6) Discipline System**

**Goal:** Our goal as Christian educators is to encourage students in their walk with the Lord by assisting them in developing self-discipline and responsibility for their own behavior. When behavior deviates from the guidelines given in God's Word or from the guidelines of the authority that God has placed over us, discipline is necessary. Although we quite often think of discipline as a negative thing, God's Word says the opposite:

**Psalm 94:12** "Blessed is the man whom you discipline, O LORD, and whom you teach out of your law,"

**Hebrews 12:5-11** "...For the Lord disciplines the one He loves...He disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant, but later yields the peaceful fruit of righteousness to those who have been trained by it."

Discipline will be redemptive in nature. Boundaries will be well-defined and communicated. The ultimate goal is for the student to develop an *inward* desire to submit to God's authority alongside *outward* conformity to regulations. Redemptive discipline enables students, through the teaching of biblical principles and the work of the Holy Spirit, to identify, own up to, and repent of wrong doing and experience forgiveness and restoration.

***Purpose:***

1. To help the student avoid the snare of sin in the future
2. To ensure a safe environment for all students
3. To maintain consistent enforcement of rules from teacher to teacher
4. To partner with parents in communicating negative (unhealthy, unsafe) patterns of behavior.

**Structure:** For minor infractions, each classroom, special teacher, or head recess monitor will design his or her own plan to manage that level of behavior. For moderate and serious infractions, teachers *and* administration will work together to track student behavior throughout the year and communicate it to parents promptly.

**Minor Infractions:** Discipline for minor infractions will generally be handled by the student's classroom teacher but at times may be handled by another HCA staff member who is in authority. Consequences will be given at the teacher's discretion. Minor infractions **may or may not** be communicated to the parent/guardian and/or principal. Minor Infractions may include but are not limited to the following:

- A. Unexcused tardy to class
- B. Disruptions in class
- C. Not being on task
- D. Dress code violation – 4<sup>th</sup> -6<sup>th</sup> grades (1<sup>st</sup> and 2<sup>nd</sup> offense) – will be communicated to parent (Dress code violations for K-3 will be communicated to the parent as well but the student will not be penalized for the offense.)
- E. Use of electronics without permission
- F. Not following teacher's instruction
- G. Deliberate exclusion of another student (1<sup>st</sup> offense)
- H. Using unkindness in words and/or actions
- I. Inappropriate horseplay

- J. Carelessness with school or other's property
- K. Inappropriate touch of another student
- L. Other minor violations at the discretion of the person in authority

**Moderate Infractions:** Discipline for moderate infractions in K-6 may be handled by the student's classroom teacher or by another HCA staff member who is in authority. Moderate infractions will be communicated to the parents/guardians and be documented. Moderate infractions are of a more serious nature and therefore receive a more serious consequence. A student will receive a "strike" for moderate infractions. Strikes will be recorded and be cumulative over each semester. At the start of each semester strikes will be reset to zero. A strike received will result in the loss of one recess privilege. The consequence for receiving a strike will be served as soon as possible. Students will fill out "A Time to Think" sheet during their recess time. *See appendix A for "A Time to Think" sheet.* Moderate Infractions may include but are not limited to the following:

- A. A pattern of minor infractions
- B. Deliberate exclusion of another student from an activity (after 1<sup>st</sup> offense)
- C. Cheating/plagiarizing (1<sup>st</sup> offense)
- D. Using profane language/misuse of God's name (1<sup>st</sup> offense)
- E. Deliberate defiance or disrespect towards faculty, staff, or other HCA authority (1<sup>st</sup> offense)
- F. Lying to faculty, staff, or other HCA authority (1<sup>st</sup> offense)
- G. Deliberate cruelty to others (1<sup>st</sup> offense)
- H. Inappropriate touch of another student
- I. Using unkindness in words and/or actions
- J. Dress code violation (after 1<sup>st</sup> and 2<sup>nd</sup> offense) – 3<sup>rd</sup>-6<sup>th</sup> grades

**Severe Infractions:** Although most behavior issues at the elementary level fall into the minor or moderate category, it is necessary to have guidelines in place for the most extreme possibility. Severe infractions will be handled by collaboration of the principal and the HCA staff member who was in authority at the time. Severe infractions will be *immediately* communicated to the parents/guardians and documented. A detention will be given for a severe infraction. Detentions will be served for the duration of one hour after school on a day designated by the principal. Detentions will be supervised by the principal, or administrator if the principal is unavailable. Severe Infractions may include but are not limited to the following:

- A. A pattern of moderate infractions



- B. Deliberate exclusion of another student from an activity (after 2<sup>nd</sup> offense)
- C. Cheating/plagiarizing (after 1st offense)
- D. Using profane language/misuse of God's name (after 1st offense)
- E. Deliberate defiance or disrespect towards faculty, staff, or other HCA authority (after 1st offense)
- F. Lying to faculty, staff, or other HCA authority (after 1st offense)
- G. Deliberate cruelty to others (after 1<sup>st</sup> offense)
- H. Inappropriate touch of another student
- I. Verbal or physical harassment or bullying
- J. Fighting – hit, kick, punch, spit at, bite, etc.
- K. Stealing
- L. Deliberate destruction of school or another person's property
- M. Bringing a weapon to school
- N. Other serious infractions as determined by the administration

**Suspension/Expulsion:** If severe infractions are repeated or infractions of a greater severity occur, a suspension may be necessary. Suspensions will be given at the discretion of the administration. There will be two types of suspensions: In-school and Out-of- school. In-school suspensions will be served at school in an area that excludes interaction with other students. Students will continue learning activities and regular class assignments while serving an In-school suspension. Out-of –school suspensions will exclude students from attending school. Educational activities and further discipline will be left to the discretion of the parent with recommendations from the administration. The formation and signing of a probationary contract by all parties involved may be necessary in order for the student to re-enter the classroom setting.

An expulsion is the most extreme form of discipline and is generally only used when a student fails to improve while on a probationary contract. The school board may expel a student on the recommendation of the administration. If a student is expelled all educational services will cease. The student will no longer be allowed to participate in any school related activity or be on campus without special permission. Expulsion means a student may not return to HCA without special approval from the Board of Directors.

## **HCA Secondary School (7-12) Discipline System**

**Goal:** Our goal as Christian educators is to encourage students in their walk with the Lord by assisting them in developing self-discipline and responsibility for their own behavior. When behavior deviates from the guidelines given in God's Word or from the guidelines of the authority that God has placed over us, discipline is necessary. Although we quite often think of discipline as a negative thing, God's Word says the opposite:

**Psalm 94:12** "Blessed is the man whom you discipline, O LORD, and whom you teach out of your law,"

**Hebrews 12:5-11** "...For the Lord disciplines the one He loves...He disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant, but later yields the peaceful fruit of righteousness to those who have been trained by it."

Discipline will be redemptive in nature. Boundaries will be well-defined and communicated. The ultimate goal is for the student to develop an *inward* desire to submit to God's authority alongside *outward* conformity to regulations. Redemptive discipline enables students, through the teaching of biblical principles and the work of the Holy Spirit, to identify, own up to, and repent of wrong doing and experience forgiveness and restoration.

### ***Purpose:***

1. To help the student avoid the snare of sin in the future
2. To ensure a safe environment for all students
3. To maintain consistent enforcement of rules from teacher to teacher
4. To partner with parents in communicating negative (unhealthy, unsafe) patterns of behavior

**Demerits:** Students can receive a demerit for small infractions. A student may receive a demerit in class or outside of class, from any teacher or staff during any school event, including athletics or school parties. The following rules apply to demerits:

1. Demerits will be recorded for each of 7 classes, and in a separate 8<sup>th</sup> category for outside of class demerits.
2. Demerits will be cumulative over each quarter. At the start of each quarter demerits will be reset to zero.
3. A student who accumulates three demerits in a single class or in the outside of class category will receive an after school detention. Detentions will be given on 3, 6, 9, 12 etc. demerits.
4. Demerits will be given for the following reasons:

1. Dress code violations
2. Tardy to class
3. Disrupting class
4. Sleeping in class
5. Not being on task
6. Deliberately excluding others during structured and unstructured activities at school
7. Use of electronics without permission
8. Messing up the school or school used facilities by leaving trash behind
9. Not following teacher's instruction
10. Standing up while the school bus is in motion
11. Horseplay
12. Coming to class unprepared (as in not having assignments completed or not bringing required materials such as books, paper, etc.)
13. Writing on desks, books, or any school property
14. Unauthorized eating in rooms or other school-used facilities
15. Use of crass or impolite language
16. Other minor violations at the discretion of the teacher

**Detentions:** Detentions will be scheduled after school from 3:15-4:15, usually, but not exclusively on the last school day of the week. During detentions students will fill out a “**Think it Over Sheet.**” This sheet will require students to answer the following questions:

1. What wrong actions and attitudes did I display?
2. How were these actions and attitudes opposed to scriptural instructions? Verify your answers with scriptural references.
3. How were my actions and attitudes not helpful to myself and others around me?
4. What can I do in the future to help me change my behavior?

**Additional notes about detention:**

1. Parents will be notified regarding after school detentions.
2. No detention may be rescheduled without special permission from the administration.
3. Detentions will take priority over all other school activities.
4. On every third detentions in a quarter, students will receive a suspension (i.e. on the 3<sup>rd</sup> 6<sup>th</sup> 9<sup>th</sup> etc. detention). At the start of each quarter detentions will be reset to zero.
5. Failure to serve detention on the day and time required may result in additional detentions or in-school suspensions.
6. Detentions may be received for the following reasons:
  1. Serious problems with dress code violations
  2. Public displays of affection while at school, chapel, on field trips, or at school activities
  3. Cheating or plagiarism on the 1<sup>st</sup> offense in a school year. It may also include grade penalties. See the section below for definition of cheating and plagiarism.
  4. Using profane language; Language that insults God or your fellow man

5. Fighting (1<sup>st</sup> offense in a school year)
6. Being disrespectful to any faculty or staff
7. Lying to teachers or administrators
8. Harassment or bullying (1<sup>st</sup> offense in a school year)
9. Accumulating too many demerits as outlined in the section above

**Suspensions:** Suspensions will be given at the discretion of the administration for serious offenses. There will be two types of suspensions in-school and Out-of-school. in-school suspensions will be served at school in an area that excludes interaction with other students. Students will continue learning activities and regular class assignments while serving an In-school suspension. Out-of-school suspension will exclude students from attending school. Educational activities and further discipline will be left to the discretion of the parent with recommendations from the administration.

### **Additional notes about suspensions**

1. Three suspensions in a year will make a student a candidate for expulsion.
2. Suspensions may be imposed immediately, with the student being asked to leave school right away and may last up to two weeks.
3. Students are not allowed to participate in any after school activities, clubs, or sports immediately following the administering of the suspension.
4. Students may be suspended for the following reasons:
  1. Accumulating three or more detentions in one quarter
  2. Destroying or willfully damaging school or personal property
  3. Bringing to school any of the following: weapons, fireworks, aerosol cans, tobacco products, alcohol, drugs or hazardous material
  4. Having any material or displaying any behavior that presents a hazard or has questionable moral value
  5. Outright defiance
  6. Involvement in substance abuse
  7. Missing school without the parent or school personnel's approval
  8. Fighting (After 1<sup>st</sup> offense)
  9. Bullying (After 1<sup>st</sup> offense)
  10. Cheating or Plagiarism (After 1<sup>st</sup> offense)
  11. Viewing pornographic material at school
  12. Committing other serious rule infractions as determined by the administration.

**Expulsion:** This is the most extreme form of discipline and is generally only used when a student repeats serious offenses or fails to improve while on a probationary contract. The school board may expel a student on the recommendation of the administration. If a student is expelled, all educational services will cease. The student will no longer be allowed to participate in any school related activity or be on campus without special permission. Expulsion means a student may not return to HCA without special approval from the Board of Directors.

### **Additional notes on expulsion:**

1. Some offenses are listed below under expulsion as well as above under suspensions. A suspension or expulsion can occur for these infractions according to the discretion of the administration and the school board. Previous record and the seriousness of the offense will be taken into consideration.
2. Students may be expelled for the following reasons:
  1. Causing bodily harm to another student
  2. Any student found to be selling, using, in possession of, or being knowingly present around or with illegal drugs will immediately be expelled and reported to the authorities
  3. Bringing alcohol, drugs, drug paraphernalia, pornographic material, or weapons to school or on school property
  4. Involvement in theft on or off campus
  5. Other illegal or serious offenses as identified by the administration
  6. Accumulating 3 or more suspensions in a school year

### **Examples of plagiarism or cheating are defined as, but not limited to:**

1. Taking/copying someone's assignment or a portion of that assignment and submitting it as one's own
2. Submitting material written by someone else or rephrasing the ideas of another without citation
3. Presenting works of others as one's own. (parent, tutor, sibling or friend/student, etc.)
4. Submitting papers/essays that were downloaded from the internet
5. Providing answers/work to another student, without the teacher's approval
6. Copying, duplicating or cut/pasting of assignments that are turned in, wholly or in part, as original work
7. Using a computer/smart phone, calculator, search engine, foreign language translator or ANY other aid to acquire information during or on an exam/test (in or out of school) without the expressed permission of the teacher
8. Giving or receiving answers for an exam, including allowing other students to look at your test paper. It is every student's responsibility to keep their test paper secure and to keep their eyes on their own paper
9. Accessing tests or quizzes before the event to determine the questions in advance, by word of mouth, by sharing answers in any form, or theft of or unauthorized access to an exam, quiz, or test
10. Using summaries/commentaries in lieu of reading the assigned materials
11. Submission of false data or citations in a work
12. Sharing of access codes, logins or passwords to computer instruction and exam sites

If you are ready to move forward with enrolling your child, here are the next steps:

► **FACTs Account/Enrollment**

- A parent/guardian must **set up a FACTs account** by clicking the blue **ENROLL tab**, found at the very top right of the homepage from the [hcaeagles.org](http://hcaeagles.org) website. Select **ENROLL WITH FACTS FOR THE FIRST TIME**.
- Once you arrive at FACTs, please select **Create username & password** to begin.
- Once your FACTs account has been created, click the -button to **Set Up a Payment Plan**.
- **Please note: Do not click "Start Application to complete a financial aid application" (Grant & Aid) unless you need tuition assistance.** This step is 100% optional and there is an additional \$40 fee to apply.
- Once your Payment Plan is set up, the **Enrollment Form 22-23** needs to be completed and submitted electronically through your FACTs account.

► **Testing**

- Grade-level placement is determined by previous academic performance and/or other assessments as required by HCA. Once your online enrollment is done, the office will email you an Entrance Test Registration Form to fill out so that we can request your child's records from his/her current school.
- After completing the Entrance Test Registration Form, please call the school office to set up entrance testing for your child. All new students are tested to determine appropriate grade level placement and any additional needs. During testing, a parent will be asked to fill out additional paperwork concerning the child's background and abilities. Testing is \$45 per student and due at the time of testing.

► **Pastor Recommendation**

- A Pastor Recommendation form must be completed and sent to the school. This can be accessed in the FACTs enrollment form.

► **Family Interview**

- After the entrance test is completed by your child, our administrative team will assess all of the information that is available to determine whether HCA is a good fit for your child. Once that is determined, we will contact you about next steps. If your child is approved for admissions, we will set up a family interview with you to go over important information for the school year and answer any final questions you may have.
- Please note - At least one parent/guardian of an applicant must give a credible profession of personal faith in Jesus Christ as Lord and Savior.

- o Also, The parents should have an understanding of and willingness to cooperate with the Statement of Faith, Mission, Core Values, and Family Commitment statements of HCA.

► **Notification of Status**

- o Enrollment is conditional and is based on review of records, references, and interviews with the student and parents/guardians. A final determination is made after all of the above steps are complete.

**Course Requirements for Graduation**

Listed below are standard course offerings at HCA. Courses in black are required for graduation. **Courses in red are electives courses that are available.** Alternate courses are allowed for approved substitution for many HCA standard courses. See the next page for a chart of allowable substitutions.

Area of study	Required Credits	Courses 9 <sup>th</sup>	Courses 10 <sup>th</sup>	Courses 11 <sup>th</sup>	Courses 12 <sup>th</sup>	Comment
Bible	4/4/4 or .5 for each semester in attendance	Bible 1	Bible 2	Bible 3	Bible 4	
Math	4/3/3	Algebra 1	Geometry	Algebra 2	Consumers Math or Pre-Calculus AP Calculus	
Science	3/2/2	Physical Science	Biology	Chemistry	Physics	

English	4/4/4	English Composition	American Literature	World Literature	British Literature Senior writing Speech	Senior Writing and Speech are semester course equal to ½ credit each
Social Studies	3.5/3.5/3.5	World History	U.S. History	Government or AP Government	Economics Sociology	Economics and Sociology are semester course equal to ½ credit each
PE	1/1/1	PE				
Fine Arts	1/1/1	Choir Band or Art				
Comp Lit	1/1/1	Computer Programming				
Foreign Lang	2/1/1		Spanish 1	Spanish 2	Spanish 3	
Elective	1.5/2.5/5	M-term 1/4	M-term 1/4	M-term 1/4	M-term 1/4 Yearbook Teacher's Assistant	Any course taken that is above the requirements is considered an elective.  J-term is worth 1/4 credit per year



Com service	1/1/1  1 credit=40 hours of service	Souled Out  or 10 hours of community service	Souled Out  or 10 hours of community service	Souled Out  or 10 hours of community service	Souled Out  or 10 hours of community service	1 sem. of souled out =5 hrs.
Overall	26 BA BS Degree Prep  24 Associate Degree Prep  22 Non-college Intent	A 26, 24 or 22 credit diploma is offered. Credit requirements in each subject area listed above are listed as #/#/# respectively as 26, 24, 22 credit diploma requirements in that subject area. (i.e. 1.5/2.5/.5) listed as elective credits, means 2 credits required for a 26 credit diploma, 3 for 24 credit and 1 for a 22 credit diploma)				Updated 4/2022

**Chart of Allowable Substitutions**

Area of study	Required Credits	Allowable Substitutions
Bible	4/4/4  or .5 for each semester in attendance	<ol style="list-style-type: none"> <li>1. Approved online courses or independent study courses may be taken <b>only if</b> standard courses are not available for the student schedule: All high school BJU courses are pre-approved.</li> </ol>
Math	4/3/3  Alg. 1  Geom.  Alg. 2	<ol style="list-style-type: none"> <li>1. Approved online courses or independent study courses may be taken <b>only if</b> standard courses are not available for the student schedule: All BJU online equivalent high school math courses are pre-approved.</li> <li>2. Students must have a math experience in one of their final two years of HS.</li> <li>3. KVCC math courses may be taken in the 11<sup>th</sup> and 12<sup>th</sup> grade, if the course is not offered at HCA.</li> </ol>
Science	3/2/2  Basic Science  Biology  Chem./Physics	<ol style="list-style-type: none"> <li>1. Approved online courses or independent study courses may be taken <b>only if</b> standard courses are not available for the student schedule: All BJU online equivalent high school science courses are pre-approved.</li> <li>2. A CTE career or technical education course or KVCC course may be taken in the 11<sup>th</sup> or 12<sup>th</sup> grade to be substituted for 1 credit of science</li> </ol>

English	4/4/4 English Comp American Lit World Lit	<p>1. Approved online courses or independent study courses may be taken <b>only if</b> standard courses are not available for the student schedule: All BJU online equivalent high school English courses are pre-approved.</p> <p>2. KVCC Lang Arts and EFA courses may be taken in the 11<sup>th</sup> and 12<sup>th</sup> grade, if the course is not offered at HCA.</p>
Social Studies	3/3/3 Us Hist. World Hist. Govt./ECON	<p>1. Approved online courses or independent study courses may be taken <b>only if</b> standard courses are not available for the student schedule: All BJU online equivalent high school social studies courses are pre-approved.</p> <p>2. 1 social studies credit, other than Govt., may be replaced with an additional language arts, math, science, foreign language, or CTE or KVCC course.</p>
PE	1	<p>1. J-term activity courses can be used as a 1/8 credit of PE for each course. Athletics can count for 1/4 credit of PE per sport.</p> <p>2. The PE credit may be replaced with an additional language arts, math, science, foreign language, or CTE/EFA or KVCC course.</p>
Fine Arts	1	<p>1. Approved online courses or independent study courses may be taken <b>only if</b> standard courses are not available for the student schedule: All BJU online high school fine arts courses are pre-approved.</p> <p>2. The fine arts credit may be replaced with an additional language arts, math, science, foreign language, or CTE/EFA or KVCC course.</p>
Comp Lit	1	<p>1. Approved online courses or independent study courses may be taken <b>only if</b> standard courses are not available for the student schedule: All BJU online equivalent high school computer courses are pre-approved.</p> <p>2. The comp lit credit may be replaced with an additional language arts, math, science, foreign language, or CTE/EFA or KVCC course.</p>
Foreign Lang	2/1/1	<p>1. Approved online courses or independent study courses may be taken <b>only if</b> standard courses are not available for the student schedule: All BJU online equivalent high school foreign language courses are pre-approved.</p> <p>2. Equivalent learning experience.</p> <p>3. An approved fine arts or CTE/EFA or KVCC course may replace 1 credit.</p>
Elective	2/3/1	<p>1. Approved online courses or independent study courses may be taken <b>only if</b> standard courses are not available for the student schedule: All BJU online high school elective courses are pre-approved.</p>

		2. CTE/EFA or KVCC course may be taken as an elective
Com service	1 credit=40 hours 1 sem. of souled out =5 hrs.	1 semester of souled out can be replace with 5 hours of community service done for someone other than your family, without pay.

AP and dual credit courses are offered online with BJU (Bob Jones University) as well as dual enrollment courses at KVCC.

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[1] **Inside threat:** Inside the Building assess and react all normal activity cease.

[2] **Outside threat:** Outside building, continue normal activity but no one leaves, no one comes in.

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Mr. MIner please rewrite as needed.