

“...I have a goodly heritage.” - Psalm 16:6b



Interim Family Guidebook

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¹This version of the HCA family (student/parent handbook) guidebook supersedes any and all earlier versions whether in print or online or from whatever source derived including applicable sections found in the HCA Policy & Procedure Manual (300).

1.0 Heritage Christian Academy

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.

1.3 Our Vision

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 discipled will excel in all disciplines as God gifts them.

1.4 Our Philosophy

We believe that 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. Therefore, we believe that the process of equipping a child for a lifetime of Christian service starts in the home. It is the goal of the school to be a tool available to the parent(s) or legal guardian(s) to aid in the process of bringing the child up in the nurture and admonition of the Lord spiritually, academically, physically, and socially.

1.5 Our Statement of Faith

1.5.1 Godhead We believe that there is one God, eternally existent in the persons of Father, Son, and Holy Spirit. (Hebrews 1:8-9, Matthew 3:13-17)

1.5.2. Deity of Jesus Christ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and substitutionary atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Isaiah 7:14, John 1:1, Ephesians 1:7, Romans 3:24-25, 1 Corinthians 15:1-4, John 14:1-3, 1 Corinthians 15:51-52, 1 Thessalonians 4:1-18)

1.5.3. Literal Inspiration and Interpretation We believe the Bible to be the inspired, the only infallible, inerrant, authoritative Word of God. (2 Timothy 3:16-17, 2 Peter 1:20-21)

1.5.4. Means of Salvation We believe Jesus Christ is the only way, the truth and the life for the salvation of lost and sinful man, and regeneration by the Holy Spirit is absolutely essential. (Ephesians 1:3-14, John 14:6, 2 Corinthians 5:21)

1.5.5. Resurrection We believe in the resurrection of both saved and lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (Acts 24:15, 1 Corinthians 15:12-25)

1.5.6. Unity of the Church We believe in the spiritual unity of believers in our Lord Jesus Christ. (Colossians 2:6-3:17)

1.5.7. Ministry of the Church We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (John 14:15-17, 2 Corinthians 6:14-18.)

1.6 Our Core Values

1.6.1 God First We strive to keep God first in our thoughts, attitudes and actions. (Proverbs 3:6)

God directly created the universe from no pre-existing substance. We reject both naturalistic and theistic evolution. (Genesis 1 & 2; John 1:3; Colossians 1:16-17)

1.6.2 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. (II Timothy 3:16, 17)

1.6.3 Love Others Every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of HCA . A person who enjoys a love relationship with God exhibits love for others. HCA seeks to cultivate both the relationship with God and a loving community. (Mark 12:28-31; Luke 6:31. I John 4:7)

1.6.4 Gender God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. (Genesis 1:26-27: 19:5,13; 26:8-9, Leviticus 18:1-30; 20:10-16)

1.6.5 Sexual Immorality Any form of sexual immorality including, but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, child molestation, bestiality, incest, and use of pornography, is sinful and abhorrent to God. (Matthew 15:18-20; Matthew 18:6; 1 Corinthians 6:9-20; Romans 1:24-32; Galatians 5:19-21; I Thessalonians 4:3-8)

1.6.6 Marriage The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Genesis 2:18-25; 1 Corinthians 6:18; 7:2-5; Hebrews 13:4)

1.6.7 Family God established families to reflect and spread His love. HCA desires to support and encourage families toward deeper godliness and greater health. Children are a heritage from the Lord. Life begins at conception and we are prohibited from the taking of this life. (Deuteronomy 6:6 Exodus 20:13; Psalm 139:13; Ecclesiastes 11:5.)

1.6.8 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 Timothy 3:15)

1.6.9 Christ-Centered Curriculum We challenge all students to academic and spiritual achievement through a Christ-centered curriculum. "(II Timothy 2:15)

1.6.10 Integrity We believe that personal and corporate integrity, enabled by accountability to God and one another, is necessary to honor God and each other. (Psalm 25:21)

1.6.11 Redemption God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11, 1 John 1:9)

1.7 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. In 1994 the name "Baptist" was changed to "Christian" in order to more accurately represent our student body. HCA purchased 42 acres on 9th Street in

1996, and in 2000 opened its main campus building. Our facilities expanded in 2004 to house Young 5's-3rd grade in a modular building with 4th-12 grade in the main building. In 2008, HCA implemented an independent board-run school model which allowed wider church representation at the board level.

1.8 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. The administrator is responsible to the board for effective and efficient day-to-day management of the school.

2.0 Expected Student Outcomes

Students soar as if on eagles wings by learning to hope in the Lord so that they may grow spiritually, occupationally academically and relationally as follows:

2.1 Spiritually (We will grow in our personal relationship with the Lord.)

“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.” (1 John 5:13)

Students will grow in their personal relationship with Jesus Christ, developing a biblical worldview that guides their character, choices, and service to others.

1. Growing knowledge of God
2. Relationships being developed with Christ
3. Increasing obedience to all that Christ has commanded
4. Progressing in love for God and others

2.2 Occupational (We will discover and develop our God-given abilities to advance His Kingdom.)

“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.” (Romans 12:1)

Students will discover and develop their God-given gifts and callings, preparing to use them faithfully and effectively in future vocations and service opportunities.

1. Honoring God with their bodies, by pursuing choices of self-control, purity, and wise/safe conduct
2. Investing their physical gifts in the advancement of God’s Kingdom
3. Serving God through an occupational calling

2.3 Academics (We will pursue excellence in our learning using a Biblical worldview.)

“The one who gets wisdom loves life; the one who cherishes understanding will soon prosper.” (Proverb 19:8)

Students will pursue excellence in learning, thinking critically and creatively in order to understand God’s world and communicate truth with clarity and integrity.

1. Resolving problems with logic
2. Engaging in intellectual inquiry with a biblical perspective
3. Attaining progressive understanding of academic disciplines
4. Lifelong learners with a Christian worldview

2.4 Relational (We will build community by serving others with Christ-like relationships.)

“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.’” (Luke 10:27)

Students will cultivate Christlike relationships marked by love, respect, humility, and a commitment to building up others in community.

1. Loving others by serving them
2. Obtaining a healthy self-worth because of the price Christ paid for us
3. Valuing all of God’s creation, all people, places, and things
4. Expressing the fruits of the Spirit in daily living

3.0 Admission Policies, Application Procedures

3.1 Admission Policies

- 3.1.1** Applicants for admission are considered without regard to race, gender, or national origin.
- 3.1.2** At least one parent must give a credible profession of personal faith in Jesus Christ as Lord and Savior.
- 3.1.3** At least one parent must agree with HCA's statement of faith, mission, core values, and family commitment statements.
- 3.1.4** Applicants should possess evidence of readiness or satisfactory academic performance through past academic records and any testing that may be required by HCA.
- 3.1.5** Applicants must 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 so long as they are concurrently enrolled in the Learning Lab.
- 3.1.6** Parents must submit a completed application with the non-refundable application fee.

3.2 Admission Procedures

- 3.2.1 Account/Enrollment** A parent/guardian must set up an online account with HCA, set up a payment plan, and fill out the appropriate enrollment form.
- 3.2.2 Testing** Grade-level placement is determined by previous academic performance and/or other assessments as required by HCA. Once the online enrollment is complete, the office emails the parent(s) an entrance test registration form, requests the student's records from their current school, and sets up entrance testing for the student. During testing, a parent is asked to fill out additional paperwork concerning the student's background and abilities. A testing fee per student is due at the time of testing.
- 3.2.3 Pastor Recommendation** A pastor recommendation form must be completed and sent to the school. This can be accessed in HCA's online enrollment form.
- 3.2.4 Family Interview** After the entrance test is completed by the student, HCA's administrative team assesses all of the information to determine whether HCA is a good fit for the student. Once that is determined, HCA contacts the parent(s) about next steps. If the student is approved for admissions, HCA sets up a family interview to go over important information for the school year and answer any questions.
- 3.2.5 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.
- 3.2.6 Guidance Counselor Orientation** If a student is accepted the next step is to meet with the guidance counselor to discuss the student's academic goals and design the student's schedule.

4.0 Standards of Conduct

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 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).
- C. Student Pregnancy: A student that is pregnant may not be enrolled at Heritage Christian Academy during the term of her pregnancy. If the father is known, and is a current student at HCA, he is not allowed to attend during the term of her pregnancy as well.
- D. Homosexuality: Having or pursuing improper relationships with the same sex.
- E. Gender/Pronoun Identity: Having changed the gender given at birth or identifying by a pronoun other than the gender given at birth.

4.1 Student Conflict Resolution

Students are 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.

4.1.1 Deal only with the students directly involved. Keep the matter confidential, sharing only with those directly concerned.

4.1.2 Do not endorse a bad report about another student; advise the complainant to go directly to the student(s) involved.

4.1.3 If the conflict persists, it is appropriate to share the matter with their homeroom advisor.

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 are not to bring items to classes that might cause classroom disruption. Laptops are used for applicable classroom studies and only with the permission of the teacher. Disruptive appearances and/or behaviors are not tolerated.

4.3 PK-5 Discipline System

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.

4.3.1 Minor Infractions Discipline for minor infractions are generally handled by the student's classroom teacher or by another staff member. Consequences are given at the teacher's discretion. 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 violations
- E. Use of electronics without permission
- F. Not following teacher's instruction
- G. Deliberate exclusion of another student
- 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

4.3.2 Moderate Infractions Discipline for moderate infractions in PK-5 may be handled by the student's classroom teacher or by another HCA staff member. Moderate infractions are communicated to both the parents/guardians and principal and be documented. A student receives a "strike" for moderate infractions. Strikes are recorded and are cumulative over each semester. At the start of each semester strikes are reset to zero. A strike results in the loss of one recess privilege. The consequences for receiving a strike are served as soon as possible. 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 1st offense)
- C. Cheating/plagiarizing
- D. Using profane language/misuse of God's name
- E. Deliberate defiance or disrespect towards faculty, staff, or other HCA authority
- F. Lying to faculty, staff, or other HCA authority
- G. Deliberate cruelty to others
- H. Inappropriate touch of another student
- I. Dress code violation

4.3.3 Severe Infractions Severe infractions are handled by collaboration of the principal and the HCA staff member. Severe infractions are communicated to the parents/guardians. A detention is given for a severe infraction. Detentions are served for the duration of one hour after school as designated by the principal. 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 2nd 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 1st 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

4.3.4 Suspension/Expulsion There are two types of suspensions: In-school and Out-of-school.

- A. In-school suspensions are served at school in an area that excludes interaction with other students. Students continue learning activities and regular class assignments while serving an In-school suspension.
- B. Out-of-school suspensions exclude students from attending school. Educational activities and further discipline are left to the discretion of the parent with recommendations from the administration.

The formation and signing of a probationary agreement by all parties involved may be necessary in order for the student to re-enter the classroom setting. Only the school board may expel a student. If a student is expelled all educational services cease. The student is no longer allowed to participate in any school related activity or be on campus.

4.4 HCA Secondary School (7-12) Discipline System

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. HCA discipline is redemptive in nature. For minor infractions each teacher designs their own plan to manage that level of behavior. For moderate and serious infractions, teachers and administration work together to track student behavior and communicate with parents promptly.

4.4.1 Demerits Students receive a demerit for small infractions. A student may receive a demerit in class or outside of class, from any HCA employee during any school event, including athletics or school parties. The following rules apply:

- A. Demerits are recorded for each of 7 classes and in an "8th hour" for outside of class.
- B. Demerits are cumulative only during a quarter and zero out at the start of each quarter.
- C. Demerits may be assigned for the following reasons:
 - a. Dress code violations
 - b. Tardy to class
 - c. Disrupting class
 - d. Sleeping in class
 - e. Not being on task
 - f. Deliberately excluding others during structured and unstructured activities at school
 - g. Use of electronics without permission
 - h. Messing up the school or school used facilities by leaving trash behind
 - i. Not following teacher's instruction
 - j. Standing up while the school bus is in motion
 - k. Horseplay
 - l. Coming to class unprepared
 - m. Writing on desks, books, or any school property
 - n. Unauthorized eating in rooms or other school-used facilities
 - o. Use of crass or impolite language
 - p. Other minor violations at the discretion of the teacher

4.4.2 Detentions A detention must be served when a student earns 3 or more demerits in a single class or 8th hour. Parents are notified regarding after school detentions. Detentions take

priority over all other school activities. Detentions are typically served from 3:15-4:15 on the last school day of the week. No detention may be rescheduled without permission from the administration. On every third detention in a quarter, students may receive a suspension. After each quarter detentions are reset to zero. Failure to serve detention may result in a suspension. Detentions may be received for the following reasons:

- A. Serious problems with dress code violations
- B. Public displays of affection while at school, chapel, on field trips, or at school activities
- C. Cheating or plagiarism
- D. Using profane language; Language that insults God or your fellow man
- E. Fighting
- F. Being disrespectful to any faculty or staff
- G. Lying to teachers or administrators
- H. Harassment or bullying

4.4.3 Suspensions There are two types of suspensions: In-school and Out-of-school.

- A. In-school suspensions are served at school in an area that excludes interaction with other students. Students continue learning activities and regular class assignments while serving an In-school suspension.
- B. Out-of-school suspensions exclude students from attending school. Educational activities and further discipline are left to the discretion of the parent with recommendations from the administration.

Students may be suspended for the following reasons:

- A. Accumulating three or more detentions in one quarter
- B. Destroying or willfully damaging school or personal property
- C. Bringing to school any of the following: weapons, fireworks, aerosol cans, tobacco products, alcohol, drugs or hazardous material
- D. Having any material or displaying any behavior that presents a hazard or has questionable moral value
- E. Outright defiance
- F. Involvement in substance abuse
- G. Missing school without the parent or school personnel's approval
- H. Fighting (After 1st offense)
- I. Bullying (After 1st offense)
- J. Cheating or Plagiarism (After 1st offense)
- K. Viewing pornographic material at school
- L. Committing other serious rule infractions as determined by the administration.

4.4.3.1 Probationary Contract 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.

4.4.4 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 cease. The student no longer is 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. 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 are taken into consideration. Students may be expelled for any of the following reasons:

- A. Causing bodily harm to another student
- B. Any student found to be selling, using, in possession of, or being knowingly present around or with illegal drugs is immediately expelled and reported to the authorities
- C. Bringing alcohol, drugs, drug paraphernalia, pornographic material, or weapons to school

- or on school property
- D. Involvement in theft on or off campus
- E. Other illegal or serious offenses as identified by the administration
- F. Accumulating 3 or more suspensions in a school year

4.5 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.

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 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.

5.0 School Attendance and Health

5.1 School Attendance

A class teacher notifies a parent when a student has **5** absences in the same class in the same semester. The teacher then notifies a parent and the guidance counselor when a student has **7** absences in the same class in the same semester.

A student who has **any** combination of **10 unexcused/excused** absences in the same class in the same semester automatically loses that semester's credit for that class. The guidance counselor records the student's loss of credit in the student information system. A parent may appeal their student's loss of credit to the administrator. The administrator may restore credit at his discretion.

The student is provided a maximum of two (2) days for the first day of an excused absence to make up missed work for full credit. The student is provided one (1) day to complete work for each succeeding day of an excused absence. A student may not make up work for credit from an unexcused absence. An unexcused absence is defined as any absence without written notification from a parent/guardian authorizing the absence.

5.2 Vaccination Records

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

5.3 Illnesses and Parental Responsibility

If a student is ill, please do not send him/her to school. Call the school office by 9:00a to notify the secretary that the student is 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 contacts the parent or emergency contact person on file by phone and requests 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.

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.

6.0 School Safety, Emergencies, and Facility Maintenance

6.1 School Staff

All school staff including regular volunteers (who are 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

Every individual who works with students must report any instance or indication of any verbal, physical, sexual or other type of abuse or neglect to the local authorities and administration within 24 hours. It is incumbent upon all adults, especially those in authority over students to be continually vigilant regarding their well-being and willing to work with authorities to assure their safety.

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.

6.4 Parents or Other Visitors

Everyone should enter the front doors to school and report to the office first. Signs directing visitors to the school office are posted at every school entrance. Any visitors that are not immediately recognized by any staff member are questioned by staff and directed appropriately. Students are not permitted to bring visitors to spend a day, or part of a day, with them in class without prior approval from the administration.

6.5 Weapons

It is against Michigan law to bring any type of weapon to school. Such activity is reported to local police.

6.6 Emergency Procedures

6.6.1 Severe Weather HCA monitors severe weather conditions and all necessary precautions are taken to ensure safety. In the event of a tornado watch, classes 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 take shelter in designated areas of the school building. No one are 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 are 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.

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

6.6.3 Lockdown Lockdown drills take place twice a year. These drills are signaled by a call from the office. 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.

6.6.4 Campus Evacuation Campus evacuation drills occur at the Administration's discretion. They involve the evacuation of students to the designated safe haven. Teachers lead their current class to the appropriate safe place and return to school when the "all-clear" is given.

6.7 Parking Lot

The speed limit in the parking lot is 15 mph. Watch for students walking between vehicles. 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 drive through the visitor's parking area when loading or unloading student passengers.

6.7.1 Student Drivers All student drivers must agree to the driving rules of HCA and sign the student driver agreement before driving on campus. See the guidance counselor for details.

6.8 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. Should damage occur because of abuse by a student or students, the student's parents are charged accordingly. No animals are allowed in the building without prior permission of the administrator.

6.9 Lockers

Mid/high school students are assigned a locker for the year. The administration reserves the right to inspect all lockers. HCA provides reasonable supervision for the lockers and contents; however, the school is not 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. The locker door should be left closed when the locker is not being used.

7.0 Dress Code

7.1 General

HCA's dress code is as follows:

7.1.1 Shirts Shirts must have at least a three finger width shoulder strap, cover any undergarments (the color and lines of an undergarment should not be seen through the fabric), have a modest armhole and neckline and cover the midriff at all times.

7.1.2 Pants Students may wear athletic pants or sweatpants. Students may not wear pajama bottoms. Ladies may wear leggings/yoga pants as long as their top garment is long enough to cover their full bottom (and remains that way throughout the day) with a consistent hem length all the way around. Holes/shredding higher than 4" from the knee must have fabric underneath that stays in place throughout the day.

7.1.3 Shorts/skirts Students may wear shorts (including athletic shorts) no shorter than four inches from the top of the knee (fingertip length for elementary students). Students may wear biker shorts that fall within 4 inches from the knee as long as their top garment is long enough to cover their full bottom (and remains that way throughout the day) with a consistent hem length all the way around and at least 4 inches of the shorts are visible. Ladies may wear skirts/dresses as long as the hem falls to the top of the knee when standing upright.

7.1.4 Hair/hats Hair must be styled to remain out of the eyes. Students may wear hats except during chapel, pledges, and when a teacher asks them to remove it.

7.1.5 Miscellaneous No visible undergarments are to be shown at any time. The color and lines of an undergarment should not be seen through the fabric. Shoes must be worn at all times (elementary students must wear close-toed shoes with at least a backstrap). Clothing may have writing and graphics provided it does not advertise drugs, alcohol, violence or anything that communicates morbidity or demonic activity. Administration has the final say if something is questionable. Industrial piercings, plugs, gauges, barbells, tattoos, and facial piercings are not permitted. Ladies may wear earrings; Gentlemen may not wear earrings.

7.2 Pk-5 Dress Code Discipline Procedure

Elementary students who are out of compliance are not spoken to directly. A parent is contacted concerning the infraction and may be asked to bring them a change of clothing.

7.3 6-12 Dress Code Discipline Procedure

Secondary students who are out of compliance with the dress code are talked to by an HCA staff person or PPC dress code partner and may receive a demerit. Modesty infractions must be fixed before returning to class. If a student receives three demerits for dress code infractions, he/she earns a detention. The student's parent receives an email that day and a copy of the email in the next family envelope distribution. Demerits/detentions do not reset at the beginning of each quarter/semester. If a student continues to incur the same infraction, they may lose the privilege of wearing that type of clothing for a set period of time.

8.0 Academics

The following subsections broadly outline notable features of HCA's academic standards. Consult the guidance counselor for more information.

8.1 Pathways to Graduation

HCA offers the three pathways to graduation as follows: a 25 credit general diploma, or a 25 credit honors diploma, or a 20 credit certificate of studies for students with documented special education needs. A general diploma requires a minimum GPA of 2.00. An honors diploma requires a minimum GPA of 3.50 and the successful completion of the Eagle Honors Institute program of study. A certificate of studies requires the successful completion of the student's Nonpublic Service Plan.

8.1.1 Catalog Rights A student must fulfill the graduation requirements of their pathway that were in effect on the first day of the first academic year in which they first enrolled in HCA's high school (their "catalog year"), provided they remain continuously enrolled. A break in enrollment lasting at least one full semester may require the student to switch to the current requirements.

8.1.2 Choice of Catalog In the event of a catalog update a parent may choose for their student to seek to graduate under the requirements from their original catalog year or opt for the newer set of requirements, but they cannot mix and match rules from different years and their first decision on the issue is final.

8.2 Grading Policy

HCA uses an unweighted 4.00 grading system for all its high school classes regardless of level/location.

8.3 Drop/Add Policy

A student may not drop a core curriculum class nor a Cornerstone University online class. A student, with written parental authorization, may drop/add an onsite elective class within 5 calendar days of the start of a semester.

8.4 Homework

Students are assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing basic subject skills. A student should expect to have homework most evenings.

8.4.1 Late Work A student may turn in a homework assignment up to one day late no more than three times per quarter for a total of 12 times per year. When a homework assignment is turned in up to one day late, for any reason other than an excused absence, an automatic 15% reduction in grade is assessed. Late work received by a teacher after one day is not accepted for credit.

8.4.2 Excused Absence Makeup Work A student has two days from the date of the excused absence to make up the missed work for full credit. Students are provided one day to complete work for each additional day of absence.

8.4.3 Pedagogy Exemption PK-12 teachers may adjust the aforementioned late/make up work policy to suit their pedagogy and/or in consultation with Learning Lab/Education Support Services.

8.5 Community Service Hours

HCA's "Souled Out" program pursues one goal: cultivate hearts that passionately pursue Christ. Beyond providing Christian teachers, daily Bible class and chapel, Souled Out adds two essential elements to the discipleship effort: 1) Small group discipleship with dedicated adult leaders after chapel to disciple students and 2) small group Christian charity work assisting parachurch ministries in carrying out their various missions. Successfully completing these 80 service hours over 4 years is a requirement for graduation.

8.6 M-Term

“M-Term” is a one week offsite college/career internship opportunity for 11th-12th grade students. It is also a week of enrichment opportunities for 6th-10th grade students who take academic/artistic courses offered on/off campus during school hours (additional fees apply). Successfully participating in the program for 4 years in high school is a requirement for graduation.

8.7 Cornerstone University Partnership

HCA partners with Cornerstone University to offer both onsite and online dual enrollment classes for 10th-12th grade students. Online classes may be used to fulfill no more than 1 elective credit for graduation.

8.8 Career Technical Education Arrangement (CTE)

HCA works with KRESA to offer offsite trade classes for 12th grade students. A CTE course may be used to fulfill no more than 1 elective credit for graduation.

8.9 Course Credit Substitutions

HCA neither offers nor accepts substitutions for its core curriculum from any source.

8.10 Credit Unit Value

Per ACSI and the State of Michigan, HCA uses the Carnegie unit of measurement to determine the educational value of a credit in our high school. This means each 6-12th grade core curriculum class generally meets a minimum of five days a week and each 6-12th grade elective class generally meets a minimum of four days a week.

8.11 Release Time

HCA offers all 6-12th grade students the option to attend choir or band class during their elective hour every Wednesday for no credit. Students must commit to release time for the entire year and must participate in all choir or band events. Participation in the musical is encouraged, but not required.

8.12 Education Support Services (Learning Lab)

The following subsections broadly outline notable features of HCA’s education support services. Consult the Learning Lab administrator for more information.

8.12.1 Educational Therapy This program offers an extensive “therapeutic” one on one type of intervention, and is designed for students with deficits causing them extreme frustration in the classroom and in life. The Discovery therapist uses numerous individualized techniques that address memory, attention, language, and support a large scope of thinking processes.

8.13.2 Directed Learning Directed Learning is a one on one intervention with a personal tutor which takes place in the Learning Lab and involves direct instruction. This service is recommended for students who are not performing at grade level in one or more academic area(s).

8.12.3 Read Naturally This 1st-8th grade program offers individual oral reading practice. Vocabulary work, written story predictions, summaries, and measured comprehension skills are also included.

8.12.4 Academic Coaching This program is a comprehensive tutoring support option and involves extensive planning/preparation by the tutor, on behalf of the student, to include either accommodation and/or modification development as well as continuous collaboration with the student’s teachers.

8.12.5 Music Therapy The Music Therapist utilizes numerous individualized techniques that address emotional regulation, executive functioning skills, attention, fine motor skills and much more. All sessions are faith-based with regular communication with parents on their child’s progress.

8.13 Use of Artificial Intelligence

HCA recognizes that Artificial Intelligence (AI) is a growing tool. It is HCA's desire that our students learn how to use this tool with integrity. Therefore, HCA has the following guidelines in place:

8.13.1 Students may use AI to assist their writing as long as it is properly documented as instituted by the teacher and they are still able to claim original work by demonstration of subject mastery.

8.13.2 This demonstration of original work mastery may be in several forms, but the student must be able to demonstrate understanding of what was written and be able to provide additional clarification if requested. If the student is unable to provide this clarity, their paper submission will be denied and a report of the failure emailed to the parents/guardian. The student will rewrite the paper and the submission will be given a new grade that will include a penalty of one grade lower, meaning if the student receives a B on the re-submission it will be a B- to the highest point level of that grade.

8.13.3 If students use AI without proper documentation, the student's work is considered plagiarism and consequences are given consistent with the academic dishonesty policy.

8.14 Testing and Guidance

The annual assessment program at HCA includes administering NWEA standardized testing to students in the fall and spring of each academic year.

8.15 Quarter, Semester, and Exams

HCA divides its year into 4 quarters of 2 semesters.

8.15.1 Middle and high school students take midterms and final exams of varying weights.

8.15.2 Students enrolled in offsite courses (CTE, etc.) must follow HCA's academic calendar, i.e. midterms/final exams schedule, etc.

8.15.3 Seniors with at least a 93% second semester average in a class may opt out of taking the final exam of that class using their second semester average for that class as their final exam grade.

8.16 Report Cards

Report cards using letter grades are posted in HCA's student information system not later than five business days from the end of a quarter and not later than seven business days from the end of a semester.

8.17 Transcripts & Diploma

The guidance counselor maintains transcripts and diplomas. Letter grades are posted on transcripts along with the student's unweighted GPA using a 4.000 scale. The counselor delivers these documents to the student and/or parents/guardians and/or third parties as requested only after final payment for all services rendered by HCA is made.

9.0 Athletics

The following subsections broadly outline notable features of HCA's academic standards. Consult the athletic director for more information.

9.1. Philosophy

HCA strives to help meet the physical, emotional and spiritual needs of young people through the provision of a variety of athletic programs. Athletic competition at HCA flows out of and is integral to our mission of developing athletes physically, emotionally, socially, and morally. We believe that participation in interscholastic athletics should foster and cultivate traits of Christian character including perseverance, responsibility, courage, loyalty, cooperation, self-discipline, good sportsmanship, competition, commitment, time management, teamwork and striving towards excellence. Those with a desire and commitment to honor the Lord will immeasurably gain from the opportunities provided through specific athletic programs.

Winning is important to the continuance of a solid athletic program. It is undeniable that winning teams tend to bring larger crowds, higher enrollments and greater school spirit. Winning, however, must be tempered by the basic beliefs of our Christian faith. First and foremost, it is the responsibility of all Christians to honor the name of our Lord and Savior, Jesus Christ (Colossians 3:23). The prevailing attitude desired among all those connected with the HCA athletics program is: I want Christ to be seen in my life. Such an attitude will mold and shape Christian character from the inside to the outside.

9.2 Attendance

In order to participate in a meeting, practice, activity, game, or match, a student must be in attendance in classes on the day of the activity for half of the day (at least 3.5 hours). Exceptions must be verified with a note or pass from the appropriate person: doctor, dentist, or funeral. In the event of a family emergency the parents must notify the office before the end of the school day about the absence. Students' personal business, such as: haircuts, shopping, travel, working, etc. is not a family emergency. A student who is ill must be in attendance at least half of the school day. Any school-related absence such as field trip, guidance counselor appointment, special permission of teacher, etc. is allowed.

9.3 Eligibility Requirements

Each student-athlete must be passing with a 70% or higher, 100% of full credit load potential for a full-time student. Academic eligibility checks will be conducted on the last day of every school week. When an athlete is not passing, the athlete is not eligible for at least the next Monday through Sunday and so on until the athlete is passing his/her classes. Extra credit may be given to the athlete to make them eligible, if and only if, it is offered to all students in the class. Eligibility for the beginning of the fall sports season will be determined by the end of year grade issued the previous school year. Athletes on academic probation are still expected to attend all practices and games unless parents deem it necessary to invest that time in academic studies.

Athletes who have been ineligible for four eligibility periods, starting the first day of practice of the athletic season, may be removed from the team for the remainder of the season. Student-Athletes must have received credit for at least 66% of full credit load for a full-time student in the previous academic term in which they were enrolled. The athlete is ineligible for 60 scheduled school days from the start of the new term if they did not receive credit for at least 66% of full credit load. Athletes returning to eligibility under this rule must be passing 66% of credits on the 61st scheduled school day to become eligible.

The Athletic Director has the final say on any eligibility questions.

10.0 Communication

Heritage Christian Academy seeks to handle all communication and conflict in a manner that honors Christ and maintains healthy relationships within our school community.

10.1 Parent/Guardian Conflict Resolution Procedure Following the biblical model found in Matthew 18:15–17, parents are encouraged to address concerns directly, respectfully, and in the proper order of authority. Parents and staff are encouraged to pray for wisdom, humility, and understanding before and during any conversation. All discussions should be handled privately, avoiding gossip or public complaint.

10.1.1 Step 1: Go Directly to the Teacher or Staff Member If a parent has a concern related to a classroom issue, grade, policy, or teacher decision, the first step is to contact the teacher or staff member directly. Contact should be made privately (in person, by phone, or via email) to seek understanding and resolution. Most issues can and should be resolved at this level through open, respectful conversation. (Matthew 18:15)

10.1.2 Step 2: Involve School Administration If the matter remains unresolved after direct communication, the parent may bring the concern to the administration (principal or administrator). The principal or administrator will listen to all parties, gather necessary information, and work toward reconciliation and resolution. The goal is to ensure fairness, clarity, and restoration of relationships. (Matthew 18:16)

10.1.3 Step 3: Appeal to the School Board The school board functions as the final level of appeal only after the first two steps have been completed in good faith. Concerns should be submitted in writing to the board chair through the administrator. The board will review the matter if it involves a policy issue or serious ethical concern - not individual personnel or classroom issues. The board's decision is final. (Matthew 18:17)

10.2 Messages

Neither students nor teachers are called out of their classes to receive telephone calls. The secretary relays messages to students. Students may use the school phone for emergencies.

10.3 Eagle Tracker

Parents and interested parties are sent a weekly email summarizing the current events of the school.

10.4 Parent/Teacher Conferences

Conferences occur in the fall and spring. Conferences are scheduled by request via HCA's online system.

10.5 School Board Meetings

Board meetings are open to the school community. These meetings are held on the fourth Monday evening of each month at the school. Brief public comment is limited to agenda items.

10.6 Change of Address, Telephone Number and Email

Parents must annually provide accurate emergency contact information with the school office. This information accompanies students on all major field trips.

10.7 Leaving School

Any student leaving school during school hours must sign out. Communication from a parent or guardian giving the student permission and the reason for leaving is required. To minimize disruptions to the educational experience, parents are urged to schedule all appointments outside of school hours.

10.8 Inclement Weather / Cancellations

Unplanned school closing for snow days or any other reason are communicated via WOOD TV-Ch 8 and

WWMT-Ch 3TV and are posted on their associated websites, along with the HCA website and social media. School activities held on HCA campus are automatically canceled for that day. The Administrator and Athletic Director determines whether or not school activities scheduled at other locations are canceled. Students involved in canceled sports activities away from campus are notified by coaches.

10.9 Volunteers

HCA encourages and welcomes the service that families provide. A sampling of the areas where volunteers are crucial are lunch, classroom support, clerical support, field trips, sporting events, and music performances. Contact the HCA secretary to get connected to our volunteer team today!

10.9.1 Volunteer Drivers HCA often needs help in transporting students on field trips. Our school parents have been generous in their assistance. The purpose of the volunteer driver application form is to reduce liability of the school and the driver by being proactive in our selection of parent drivers. If you are interested in helping with such needs during the school year, please fill out the form and return it, along with a copy of your driver's license, your current vehicle declarations page from your insurance company, and a signed HCA Harassment Policy, to the front office. A new volunteer form must be filled out each new school year. See the volunteer driver application form for details.

11.0 Technology Acceptable Use Policy

11.1 HCA Digital Device 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 online services. Anyone found to be in violation of the AUP may lose technology privileges at school.

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.

11.2 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. Students must seek permission from a teacher or school staff member before making the call and phone calls may only take place in a designated area.

11.3 Cell Phone Discipline Process

Discipline for cell phone use involves a three step process as follows:

11.3.1 First Offense If a student is found to be using their cell phone, the phone is confiscated and the student may pick it up from the office at the end of the school day.

11.3.2 Second Offense If a student is found to be using their cell phone a second time, the phone is confiscated and may be claimed by a parent/guardian at the end of the school day.

11.3.3 Third Offense If a student is found to be using their cell phone a third time, they are required to check their cell phone into the office each morning for a month.

11.4 Social Media Policy

Heritage Christian Academy seeks to honor Christ in all areas of communication, including online activity. Because social media can reflect on our school's witness and community, the following guidelines apply to all faculty, staff, students, and parents when referencing the school or its members online:

11.4.1 Honor Christ All online communication should reflect the character of Christ (Colossians 3:17). Avoid language, images, or interactions that are disrespectful, unwholesome, or inconsistent with biblical values.

11.4.2 Represent the School Well When posting about the school, its students, or programs, do so with accuracy, respect, and a positive spirit. Do not post confidential or private information about students, families, or staff.

11.4.3 Use Discretion Faculty and staff should maintain professional boundaries with students online. Direct messaging, tagging, or "friending" students on personal accounts is discouraged unless for official, school-approved purposes.

11.4.4 Official Accounts Only authorized individuals may post to the school's official social media accounts. Content should be reviewed for accuracy, tone, and alignment with the school's mission before posting.

11.4.5 Conflict Resolution Concerns or grievances should not be aired publicly on social media. Following the biblical model in Matthew 18, individuals are expected to address issues directly and privately with those involved.

By participating in online communities, all members of the Heritage Christian Academy community agree to use social media in ways that build up others and reflect our shared commitment to Christ-centered excellence.

12.0 HCA Anti-Bullying Policy²

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.

12.1 Prohibited Conduct

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

- 12.1.1** 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:
- 12.1.2** Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- 12.1.3** 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;
- 12.1.4** Having an actual and substantial detrimental effect on a student's physical or mental health; or
- 12.1.5** Causing substantial disruption or interference with the orderly operation of the school.

12.2 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.

12.3 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.

- 12.3.1** 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.
- 12.3.2** 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.
- 12.3.3** If the principal or designee determines that an incident of bullying has occurred, he/she shall promptly provide written notification of the 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.

12.4 Annual Reports

At least annually, the building principal or designee, or the responsible school official shall report all verified

² This section is intended to comply with MCL 380.1310b; "The Matt Epling Safe School Law."

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.

12.5 Responsible School Official

The administrator ("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.

12.6 Posting/Publication of Policy

Notice of this policy are: (a) annually made available to all students and staff, (b) posted on the HCA website, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian guidebooks.

12.7 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.

12.8 MCL 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.

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

13.0 Work Permits for Minors

Michigan law requires the use of work permits authorizing minors to be employed outside of the home. See the guidance counselor for more information.

14.0 Tuition Assistance

Tuition Reduction (TRP) is available for all families. Please see the front desk staff for more information about RaiseRight and access our HCA code to begin earning tuition credits. There is no cost to participate in this program. HCA offers multi-student family discounts : 25% off the 3rd (youngest) enrolling student, 50% off tuition for the 4th (youngest) enrolling student, and free tuition for the 5th youngest.

There is limited funding available for those who qualify for tuition assistance. Families will not receive more than a 50% tuition reduction. If you would like to apply for assistance, please find the application on your FACTS account under Grant & Aid. There is a \$40 fee to apply. Only one discount is permitted to be awarded to families in any single year. Families may choose the greater discount.

15.0 Accreditation

HCA is accredited by the Association of Christian Schools International.

16.0 Nondiscrimination Statement

HCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. The school reserves the right to operate in accordance with its sincerely held biblical beliefs.

17.0 Student Records and Privacy Notice

Heritage Christian Academy values the privacy and dignity of every student as a person created in the image of God. We are committed to maintaining all student educational records in a secure and confidential manner. Although Heritage Christian Academy is a private Christian school and is not legally bound by the federal Family Educational Rights and Privacy Act (FERPA) unless it receives federal funds, our policies are fully consistent with the intent and principles of FERPA to protect students and families. Parents and eligible students (those 18 years of age or older) are provided the following rights regarding educational records maintained by Heritage Christian Academy:

17.1 Right to Inspect and Review

Parents and eligible students may request to review the student's education records by submitting a written request to the school office. The Academy will arrange access and provide an opportunity for review within a reasonable period, not to exceed 45 days from the date of the request.

17.2 Right to Request Amendment

Parents or eligible students may request that records believed to be inaccurate or misleading be amended. Requests must be made in writing, clearly identifying the record in question and explaining the reason for the request. If the Academy decides not to amend the record, the parent or eligible student will be notified and given an opportunity for a hearing to challenge the decision.

17.3 Right to Consent to Disclosure

Heritage Christian Academy will not disclose personally identifiable information from a student's records without written consent from the parent or eligible student, except as permitted by law (for example, to school officials with legitimate educational interests, to comply with a court order, or in the case of a health or safety emergency).

17.4 Directory Information

The Academy may publish limited "directory information" such as a student's name, grade level, honors, awards, participation in school activities, or inclusion in publications such as yearbooks, programs, and other official materials. Parents who wish to restrict the release of directory information must notify the school office in writing within ten (10) days of receiving this guidebook each school year.

17.5 Record Maintenance and Retention

Student records are maintained in secure files and are retained or destroyed in accordance with applicable law and school policy when they are no longer educationally useful.

18.0 Legal Disclaimer

HCA complies with the following federal laws consistent with the First Amendment of the United States Constitution: Title VI of the Civil Rights Act of 1964 (42 USC § 2000d), Section 504 of the Rehabilitation Act of 1973 (29 USC § 794), Floyd D. Spence National Defense Authorization Act (P.L. 106-398), Telecommunications Act of 1996 (47 USC § 230 et seq.), Children's Internet Protection Act of 2000 (47 USC § 230 et seq.), Children's Online Privacy Protection Act (COPPA) (15 USC § 6501 et seq.; 16 CFR § 312), and the Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265). To receive local/state/federal funding for elective faculty, HCA allows a Comstock Public School administrator access to our student information system solely to verify elective class enrollment totals.

This guidebook is provided to communicate the mission, values, and general policies of Heritage Christian Academy, a Christ-centered educational community. It is intended as a guide to help students and families understand the expectations, procedures, and principles that support our shared commitment to academic excellence and spiritual growth. This guidebook does not constitute a legal contract between Heritage Christian Academy and any student, parent, or guardian. The school reserves the right to interpret, revise, or amend its policies, procedures, or programs at any time, as deemed necessary, in order to uphold its mission and maintain an orderly and Christ-honoring learning environment. In all cases, the board's decisions and interpretations of school policy shall be considered final.

19.0 Parent/Guardian Acknowledgement and Agreement

I, the undersigned, am the parent or legal guardian of _____ ("Student"), who is enrolled at Heritage Christian Academy for the _____ school year.

I acknowledge and agree to the following:

I understand that the Interim Family Guidebook contains important information regarding the school's policies, procedures, expectations, and code of conduct. I recognize that it is my responsibility, along with my student, to review and comply with these guidelines.

I understand that the school reserves the right to interpret, amend, or update policies as necessary and that the guidebook does not constitute a contractual agreement between the school and the student or parent/guardian.

I support the mission, values, and Christian beliefs of Heritage Christian Academy and agree to encourage my child to uphold the spiritual, academic, and behavioral standards outlined in the guidebook.

I consent to my child's participation in all school activities, including those consistent with the school's faith-based instruction and programs, unless I have provided written notice otherwise.

I acknowledge that the school may contact me regarding my child's academic progress, behavior, and participation in school activities, and that I have provided accurate contact information for this purpose.

By signing below, I affirm that I have read and understood this statement, and I agree to support Heritage Christian Academy and my student in upholding the standards and expectations described in the Interim Family Guidebook.

Parent/Guardian Name

Parent/Guardian Signature

Date