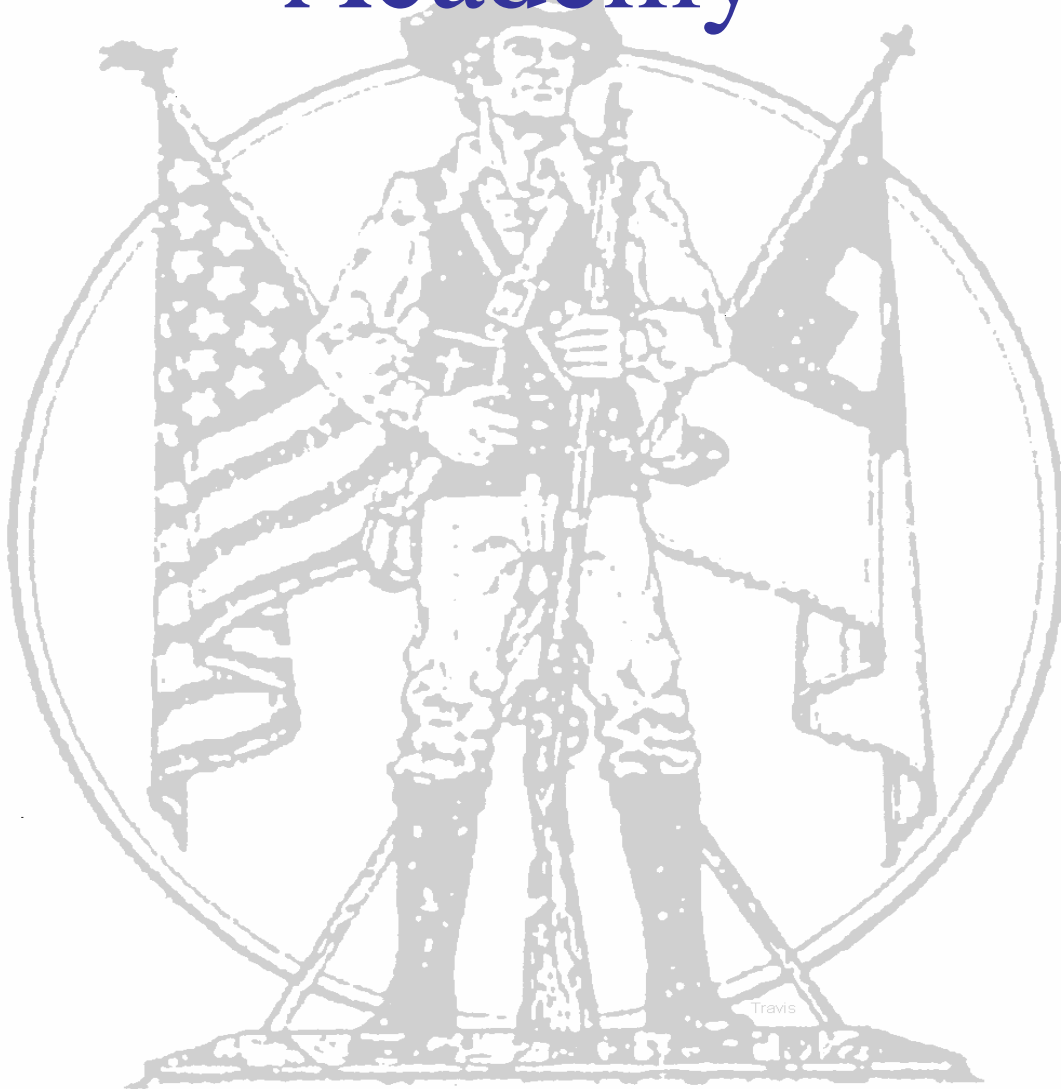


Heritage Christian Academy



615 Mack Todd Road

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www.hca-nc.org

Administrator: Rev. David Dupree

Student Handbook

March 2007 Revision

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March 2007 Revision

From the Desk of the Administrator . . .

Dear Parents & Students,

Thank you for your interest in Heritage Christian Academy. It is my prayer that the Lord will bless you to know and do His perfect will concerning Christian education.

It has been my privilege, as founding pastor of Heritage Baptist Church, to also be the administrator of Heritage Christian Academy for its 30 years of history.

We have experienced the good and the bad, but the good far outweighs the bad. We have seen our students leave here and serve the Lord faithfully as missionaries, pastors, Christian school teachers (we have 5 now teaching in our school), nurses, accountants, and many other occupations. The Lord has blessed us to prove that even though we may be small in number, we can still be large in success.

Our goal of a well-balanced effort of spiritual and moral emphasis, academic excellence, fine arts and athletic competitions, as well as social activities provides for a well-rounded person.

My door is always open for suggestions, questions, or anything else that I may help you with. Thank you for entrusting your child to the faculty and staff of Heritage Christian Academy.

Sincerely,

Pastor Dupree
Administrator

I. Administration

A. History of Heritage Christian Academy

Heritage Christian Academy, formerly Baptist Temple Christian School, was founded in 1977. It began as an *A.C.E.* school with 32 students and 7 employees. In 1985, the *A.C.E.* program was discontinued and we began using the *A Beka Curriculum* with traditional classrooms.

In 1998, the name of the school was changed to Heritage Christian Academy. We are presently a member of the *North Carolina Christian School Association (NCCSA)*, which enables our students to participate in Fine Arts competitions with other Christian schools. The students compete in academic competition as well as musical competition.

Our sports programs presently include Boy's and Girl's Basketball, Volleyball, and Cheerleading. We also offer private piano lessons, if your child is musically inclined.

B. Relationship of Heritage Christian Academy to Heritage Baptist Church

Heritage Christian Academy is a ministry of Heritage Baptist Church. Our pastor, David Dupree, also acts as our administrator. The deacons of Heritage Baptist Church serve as the school board; however, they are limited in involvement. We currently employ two principals, Elementary & High School, and approximately 20 other faculty and staff.

C. Principals

HCA has two principals, Elementary & High School. The principals are responsible for enforcing the policies and procedures, as set forth by the administrator. Staff problems are to be addressed to the administrator, not the principal.

D. Teachers

Every staff member at HCA has publicly professed his faith and trust in Jesus Christ as his personal Savior and Lord.

The teachers and staff of HCA are dedicated to providing your child with the best possible education. Well-qualified and concerned, they take seriously the responsibility of helping you prepare your child for the future. They deserve the support, cooperation, respect, and prayers of each student and parent.

II. Convictions of Heritage Christian Academy

It is our conviction that the King James (1611) Bible is the verbally inspired Word of God and must be accepted as the final authority on all matters on which it speaks directly or indirectly. (II Timothy 3:15-17; II Peter 1:19-21)

It is our conviction that we belong to the sovereign God, and it is our purpose in life to seek to do His will and to build our goals around His priorities.
(Ephesians 1:3-12; Ephesians 2:10)

It is our conviction that the church and school must teach the foundational truths of the Bible and reinforce these basic convictions.
(Galatians 1:6-12; II Timothy 2:2; II Timothy 4:1-5; I Timothy 4:16)

It is our conviction that Heritage Christian Academy is a ministry of Heritage Baptist Church and is operated for the purpose of educating our children in the Biblical principles of the Word of God and to save them from the humanistic philosophy of the secular schools.
(Deuteronomy 4:9,10; II Timothy 1:5, 3:14 & 15)

It is our conviction that we have a responsibility to live in such a way as not to offend a weaker brother. Neither should we do or say anything that might call our faith in question or harm our bodies, which belong to our Lord.
(I Corinthians 8; I Timothy 4:12; Romans 12:1,2; I Corinthians 6:19,20)

It is our conviction that marriage is between a man and a woman and it is a lifelong commitment to both God and our life partner. (Mark 10:1-12; I Corinthians 7)

It is our conviction that all we have is a trust from God and should be managed as such, remembering that it is His desire that we freely give to support His work.
(Matthew 25:14-30; II Corinthians 9:6-8; Malachi 3:8-11)

It is our conviction that government has been established by God, and we should live under its authority unless it is in violation of the Word of God. We believe it is our responsibility to exercise Godly influence in government by using all legitimate means available to us.
(Acts 4:13-22; Romans 13:1-9)

It is our conviction that the use of alcoholic beverages is sin.
(Proverbs 23:20, 29-32)

It is our conviction that sodomy is sin and in no way should be sanctioned by the church or government.
(Romans 1:24-28)

It is our conviction that life is sacred; therefore, abortion is wrong.
(Psalm 127:3; Psalm 139:13-17)

It is our conviction that the secular movie industry is basically corrupt, exploiting sex, violence, and wrong value systems, and we stand opposed to it.
(I John 2:15-17)

It is our conviction that we accept the Biblical principles of modesty for women and men and encourage that this principle be acknowledged and accepted by our people.
(I Timothy 2:9,10)

It is our conviction that much of today's secular and "Christian" music appeals to the sensual nature of man and should not be sang or listened to by Christians.
(I John 2:15-17)

III. Articles of Faith

We believe the King James(1611) Bible is the verbally inspired, inerrant, infallible Word of God and is to be accepted as the final authority on all matters on which it speaks, whether directly or indirectly, implicitly or explicitly.

We believe in one God, eternally existent in three Persons - God the Father, God the Son, and God the Holy Spirit.

We believe God created man in His own image and for His own pleasure; but that man, a free moral agent, chose to disobey God, thereby bringing sin upon the whole race.

We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death on the cross, His bodily resurrection from the dead, and His ascension to the right hand of the Father.

We believe eternal life belongs to those who repent of sin and put their faith in Jesus Christ and that there is no other means whereby man can be saved.

We believe the local church, made up of born-again, baptized believers, is God's means of carrying out The Great Commission (making disciples, baptizing them, and teaching them -- Matthew 28:19,20).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe in the second coming of Christ for His church and His subsequent coming with His church in power and great glory.

We believe in the resurrection of the saved unto life everlasting, and the resurrection of the lost unto everlasting damnation.

IV. Admissions

A. Preschool (3 & 4 yr. olds)

Preschool positions are filled on a first-come, first-served basis, beginning at pre-registration. All children entering Preschool must submit a completed application. A *Physical Examination Form* and a current *Immunization Record* must also be on file in the school office. No child will be admitted to class until these forms are completed, as required by law.

Any child entering K3 cannot start class until his third birthday. Likewise, any child entering K4 can not start class until his fourth birthday. This rule is in compliance with the state of North Carolina.

Some mental and physical handicaps cannot be accommodated at HCA; however, the Administration will determine the degree of handicap that is acceptable.

The preschool program at HCA is for 3 and 4-year-old children. The children attend preschool Monday-Friday from 8:00 a.m. to 2:30 p.m. The children may be picked up at noon, as all academics are done in the morning, but the tuition is the same for 1/2 days and full days. Our preschool program is not a “play school,” but an academic program where phonics, numbers and other fundamentals are taught.

It is **mandatory** for your preschool child to be toilet trained. Also, for emergency use, an extra change of clothing is required to be kept by the teacher in the classroom. Please be sure to label your child’s extra change of clothing with his/her name.

Each 3 and 4-year-old child must have a **2-inch** Kindermat and blanket (labeled with name) for nap time. Blankets will be sent home each Friday to be laundered and returned on Monday.

Toys are provided for the children and should not be brought from home. Periodically, the children are given permission to bring one (1) toy (i.e. Show and Tell, Christmas, etc.)

B. Kindergarten

Kindergarten positions are filled on a first-come, first-served basis, beginning at pre-registration. All children entering Kindergarten must submit a completed application. A *Kindergarten Physical Examination Form* and a current *Immunization Record* must also be on file in the school office. No child will be admitted to class until these forms are completed, as required by law.

Any child entering Kindergarten must be 5 by October 15th. This rule is in compliance with the state of North Carolina.

Some mental and physical handicaps cannot be accommodated at HCA; however, the Administration will determine the degree of handicap that is acceptable.

The children attend Kindergarten Monday-Friday from 8:00 a.m. to 2:50 p.m. The children may be picked up at noon, as all academics are done in the morning, but the tuition is the same for 1/2 days and full days. Our Kindergarten program is an academic program where phonics, numbers, reading, and writing are taught.

Each 5-year-old child must have a **1-inch** Kindermat and blanket (labeled with name) for nap time. These mats can be purchased at Wal-Mart. Blankets will be sent home each Friday to be laundered and returned on Monday.

Toys are provided for the children and should not be brought from home. Periodically, the children are given permission to bring one (1) toy (i.e. Show and Tell, Christmas, etc.)

C. Elementary School (Grades 1-6) & High School (Grades 7-12)

Elementary & High School positions are filled on a first-come, first-served basis, beginning at pre-registration. All students must have a completed application on file.

All prospective new students must interview with a principal prior to registering. New students are accepted on a six-week probationary status. Unless parents are notified, the student will be dropped automatically from probation at the end of the first six-week period.

Students who are re-enrolling must submit a new application each year. No student has a right to re-enroll; applications for re-enrollment will be approved at the sole discretion of the school.

Some mental and physical handicaps cannot be accommodated at HCA; however, the Administration will determine the degree of handicap that is acceptable.

D. Racial Nondiscrimination

Heritage Baptist Church and Christian Academy shall have a racially non-discriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin.

E. Admissions Procedures

Pre-registration for the upcoming school year begins mid-February and ends mid-March (usually 5 weeks). The registration fee is \$200.00 per student (non-refundable). The registration fee holds the student's place in the class and is also used for capital improvements.

Procedure for enrolling students is as follows:

1. Obtain and complete all registration forms from the school office.
2. Make an appointment for an interview (1st-12th grades, New Students Only).
3. Return all forms to the school office, plus the registration fee. *If a student is withdrawn and re-enrolled during a given school year, a re-registration fee will be incurred.*
4. The registration fee, first month's tuition, and book fees must be paid before a student can begin classes.

V. Withdrawal Policies

A. Notice

Withdrawals from HCA must go through the school office. Until the office is notified, a student is considered enrolled. You may inform your child's teacher that you will be withdrawing your child; however, you still must officially withdraw through the school office.

HCA has the right, for any reason, to ask a student to withdraw. This is separate from suspension or expulsion.

B. Tuition Refund

If a student is withdrawn at any time in a given month, that month's tuition is still required and a refund will not be issued. Refunds will only be given for additional months (beyond the month you are withdrawing) that have been pre-paid. In addition, refunds will not be given for any fees or other expenses paid.

VI. Before and After School Care (EDC)

HCA offers before and after school care for children ages 3-12. Students may bring snacks for after school care; however, they will not be able to purchase snacks during EDC.

A. Times

Before school care is offered beginning at 6:30 a.m. If a student arrives at school prior to 7:45 a.m., he must go to Early Day Care. Students who arrive after 7:45 a.m. will not be charged for Early Day Care.

The hours for after school care are 3:00-6:00 p.m. If students are not picked up within 10 minutes after dismissal of school, they will be placed in Extended Day Care (EDC) or a supervised study hall (High school students).

Note: There will be no after school care on the days that school dismisses at noon.

B. Cost

The cost for before and after school care is paid in addition to the monthly tuition. Our EDC charges are based on a quarter-hourly rate. You will receive a separate statement at the end of each month for your EDC charges.

VII. Financial Policies

HCA's tuition schedule is set up on a 10-month payment plan. We have taken the tuition for the entire year and broken it down into 10 equal monthly payments. The first tuition payment is due August 1st and the last is due May 1st.

A. Preschool Tuition

Preschool tuition payments are due on the 1st of each month. After the 6th of the month, a \$15.00 late fee will be added to your account. If the tuition is not paid in full, including late fees, by the 15th of that same month, your child will not be permitted to return to class until the account is satisfied.

Preschool students must pay the full month's tuition, even if they only attend for a partial month.

B. Kindergarten-12th Grade Tuition

All tuition payments are due on the 1st of each month. After the 6th of the month, a \$15.00 late fee will be added to your account. If the tuition for one month is not paid in full, including late fees, by the 6th of the following month, your student(s) will not be permitted to return to class until the account is satisfied.

C. Fees

In addition to the monthly tuition, students will incur some other fees. **All miscellaneous fees are nonrefundable unless stated otherwise.** Following is a list of these additional fees:

1. Registration ~ The registration fee is payable at the time your child is registered.
2. Student Resource Fee ~ The Student Resource Fee covers the cost of books, student insurance, certain student supplies, and classroom teaching supplements. The Fee also provides for fuel cost for field trips, computers/software upgrades and replacements, and technology improvements. All HCA families (two parents and a student) will have free entry into home athletic events and will receive a yearbook without additional cost.

Please see our current price list for the correct amount for each fee. All fees, excluding registration and resource fees, are billed to you at separate times. You will receive a notice when these fees have been added to your account.

VIII. General Policies

A. Arrival and Dismissal

Two of the most hectic times at HCA are when students are being dropped off for school and when they are being picked up at the end of the day. To help make these times flow smoothly, we ask the following:

1. ENTER only through the entrance driveway and EXIT only through the exit driveway.
2. If you are dropping off your child, please do not park in the lanes of traffic. The traffic lanes need to keep flowing at all times, so as not to cause a traffic backup.
3. If you need to walk your child inside, we ask that you park in the designated parking places.

B. Office Hours

The school office hours are 7:30 a.m.—3:00 p.m., Monday-Friday. Please make tuition payments, schedule appointments with teachers, etc. during these hours.

C. School Hours

The school day begins at 8:00 a.m. Students must be in the classroom and ready to begin class at 8:00 a.m. Students who arrive after 8:00 a.m. must sign in through the school office and will be considered tardy. Students who arrive prior to 7:45 a.m. must go to early daycare.

The school day ends at 2:50 p.m. Please be prompt in picking up your child. If a student is not picked up within 10 minutes after dismissal, they will be placed in EDC or a supervised study hall (this includes high school students).

D. Attendance (Absences)

Students should be encouraged to attend school every day unless ill. Each time a student in grades K5-12th is absent, **a written excuse signed by a parent, explaining the reason for the absence or a doctor's note is required to be brought to the child's teacher on the day he/she returns to school.**

An **excused absence** is a doctor's appointment, personal illness of a student, or a death in the immediate family. All other absences are considered unexcused unless excused by the principal. If an absence is unexcused, for students in grades 1-12, a zero (0) will be given for quizzes and/or tests that are missed and make-up work will not be permitted.

Elementary:

Students in K5-6th grades are allowed 10 absences per semester or a total of 20 absences for the year. To be counted as attending a full day, students must be present at least 4 hours total during the school day. If students are present less than 4 hours in one day, an absence will be given.

High School:

Students in 7th-12th grades are allowed 10 absences per semester per class or a total of 20 absences per class for the year. Absences will be broken down by class on the report card.

Any student (K5-12th) who has more than 20 absences will jeopardize their promotion to the next grade. Students with 21-29 absences will be required to attend summer school; more than 29 absences will result in failure of grade.

E. Attendance (Tardiness)

Students must be on time for school each day. A student is considered tardy if they arrive in the classroom after the 8:00 a.m. bell rings. Students in grades 7-12 must be on time for each class.

Students will receive 1 absence for every 3 tardies.

F. Contacting students in the classroom

All visitors are to enter through the school office. If a parent needs to see a student, we ask that you enter through the school office and the secretary will send for the student.

Students are not allowed to have cell phones, pagers, Nextels, etc. in class. Students in the 7th through 12th grades may bring cell phones, but they must be given to the principal before school. They can be picked up after school. In an emergency, if you must contact a student, please call the school office and we will be happy to assist you.

G. Early Dismissal from Class

Whenever there is a change in a student's daily status (i.e. early dismissal, if a student is riding home with another student, etc.), please send a note to your child's teacher. Also, in these situations, a phone call to the school secretary would be appreciated.

If a child needs to be picked up prior to dismissal time, a parent or whoever is picking up the child must go to the school office and sign the student out. At that time, the secretary will call for the student. (This keeps the class from being interrupted.)

If parents are divorced or separated and one parent is not allowed to see or pick up the child, a certified copy of the court order of final judgment is required to be on file in the school office. If this order is not on file, the school can not be held liable for any contact that the child may have with the parent.

Please keep in mind that the school administration discourages early dismissals, except in the case of emergencies or necessities.

H. Health Service and First Aid

HCA is equipped to handle sickness and injury that may occur to children during the school day. We have at least 2 staff members on site at all times that are certified in Adult/Infant/Child CPR and First Aid.

Parents will be notified of any sickness or injury to their child(ren) (other than minor scrapes and abrasions).

Only medicine that is sent from home (including Tylenol, cough drops, etc.) will be given to your child (with a completed consent). HCA does not keep medicine "on hand" for the students.

All medications (including Tylenol, Ibuprofen, cough drops, etc.) that are sent to school from home must be turned in to the school secretary and a permission to dispense the medication must be signed by the parent. If a consent form is not signed, the medicine will not be given to the student. In some cases, a written order from the child's physician may be required.

Students should not have medicine of any type in their possession at school.

I. Student Insurance

HCA currently carries student accident insurance on all students who are enrolled. This insurance covers accidental injuries to students while on school property, including injuries to players during sporting events (basketball, volleyball, etc.).

J. Student Vehicles

Students who have their driver's licenses are permitted to drive their own vehicles to school; however, the following guidelines must be adhered to:

1. Registration

Students will be required to register the vehicle with the school office and obtain a permit to park on school property.

2. Rules

A student will only be permitted to enter his car before school and after school, unless special permission is given by the principal.

All students must park in the 2 rows closest to the High School Building.

If a student who drives has other students who ride with him, a note from both students' parents (the student driving and the student riding) must be turned in.

3. Parental permission

Written parental permission is required before a student will be allowed to drive his vehicle on school property.

K. Visitors

All visitors (parents, relatives, vendors, etc.) must check in through the school office.

Visits from parents are welcomed by the teacher; however, appointments through the school office are necessary subsequent to visiting. When visiting the school for a conference, observation, etc., always enter through the school office.

I. Deliveries

In an effort to keep classroom disruptions to a minimum, all deliveries to students (forgotten books or lunches, flowers, etc.) must go through the school office. The school secretary will make sure the students receive their deliveries promptly.

J. School Closing

Please see the current school year calendar for HCA's holiday closings, including teacher work days and early release days for students, etc.

In the event of inclement weather such as snow, ice, tornado, hurricanes, etc., our school closings can be found at the following:

1. HCA's website, www.hca-nc.org
2. WRAL-TV—Closing will be listed as Heritage Christian Academy
3. www.WRAL.com—Closing will be listed as Heritage Christian Academy
4. WTVD-TV—Closing will be listed as Heritage Christian Academy

HCA **does not** follow Wake County school system closings. We will **always** be listed separately.

K. Personal Property

Students should bring to school only the items that they will need for their classes. Backpacks and book bags are allowed; however, if a problem arises with a student concealing items that are not allowed, the student will not be allowed to continue bringing a backpack or book bag.

The following items are not allowed on school property: guns, knives, weapons of any kind, any form of drugs, alcohol, cigarettes, walkmans, CD's, cassettes, IPODS, MP3 players, lighters/matches, magazines, and videos.

As we cannot list every item that is questionable, the administration reserves the right to determine what is allowed on school property.

L. Lunch

Students may bring their lunches each day or they have the option of purchasing hot sandwich items in the cafeteria. We also have Lance snack products and ice cream that the students may purchase. Soft drinks are available for students in 4th-12th grades only. Students in K3-3rd grades may purchase milk (plain or chocolate).

Parents or other visitors are permitted to eat lunch with a student. If you choose to have lunch with your child, please obtain permission through the school office.

M. Sales

Any special sales held on school grounds (bake sale, etc.) must be approved at least one (1) week in advance by the Administrator. Special sale request forms are available in the school office.

N. Parental Involvement

At HCA, we believe that parental involvement is very important. It is our desire to *assist* the parents in educating their children, as it is on the parents that God has placed the *sole* responsibility.

HCA provides many areas in which parents can be involved:

1. Attending PTF meetings
2. Attending sports functions & fine arts competitions
3. Volunteering at the school
4. Field trips
5. Joining the HCA Booster Club

All of these areas are very important; however, the most important thing that parents can do to be involved is to commit to pray daily for the staff and students of Heritage Christian Academy.

O. Fire and Tornado Drills

HCA conducts fire drills monthly, as required by law. Tornado drills are conducted monthly during the peak tornado season.

We are equipped with the Wake County First Alert Weather System, which notifies us immediately of any severe weather bulletins.

P. Searches for Suspicion of Illegal or Unauthorized Materials

HCA reserves the right to search students and their belongings in the event that the administration suspects the student possesses an unapproved item. Such searches may be conducted without the student's or the parent's permission; registration of your student at HCA constitutes parental consent to such searches. Such searches may include automobiles, backpacks, purses, pockets, lockers, desks, etc.

If it is suspected that a student may be using drugs of any form, parents will be contacted and drug testing will be required. If drug testing is required, HCA will reimburse for the cost of the actual tests, only if the results are negative. A positive result on a drug test will result in immediate expulsion. Refusing to take a drug test will also result in immediate expulsion.

IX. Dress Code

A. Elementary (K5-6th)

Girls:

1. All clothing **must be** modest in appearance. Sundresses, culottes, split skirts, pants, shorts, and clothing with insignias, pictures, or slogans may not be worn.
2. Hemlines for skirts and/or dresses must come to the bottom of the knee.
3. Skirts or dresses with slits or kick pleats should not open beyond the hemline requirement. They must be sewn to meet the requirement.
4. Shirts and skirts (made of tight-fitting and/or "clingy" material) that conform to the body or reveal lines of undergarments may not be worn.
5. Shorts may be worn **underneath** dresses and skirts for modesty purposes.
6. Sleeveless clothing may be worn as long as there is a sleeved shirt underneath.
7. No shirts or sweaters may be worn, if when the arms are raised, the midriff is exposed.
8. No tattoos – permanent or temporary.

Boys:

1. Hair is to be neatly trimmed, off the collar and ears, and out of the eyes. Traditional haircuts are expected. Dred locks and corn rows are not allowed. Fad haircuts are not allowed. The administration will determine suitability of haircuts.
2. Shorts, sweat pants, jogging pants, sleeveless shirts, and clothing with insignias, slogans, or pictures may not be worn. Shirt tails are to be tucked in at all times.
3. Jeans are permissible for boys, except on chapel day. **NO SAGGING OR SLOUCHING JEANS WILL BE PERMITTED.**
4. Belts are required if pants have belt loops.
5. No tattoos – permanent or temporary
6. Jewelry of any kind, except watches and rings, is not to be worn by male students.

B. High School (7th-12th)

Girls:

1. All clothing **must be** modest in appearance. Sundresses, culottes, split skirts, wrap skirts, pants, shorts, and clothing with insignias, pictures, or slogans may not be worn.
2. Sleeveless clothing may be worn as long as there is a sleeved shirt underneath.
3. All shirts and blouses must be tucked in. No sweaters may be worn, if when the arms are raised, the midriff is exposed. Low-cut blouses or shirts are not allowed.
4. Hemlines for skirts and/or dresses must come to the bottom of the knee. Skirts or dresses with slits or kick pleats should not open beyond the hemline requirement. They must be sewn to meet the requirement.
5. Shirts and skirts (made of tight-fitting and/or “clingy” material) that conform to the body or reveal lines of undergarments may not be worn.
6. Clothing made of denim material may not be worn.
7. Tennis shoes and/or flip-flops may not be worn. “Dressy” Sandals may be worn.

Girls Continued:

8. Jewelry should be modest, not extreme. Earrings may be worn in lobe of ear only. No more than two per ear. Body jewelry, such as bellybutton rings, tongue rings, and other body piercings are not allowed.
9. No tattoos – permanent or temporary.

Boys:

1. Hair is to be neatly trimmed, off the collar and ears, and out of the eyes. Traditional haircuts are expected. Fad haircuts are not allowed. The administration will determine suitability of haircuts. Dred locks and corn rows are not allowed. Boys must be clean shaven at all times. Sideburns must be no longer than the middle of the ear.
2. Shorts, sweat pants, jeans, jogging pants, sleeveless shirts, and clothing with insignias, slogans, or pictures may not be worn.
3. Boys must wear shirts with full collars (Turtlenecks & T-shirt styles are not to be worn). A dress shirt (not pullover) with a tie is required for chapel day. Shirt tails are to be tucked in at all times.
4. Belts are required if pants have belt loops. No sagging or slouching pants will be permitted.
5. Tennis shoes, flip-flops, sandals, or work boots (Brogans/hiking boots) may not be worn. Shoes should be loafer-style (ex: Dockers). Boys are expected to wear socks with their shoes.
6. Jewelry of any kind, except watches and rings, is not to be worn by male students.
7. No tattoos – permanent or temporary

Note To All Students:

Students who do not meet the dress standards will be sent to the school office and the parents will be called to bring a change of clothing to school.

When a hair notice is given to a student, the student will be given one (1) full day to have it cut. When he returns to school on the second morning following the hair notice, the hair must meet the standard. In some cases, the student may be required to have a haircut on the day of the offense.

The administration reserves the right to decide what is appropriate for school dress at HCA.

X. Standards of Conduct

HCA students are to live lives that are consecrated unto God and separated from the world. This type of conduct is taught throughout the Bible (i.e. Matthew 22:37-39, Romans 13:8-10, I John 2:15-17). We believe that the Christian life is not a game, with one set of rules for church and school and another for everyday life; therefore, the conduct which is prohibited at school is equally prohibited away from school.

Students entering adolescence and teen years face an unusual amount of pressure from the world to participate in activities that are detrimental to their spiritual lives and to the convictions and standards of HCA. A sense of need for spiritual growth in the light of these principles has led HCA to adopt the following standards which, it is believed, are conducive to the environment that will best promote the spiritual welfare of the student. HCA, therefore, requires each student, whether at home, school, or elsewhere

1. To refrain from: indecent language (including using the Lord's name in vain), slang and vulgar expressions, smoking and/or use of other tobacco products, drinking alcoholic beverages, use of illegal drugs, misuse of legal drugs, rock and/or other worldly music, and immoral conduct.
2. To refrain from physical contact, such as hugging, kissing, pushing, shoving, hitting, kicking, scratching, etc. Students should never intentionally engage in physical contact with another student except when appropriate as determined by the school.
3. To maintain Christian standards in courtesy, kindness, morality, and honesty.

While these standards may appear unnecessary to some, it is the feeling of Heritage Baptist Church and Heritage Christian Academy they are necessary to the accomplishment of our objectives in regard to Christian education and training.

Students found to be out of harmony with the spirit or program of HCA may be required to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

Students who have been suspended or expelled from another school system for drinking alcoholic beverages, abuse of drugs, immorality, or behavioral problems will not be admitted to HCA during the school year of the offense.

In order for HCA to accomplish its main purpose, to train Christian young people to serve the Lord, students entering Grades 7 and up are expected to have already accepted Jesus Christ as their personal Savior and to be regularly attending a Bible-believing local church (consideration will be given to new residents locating a church).

XI. Disciplinary Policies

A. Lower Elementary (K5-3rd)

The following are the steps that will be taken when handling discipline problems in the classroom:

- | | |
|-------------------|---------------------------------------------------------------------------------------------------------|
| 1. First offense | Verbal warning |
| 2. Second offense | 15 min. off playtime |
| 3. Third offense | 30 min. off playtime |
| 4. Fourth offense | Note sent to parents |
| 5. Fifth offense | Sent to principal (to make appointment to see parents and to take further measures that deem necessary) |

The following are considered extreme offenses and will go directly to the principal:

1. Fighting
2. Injury to another child or staff member
3. Stealing
4. Cursing
5. Cheating
6. Disrespect

B. Upper Elementary (4th-6th)

The following are the steps that will be taken when handling discipline problems in the classroom:

- | | |
|-------------------|------------------------------------------------------------------------------------------------------------------------|
| 1. First offense | Name written down |
| 2. Second offense | One check and 5 minutes in time-out |
| 3. Third offense | Two checks and 10 minutes in time-out. Also, must write a letter to parents explaining why they are being disciplined. |

4. Fourth offense Three checks and 10 minutes in time-out and will serve a detention.

5. Fifth offense Four checks and automatically sent to the principal.

The following are considered extreme offenses and will go directly to the principal:

1. Fighting
2. Injury to another child or staff member
3. Stealing
4. Cursing
5. Cheating
6. Disrespect

C. High School (7th-12th)

Each teacher of each class will keep track of these items. If, however, it is determined by the Administration that there is a chronic problem, then the tally of the following items will be combined from all of the student's classes.

1. Lunchroom

- A. Excessively noisy
- B. Improper behavior
 - *First offense: verbal correction
 - *Second offense: eat in isolated area (away from other students)
 - *Third and future offenses: one (1) detention for each offense

2. Classroom

- A. Leaves seat without permission
 - *First offense: verbal correction
 - *Second offense: 200-word essay
 - *Third and future offenses: one (1) detention for each offense

- B. Communicates with another student
 - *First offense: verbal correction
 - *Second offense: one (1) detention
 - *Third offense: two (2) detentions
 - *Fourth offense: sent to Principal (more detentions to be assigned)

- C. Items not returned – report slips, report cards, etc.
 - *First offense: verbal correction
 - *Second offense: 200-word essay
 - *Third offense: one (1) detention
 - *Fourth offense: one (1) detention and phone call to parents to bring item to school within the day.

- D. Not prepared for class – does not have all materials (paper, pencils, books)
 - *First offense: verbal correction (go to locker)
 - *Second offense: 200-word essay (go to locker)
 - *Third offense: one (1) detention (may not get materials)
 - *Fourth offense: not allowed in class; sent to office (given “0” for subject)

- E. Has objectionable materials, books, magazines, drawings, beepers, etc.
 - ***Item will be confiscated** – depending on the content of item, severity of discipline will vary. Item and student will be sent to Principal with a note.

- F. Writes, passes, or receives note during class
 - *First offense: verbal correction
 - *Second offense: one (1) detention
 - *Third offense: two (2) detentions
 - *Fourth offense: sent to Principal (more detentions to be assigned)

- G. Does not complete assignments on time
 - *First offense: given extra work – today’s work plus additional assignment
 - *Second offense: given extra work – today’s work plus additional assignment
 - *Third offense: given extra work – today’s work plus additional assignment. Delinquent homework notice sent home for parents to sign and return.
 - *Fourth offense: one (1) detention – all assigned work required
 - *Fifth offense: two (2) detentions – all assigned work required
 - *Sixth offense: sent to Principal – student cannot return to class until all assigned work has been completed. A “0” is to be given in each subject missed.

H.. Does not meet dress or hair standards

*All offenses: student sent to the principal with a note to be checked. Principal will issue a hair notice or, for dress offense, will call a parent to bring a change of clothes for the student. (If a student has frequent dress code violations, the Principal will take corrective measures, including detentions.)

I. Disturbances caused by student noises, activities, inattention, etc.

*First offense: verbal correction

*Second offense: 200-word essay

*Third offense: one (1) detention

*Fourth offense: sent to Principal (more detentions to be assigned)

J. Chewing gum

*First offense: verbal correction

*Second offense: 200-word essay

*Third and future offenses: one (1) detention

3. School

A. Commits an act of minor disrespect, such as facial, vocal, or physical reactions.

*First offense: warning (privately)

*Second offense: one (1) detention

*Third offense: two (2) detentions

*Fourth offense: three (3) detentions

*Fifth offense: sent to Principal (detentions or suspension to be assigned)

B. Commits an act of major disrespect (slamming books, doors, etc.)

*All offenses: student will be talked with immediately, then sent to Principal with a note (detention or suspension to be assigned)

C. Cheating on any type of testing and/or dishonesty, by copying another student's work or loaning his work to be copied

*First offense: student will receive a "0" in subject, plus two (2) detentions – evidence will be taken to the Principal on the day of offense

*Second offense: one-day suspension

*Third offense: expulsion

D. Lies or deceives

*All offenses: evidence will be taken to the Principal. Disciplinary action will be at least two (2) detentions.

*Future offenses: more detentions and counseling

- E.. Use of slang, name-calling, ridiculing others, etc.
 - *First offense: 200-word essay
 - *Second offense: one (1) detention
 - *Third offense: sent to Principal (more detentions to be assigned)

- F. Personal contact
 - *First offense: one (1) detention
 - *Second and future offenses: two (2) detentions – sent to Principal

- G. Uses obscene language
 - *First offense: one (1) detention
 - *Second offense: two (2) detentions (one-day suspension)
 - *Third offense: two-day suspension
 - *Fourth offense: expulsion

- H. Defaces school property
 - *All offences: two (2) detentions, and student will clean or pay for item, depending on damages. Principal will be notified and parents will be contacted.

Notes:

1. This is not a comprehensive list of offenses, but most will fall under one of these headings.

2. In the Jr./Sr. High, attitudes will be more of a problem than outward, particular items that receive a detention. The teacher will address these attitude problems, either by talking privately with the student, or by notifying the Principal. Discipline will be administered in a caring atmosphere. The discipline will range from an essay to expulsion, depending on the situation.

3. Major disciplinary problems, on or off campus (fighting, smoking, stealing, use of alcohol, use of drugs, etc.), will be handled by the school Administration on the first offense.

Example: Fighting on campus – first offense – three (3) detentions for student who starts the fight and two (2) detentions for the other student, depending on involvement.

4. At the discretion of the Administration, a deserving student may have up to 5 detentions removed from their record at the end of the first semester. In order to have detentions removed from record, a student must write a formal request to the Administration before the end of the semester explaining why he feels that the detentions should be removed from his record. All other detentions will be carried over into the second semester.
5. Following is the progression of disciplinary offenses:
 - 1-2 detentions: Parents are notified by letter of student's discipline record and procedure of discipline. Administration/student conference.
 - 3 detentions: Parent/student conference with Administration.
 - 4 detentions: One-day, out-of-school suspension, a "0" for the day in each subject, and a 1000-word composition. (Parent/student conference with Administration will be required)
 - 5 detentions: Two-day, out-of-school suspension, a "0" for the day in each subject, and a 1500-word composition due upon returning to school.

D. Corporal Discipline

HCA does not use any form of corporal punishment for disciplining its students.

E. Suspension and Expulsion

By definition, "suspension" means removal from the classroom. It may be served in-school or out-of-school and is usually for a short period of time (30 minutes-1 hour).

"Expulsion" means removal from the school and may be on a temporary or permanent basis. Temporary expulsion may be for the remainder of the semester or year. Permanent expulsion means re-admission to HCA is not allowed.

F. Home and School Cooperation

The full cooperation of the parents is expected in the education and disciplining of their child(ren) and in maintaining the high Christian standards of HCA. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw.

G. Property Damage

Property damage, whether willful or accidental, must be paid for. In addition, disciplinary measures will be taken.

XII. Academic Policies

A. Grading Scale

Following is the grading scale used by all teachers at HCA:

- A** 100-93
- B** 92-85
- C** 84-77
- D** 76-70
- F** 69 & below

B. Standardized Achievement Tests

Students in K5-11th grade are given the Stanford Achievement Test every year. This test is administered in the spring. Parents will be notified when the test results are back and a parent copy will be available for you in the school office.

The PSAT is administered on-site to our 11th grade every October. This is a preparatory test for the SAT.

Students in 10th-12th grades will receive information throughout the year on where they can go to take the SAT. Most of our local public high schools house the SAT testing.

C. Textbooks and Curriculum

Textbooks at HCA are purchased by you every year. Most, if not all, of your student's books will be paperback. All hardback books are the property of HCA and you will be charged a rental fee for the use of these books. Students will be liable for lost rental books and/or damage to these books.

The curriculum at HCA places great emphasis on the basic fundamentals of education. A strong phonics program, which begins in K3, produces readers. A mathematics program that combines the best of the modern and traditional systems provides an excellent mathematical base. Penmanship is still considered important. Homework, report cards, concerned teachers and informed parents are the rule, not the exception.

The main curriculum that is used at HCA is the *A Beka* curriculum. This outstanding curriculum was developed more than two decades ago by Dr. & Mrs. Arlin Horton, founder of Pensacola Christian College and Pensacola Christian Academy in Pensacola, Florida. The *A Beka* curriculum provides Christian schools with God-honoring, high-quality textbooks. With this curriculum, your child is taught Biblical principles in every subject.

HCA also uses the Bob Jones curriculum for a few high school subjects, and the Positive Action for Christ Bible curriculum for 5th and 6th grades.

D. Homework

Students in grades 1-12 will be given homework on most school nights. The different teachers have different penalties for homework that is not done or that is turned in late. You will be made aware of your child's homework policy by his/her teacher. Teachers are asked to be considerate of Wednesday nights, weekends, special services at Heritage Baptist Church (missions' conference, revival, etc.), and away ballgames.

E. Graduation Requirements

HCA offers two levels of diplomas: general & college preparatory. All students entering 9th grade are automatically signed up for college preparatory classes, unless special arrangements are made with the parents.

Any student who receives a college preparatory diploma is eligible for admission to any UNC institution of higher learning, provided he/she has the SAT test scores and GPA needed for acceptance.

All graduating Seniors must meet the following requirements for a college preparatory diploma:

| | |
|------------------|-----------------------------------------------------------------------|
| English | 4 units |
| Foreign Language | 2 units |
| Mathematics | 4 units (to include Algebra I & II and Pre-Calculus) |
| Science | 4 units (to include Physical Science, Biology, Chemistry and Physics) |
| Social Studies | 3 units (including U.S. History) |
| Health & PE | 1 unit |
| Electives | 6 units (including 1 Bible for each year at HCA) |
| TOTAL: | 24 units |

Students who choose to receive a general diploma must take the same number of credits; however, all of the college preparatory subjects are not required.

Students receiving a general diploma must make a total battery of at least 10 on the Stanford Achievement Test. Likewise, students receiving a college preparatory diploma must make a total battery of at least 11 on the Stanford Achievement Test.

F. Bible

At HCA, Bible is recognized as fundamentally important. It is a required subject and is taught daily in all grades. It augments the work in all other subjects. Without a working knowledge of the Bible, a student can hardly be considered educated, since God is the author of all truth. The Bible gives the best light for this life and the hope for the life to come. There is no other book that can so enrich the minds and hearts of young people as the Bible.

HCA requires that all of its students have a KJV (King James Version) Bible at school.

G. Scripture Memory

All Bible classes are taught from the King James Version and scripture memorization is a primary focus of our Bible curriculum. Because we use only the KJV, we expect Scripture to be memorized from this version.

H. Chapel

All HCA students attend chapel once a week. High School chapel is held on Wednesday and Elementary chapel is every Thursday. Male high school students are to wear ties on chapel day.

I. Report Cards and Other Reports

The HCA school year consists of 4 quarters; therefore, report cards are dispersed at the end of each quarter. Some quarters the report cards will be sent home with the students, and others will be given to the parents at the PTF meeting.

Progress reports are sent home every 3 weeks for students in grades 1-12 to keep parents informed of their student's progress.

J. Athletics

The HCA sports' program presently includes Boys and Girls Basketball, Volleyball, and Cheerleading.

1. Sports' Physicals

Sports' physicals are required for all students who participate in sports. Verification of this physical and approval to participate in sports must be received from the student's physician before the student can participate in any games. This verification can be either a physical form from the doctor or a note signed by the doctor stating that the student has had a physical and is in good physical condition and able to participate in sports.

2. Academic Sports Eligibility

- a. Students may participate in sports if they have no "F's" from previous quarter.
- b. Students must maintain a "C" average.
- c. Students cannot have a 2-day suspension on their record.

K. Field Trips

Field trips are scheduled throughout the school year by your child's teacher. All students attending a field trip are required to have a permission form signed by the parent. Any student who does not have this form signed will not be allowed to go on the field trip.

Parents are welcomed to join their children's class on any field trips.

XIII. School Supplies

School supply lists for your child's class are available in the school office. This list will include the specific items that your child's teacher requests.

Please make sure your student has a **King James Version Bible**.

XIV. Cafeteria/Lunches

Our school cafeteria offers hot sandwich items for your child to purchase at lunch. These sandwich items are available for \$1.50-\$2.50, depending on the item your child chooses. We also offer Lance snack products, ice cream, Coke products, and milk (plain and chocolate). A complete list of the lunch items and prices is available in the school office.

Students in K3-3rd grades are not allowed to purchase soft drinks, and we ask that you not send them from home.

Microwaves are available in the cafeteria for the students' use.

Parents may have lunch with their child; however, if you choose to do this, please check-in through the school office. Off-campus lunches are not allowed.

XV. Miscellaneous

A. School Photographs

School pictures are taken twice a year, once in the fall and once in the spring. The cost of school pictures is not included in the monthly tuition, and will be handled directly with the company who does the photographing.

Group class pictures, cap & gown pictures, and sports' pictures are also taken throughout the school year. You will be notified prior to the dates of these sittings.

B. Graduation

Herff Jones (NC Graduate Services) handles the ordering of all graduation supplies (caps & gowns, announcements, senior memorabilia, etc.). The cost of these items are not included in the monthly tuition, and will be handled directly with *Herff Jones*.

The graduation reception, which immediately follows the commencement exercises, is handled by HCA. Parents/family are allowed to assist.

The seniors' display tables and all other presentations must be approved by the Administrator ("memory videos", music, etc.). This reception is usually held in the High School assembly area.

C. Class Rings

A representative from *Herff Jones* will visit the school in the fall so that students in 10th-12th grades may order class rings. The cost of class rings is not included in the monthly tuition, and will be handled directly with *Herff Jones*.

D. Driver's Education

Driver's education classes are offered twice a year through Jordan Driving School. The students will be able to attend Driver's Education classes at a local Christian school. These classes are offered during Christmas break and during the summer. Information regarding these classes will be sent home with your student. At that time, if you are interested, please complete the form and return it to our school office.

E. Pledges to the U.S. flag, Christian flag, and the Bible

All school days begin with prayer and the pledges. The words to the pledges that your child will learn to recite are as follows:

1. American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible with liberty and justice for all.

2. Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty to all who believe.

3. The Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, I will hide its words in my heart, that I might not sin against God.

XVI. Required Forms

The following forms are **required** for every student who attends HCA:

1. Completed application with **all** acknowledgments and statements signed by the parent.
2. Immunization record (up-to-date)
3. Physical form for all Preschool and Kindergarten students
4. Sports physical form or note from doctor for all students participating in sports.

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