



FAMILY HANDBOOK

2025-2026



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ABOUT HERITAGE CHRISTIAN ACADEMY

History

Heritage Christian Academy, a ministry of Heritage Baptist Church, began in 2014 as a direct result of a burden in the heart of Pastor Eric Crawford. Pastor Crawford sought wisdom from the Lord for several years before establishing the academy. After much prayer and peace from God, Pastor Crawford brought the vision of starting a Christian academy before the church as another facet of Heritage Baptist Church's ministries. After the church voted in favor of the academy, plans were made and carried out to establish Heritage Christian Academy.

The Lion was chosen as the representative symbol of Heritage Christian Academy because it signifies our Lord and Savior Jesus Christ who is the King of our lives.

As Heritage Christian Academy Lions, we strive to teach our children to develop the mind of Christ in all that they do. We teach them biblical values so they may grow up to live as faithful Christians.

Philosophy of Education

Our academy serves as a ministry of the Heritage Baptist Church and is designed to help families rear their children to serve Jesus Christ. God established the home and family to be the primary training ground for children. The church serves as a secondary platform of spiritual training and leadership development. Heritage Christian Academy, as a ministry of Heritage Baptist Church, partners with parents to help bring their children up in the nurture and admonition of the Lord, as well as carry out the church's commission of "teaching them all things" (Matt 28:19-20) and making disciples of Jesus Christ. This partnership is only successful if the direction being set by the parents and the church/school align.

For this reason, we strongly encourage parents to uphold and emphasize the doctrine and philosophy of Heritage Baptist Church, which is also held by Heritage Christian Academy. A child placed in an environment where the family follows a direction contrary to that of the church and the academy is a child given to much confusion and strife within his own thoughts and actions. Our primary goal is to produce and develop young Christian leaders for the work of the Lord. Students are motivated to develop the mind of Christ in their lives (Philippians 2:5). A truly Christian education establishes an environment that fosters Christ-mindedness. Heritage Christian Academy has developed a program based on Luke 2:52 to minister to the complete student. Luke 2:52 states, *"And Jesus increased in wisdom and stature, and in favor with God and man."* This goal will be accomplished through four areas of emphasis:

1. The strongest emphasis is on the spiritual life of the student and family. The clear teaching of the Bible is the best foundation for all other learning. For that reason, the Bible permeates each subject as we endeavor to introduce each child to Christ and to direct children and families to know the Bible as well as live it.
2. The next emphasis is on academics. The academy uses traditional and practical curriculum in our academic approach. We provide a superior academic climate and promote personal academic excellence to prepare each child for Christian leadership.
3. The third emphasis is on proper physical development. Our physical education, fine arts, and athletics programs will continually develop to meet the needs of all students.
4. The fourth emphasis is on proper social development. Faculty, staff, and peers will benefit the social growth of each student.

Purpose

Heritage Christian Academy's purpose is to educate and train the whole student: spiritually, academically,

physically, and socially. Because the Lord requires a vessel unto honor, guidelines for personal habits, definite dress codes, and proper leisure-time activities are provided. The principle of self-discipline is the basis of our disciplinary structure. We believe the student must honor the rights of others and respect an individual's freedom. In addition to a young person's appearance and actions reflecting the Lord Jesus Christ, he must have wisdom, knowledge, and understanding to serve the Lord in the plan God has for his life. Therefore, the Bible is not substituted for any academic subject but is integrated into the total educational program. The Bible is taught so that the student will develop sound values that will govern every step of his life.

Heritage Christian Academy desires to send young people out who will be shining lights in this world of spiritual darkness (Matthew 5:14-16).

The mission of Heritage Christian Academy is to assist parents in equipping their children to develop the mind of Christ. This will produce students who are prepared to impact their homes, churches, and communities for Christ.

Heritage Christian Academy seeks to accomplish its mission as it strives to serve the following goals:

To **Educate** students with academic excellence

To **Equip** students for a lifetime of service to Christ

To **Encourage** students to achieve their full potential

To **Elevate** biblical and traditional American values

To **Enable** students in character development

Mission Statement

"Discipling students to develop the mind of Jesus Christ so they can become adults who impact their homes, churches, and communities for Him."

The Academy and the Church

Heritage Christian Academy is a ministry of Heritage Baptist Church. Ultimately, Pastor Eric Crawford is responsible for Heritage Christian Academy. The administrator, teachers, and all other staff are under the authority of the pastor and Heritage Baptist Church.

The Administrative Team

Pastor Eric Crawford – Founding Pastor of Heritage Baptist Church

Mr. Aaron Kuschel – Administrator, Principal, & Middle & High School Supervisor (6th-12th Grade)

Mrs. Aaron Reid – Administrative Assistant

Mrs. Bailey Reid – Office Manager

Mrs. Hannah Cook - Elementary Lead Teacher (K4-5th)

Mrs. Jessica King – Fine Arts Director

Mr. Jonathan Piervicenti – Athletic Director

Mrs. Andrea Day - Office Assistant

The Faculty

God has assembled an excellent group of educators in our academy. Their sincere Christian spirit and love for education will be observed by students in the classroom and by parents during each interaction. We are thankful that God has provided us with such wonderful teachers. Faculty members are not required to be members of Heritage Baptist Church, but they are required to be faithful, engaged members of a like minded local church.

ACADEMIC

Academic Information

All new students entering the 1st-12th grades will be given an entrance examination. If a student tests at or above their current grade level, they will be admitted to that grade. The academy will not accept transfer students whose accomplishments have not met acceptable standards. HCA students whose current work is not satisfactory may be asked to transfer.

In the unlikely event that Heritage Christian Academy ceases operation, the office of Heritage Baptist Church will permanently house student records.

Honor Roll Awards

Honor roll certificates are given during the academic awards presentations at the end of each school year. They are pulled and printed by the Academy office.

To qualify for A honor roll, a student must have earned all A's in the final grade column of their report card. To receive the A/B Honor Roll Award, a student must have earned only A's and B's in their final grade column. Additionally, each of these award winners must NOT have had any C's on their report card for any quarterly grades.

Retention Policy

The kindergarten through twelfth grade students who receive a failing grade in three academic subjects are automatically retained to repeat their current grade level, providing space is available. Students who receive a failing grade in two academic subjects will be reviewed by Administration for possible retention.

Grading Scale

<i>Score</i>	<i>Grade</i>	<i>GPA Points</i>
98-100	A+	4.00
94-97	A	3.85
90-93	A-	3.70
86-89	B+	3.33
83-85	B	3.00
80-82	B-	2.70
76-79	C+	2.33
73-75	C	2.00
70-72	C-	1.70
65-69	D	1.50
<65	F	0.00
Incomplete	I	
Excessive Absence	X	no credit

Non-Academic subjects will be given grades based on the following scale:

E - excellent, S - satisfactory, N - needs improvement, U - unsatisfactory

Eligibility for Extracurricular Activities

1. Students must maintain a cumulative GPA of 2.0 without having a grade below a 70 average in any subject in order to be eligible to participate in extracurricular activities.
2. Every three weeks, the Administrator will check student grades to determine eligibility. Students must have a 70 or above at grade check. If a student becomes ineligible because of their grades, they will need to

wait until the next grade check three weeks later before they can become eligible again. At any time, the Administrator may elect to remove a student who is struggling academically from extra-curricular activities.

3. A student who becomes academically ineligible will not be allowed to practice with the team, travel with the team, or dress for any games. The goal is to free up the student's time to focus on academic priorities.
4. A student must be present at school for at least 4 hours to participate in extracurricular activities that day.

Homework

Homework can serve as an integral part of the academic program. At Heritage Christian Academy, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for the following reasons:

1. For reinforcement – Most students require adequate review to master material essential to their educational process.
2. For practice – Following classroom explanation, illustration, and review of new content, homework may be given so that the material will be mastered.
3. For remedial activity – As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework may be given to overcome such difficulties.
4. For special projects – Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework may result in a student's suspension.

We ask for the cooperation of parents to ensure that students are given adequate time and a conducive study environment. Below are approximate time allotments which are gauged by what a teacher expects the standard track student to complete:

Grade 1 – 30 minutes (Daily, excluding Tuesdays and Wednesdays)
Grade 2 – 40 minutes (Daily, excluding Tuesdays and Wednesdays)
Grade 3 – 45 minutes (Daily, excluding Tuesdays and Wednesdays)
Grade 4 – 50 minutes (Daily, excluding Tuesdays and Wednesdays)
Grade 5 – 1 hour (Daily, excluding Tuesdays and Wednesdays)
Grades 6-8 – 15 minutes per subject (Daily, excluding Wednesdays)
Grades 9-12 – 20 minutes per subject (Daily, excluding Wednesdays)

These time allotments do not include work that the standard track students were expected to complete during their seat work or study hall time.

We never want schoolwork to be the reason that students or families miss church services. Since Heritage Baptist Church has church services on Wednesday evenings, HCA's teachers are not permitted to assign homework on Wednesday evenings or tests that require studying on Thursdays unless necessary and approved by Administration. Homework may also not be assigned during special revival services, mission conferences, etc. at HBC.

Accreditation

As of June 17, 2022, Heritage Christian Academy has met the requirements of the Accreditation Commission of the American Association of Christian Schools, and the requirements for membership in the AACCS, and is entitled to all the privileges and scholastic recognition resulting therefrom.

Report Cards

Report cards will be sent home at the end of each grading period. Grades are also available at any time through FACTS using a parent login. Parents are encouraged to keep up with their children's grades through

this portal. This is communication from their teacher about their academic standing in the class.

Requirements for High School Graduation

The basic requirements for graduation in the state of Texas will be met and exceeded through our high school program. The minimum number of credits needed to graduate in the state of Texas is 22, but HCA graduates are required to complete at least 26. The required 26 credits required at HCA are as follow:

English Language Arts:	4 credits (English I, English II, English III, and English IV*)
Mathematics:	4 credits (Algebra I, Algebra II, Geometry, and an additional math*)
Science:	4 credits (Biology, Chemistry, Physics, and an additional science*)
Social Studies:	4 credits (U.S. History, U.S. Government ½ credit, Economics ½ credit, World History, and World Geography)
Physical Education:	1 credit
Foreign Language:	2 credits (both must be completed in the same foreign language)
Fine Arts:	1 credit
Speech:	½ credit
Electives:	5 ½ credits (Bible courses and other offerings may be available)

HCA has two additional requirements for high school graduation:

1. As part of each student's preparation for college entrance, HCA students are required to take the SAT, the ACT, or college entrance tests. HCA recommends that students take the SAT in both 11th grade and 12th grade. However, students are only required to take it once to meet HCA's graduation requirements.
 - If a student elects to take the ACT or a college entrance test in lieu of the SAT, the Administrator must approve the request. ACT results or college entrance test results must be presented to the academy office for Administrator review prior to graduation.
2. A minimum of two dual enrollment courses must be passed (in most cases, the student will take one course per semester during their junior year).

Dual Enrollment Courses for Juniors and Seniors

Heritage Christian Academy recognizes the benefits of high school students earning college credits while in high school. There is an additional cost to families who wish go participate in these programs, but the costs are lower than on-campus college tuition costs at these same institutions. The administration will communicate with junior and senior parents to help them understand what courses are available each semester as HCA is made aware of those classes.

Juniors are required to take a dual enrollment course in both semesters as part of their graduation requirements. The academy will choose this course.

As HCA is responsible for the content that Is learned on their campus, HCA has chosen to only partner with likeminded institutions for dual enrollment courses. As of 2025-2026 school year, HCA works with three different schools for dual enrollment courses:

The Crown College – Powell, TN

Heritage Christian Academy has been recognized as an EarlyAdvantage™ school by Crown College of Powell, TN, for its participation in the dual enrollment program. Students enrolled in EarlyAdvantage™ courses can complete HCA's high school requirements while earning college credit.

EarlyAdvantage™ courses meet Crown College's high on-campus academic standards and are rooted in an exclusively biblical worldview. You may visit www.thecrowncollege.edu/dual-enrollment to learn more about the EarlyAdvantage™ dual enrollment program. HCA administration can register students directly for courses, and HCA can review the work that students complete and offer guidance along the way upon request or upon or at will. Ultimately, students are accountable for completing the work-load in an acceptable and timely manner.

Pensacola Christian College – Pensacola, FL

Heritage Christian Academy has partnered with Pensacola Christian College for a number of years. Students must pass the required entrance exam through PCC to become eligible for course registration. Their program is available to qualifying sophomores, juniors, and seniors. Parents can learn more at www.pcci.edu/admissions/online-dual-enrollment

West Coast Baptist College – Lancaster, CA

Heritage Christian Academy has recently partnered with WCBC for affordable dual credit courses. Students must enroll directly through WCBC to participate. Learn more at www.wcbc.edu/academics/programs/get-ahead

Standardized Testing

HCA will administer the Iowa Assessment Test each spring for all students K5 through 11th grade. Students are required to be present and on-time each day of testing.

Textbooks

Heritage Christian Academy has chosen to use textbooks that are written with a biblical worldview. HCA has chosen textbooks from Abeka, Ramsey Education Solutions, BJU Press, and Answers in Genesis. Each subject is reviewed annually to ensure that HCA has selected the best textbook for its academic goals.

At HCA, the Bible is recognized to be fundamentally important. Bible is a required subject for students in all grades. Heritage Christian Academy uses the King James Version for scripture memory and study. The Bible compliments the study of all other academic subjects. The Bible gives direction for this life and is the only hope for the life to come. No other book can so enrich the minds and hearts of men as the Book of Books. Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study. Developing Christlikeness is the most important work of the school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

If a student loses or damages a textbook, the parents of that student are financially responsible to replace it. The book fee is to be paid at the time of the first tuition payment for the school year.

Student Device Usage

Traditional learning methods using textbooks is preferred at HCA. It is also necessary for students to learn to use student laptop devices in order to be more prepared for college coursework and whatever workplace God desires them to be in. HCA-provided Chromebooks are assigned to high school students. Students must abide by the rules and guidelines set forth in the Student Device Use Agreement. Teachers may assign homework through Google Classroom, collect papers, administer quizzes and tests, etc. Students and parents agree to and abide by the Student Device Use Agreement. Because of the nature of technology, this document is subject to change as needed.

Academic Ethics

Our academic ethics policy aims to maintain academic integrity, promote critical thinking, and uphold certain educational standards.

It is unethical for parents or students to have access to or utilize teacher guides, test booklets, quiz booklets, or answer keys for student use. Use of these items will be considered as cheating, and disciplinary action will be administered.

Plagiarism and/or unapproved use of rewording tools or AI generated papers or work will be considered as cheating, and disciplinary action will be administered. It is important that a students' work reflects their own efforts, knowledge, and intellectual growth. At HCA, we recognize that time-saving tools can be helpful (i.e. Google Maps or calculators), but it is still important to learn processes, especially the process of writing.

While AI tools can be helpful thought partners, they should not replace knowledge and skill/task development.

ADMISSIONS

Immunizations

Texas state law requires that all children entering school must be current in their immunizations or have an exemption form from the Immunization Branch of the Department of State Health Services. Texas Administrative Code Rule 97.61 (a) states "The vaccine requirements apply to all children and students entering, attending, enrolling in, and/or transferring to child-care facilities or public or private primary or secondary schools or institutions of higher learning." Students are not permitted on campus until these requirements are met.

Re-enrollment

During the Spring semester, currently enrolled students may re-enroll for the following school year prior to new students being accepted. Parents may re-enroll through FACTS once HCA informs them that the re-enrollment period has begun. Once the re-enrollment period has closed, unfilled spots will be filled with new students.

Academy Admission Policies

Each student will be accepted into our academy based upon the previous academic, spiritual, and social records of the student provided to us, as well as interviews with the student and parents. Heritage Christian Academy was established to meet the educational needs of children. Our curriculum is designed for an average or above average learner.

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

Age Requirements

A student entering K4 must turn 4 years old no later than September 1st in the year entering school and must be completely potty trained and out of diapers and/or pull-ups. If they require assistance in the restroom, they cannot be admitted into HCA. For K5, students must turn five years old no later than September 1st in the year entering school. A certified birth certificate may be required at the time of registration.

ATTENDANCE

General Attendance Information

Regular school attendance is required and essential to promote a successful learning environment. Any time a student is not present at school, they are considered either absent excused or absent unexcused, both of which are totaled when calculating a student's attendance. A student with a total of 10 absences during one semester will be subject to an internal academic review by administration and the possibility of losing academic credit for that semester. Furthermore, any student with a total of 12 absences during a semester will not receive academic credit for that semester. Heritage Christian Academy does not currently offer summer school to make up for absences.

Every tardy, absence, and early release is categorized as either "excused" or "unexcused." If an absence/tardy/early release does not fall within the reasons to be excused, they will be marked as "unexcused".

If a student's absence is marked as "unexcused", that day's work, quizzes, and tests will be given a 10% late

work grade. If a teacher calls for work to be turned in or a test/quiz to be taken during a student's unexcused tardy or early release time, the student will receive a late work grade. (see late work policy)

Students who are not present for a portion of the day will be considered absent for that portion of the day. Partial absences accumulate and add up to full absences at the discretion of administration. For an absence to be recorded as "excused", the school office must be notified by phone or email by 9:30am for each day a student misses school. The school office maintains the only official record of student attendance. Parents are responsible for monitoring their child's attendance status through FACTS Family Portal.

Family Days (Maximum of five per semester)

HCA values and prioritizes family time. Family days are marked as "excused absences". In order for an absence to be marked as a "family day", it must meet these criteria:

- School office is informed at least 24 hours in advance
- Student has less than 8 absences that semester
- Student is not averaging under 70% in more than one subject
- Request is NOT available for any of the following days:
 - Standardized testing week
 - The first 5 school days of each semester
 - The last 5 school days of each semester
 - The school day before and after Spring Break
 - AACS competition days
- Family vacations planned during the school year using family days should be communicated to the office at least one week in advance for administrative approval.
- Upon returning, students are expected to follow the established make-up work policy outlined in this handbook.

Make-Up Work

Effective communication is crucial for successful make-up work. Parents and students are the responsible party to gather info and assignments from teachers (teacher emails are on FACTS Family Portal).

- Teachers' weekly lesson plans are to be finalized in FACTS by Sunday in preparation for that school week. Students are responsible for all material covered during their absence. Family plans may occasionally require a student to miss school, however, teachers are not required to provide assignments and lesson plans earlier than their Sunday deadline. Thank you for respecting our teachers' family time.

Students have the number of days missed plus one extra day to complete missed work. For example, missing 3 days allows 4 days for make-up work.

Parents and students are responsible for gathering, completing, and submitting make-up work on time. When a student is absent for the day, requests for classroom materials and make-up work are not fulfilled until after 2:30pm.

Students must be ready to take any missed test on their first day back. Missing class time does not exempt students from taking quizzes and tests.

At the end of each quarter, classes with overdue work, projects, or assessments will be marked as "I" (incomplete) on report cards. Make-up work, tests, or quizzes cannot be done during the summer.

Late Work Policy

Work that is not turned in when collected receives an immediate grade letter deduction (10pts). Students are responsible for turning their late work in at the beginning of that class' next start time, or another 10 points will be deducted each class day it remains missing.

If work is still not submitted after receiving a 60%, a 0% may be assigned. If a class does not meet every day of the week, grade letter deductions will still take place each school day.

Teachers are not responsible for asking for late work.

Reasons for Excused Absence

- Approved family days (*any full day or portion thereof constitutes one family day*)
- Personal illness (*4 or more consecutive absences requires a doctor's note*)
- Medical emergency or death in the immediate family (*please contact administration if more than 2 days of absence is needed*)
- Student medical or dental appointments (*doctor note is required*)
- College visits (*Juniors and Seniors only - 2 days per year*)
- HBC/HCA-sponsored curricular or extracurricular activities (*at discretion of administration*)

Reasons for Excused Tardiness or Early Dismissal

A student is considered tardy if they are not in their designated classroom or homeroom when the school day begins at 8:30. Beginning at 8:30am, parents must sign their children in at the school office before they are permitted to attend class or homeroom. Student drivers who fail to sign themselves in at the school office when tardy will be subject to disciplinary action. Reasons for excused tardiness are:

- Personal illness (*4 or more consecutive absences requires a doctor's note*)
- Sickness or death in the family
- Medical or dental appointments
- For other reasons as the administration deems necessary.

Early Dismissal

Students who must leave school during the school day must check out at the office. For a student to receive permission to leave campus early, **a written request must be submitted (via written note or email) to the HCA office**. The request must identify the need for release and the time for release. An early release is excused if it falls under the listed reasons for excused tardies and absences or is approved by administration.

Senior Trip Attendance

Any senior not attending the senior trip will be required to be in attendance at school for the duration of the senior trip to avoid unexcused absences. Funds raised by a senior who does not participate in the trip will be divided evenly among the seniors who do attend. Eligibility requirements for the senior trip will be explained to seniors prior in advance.

DISCIPLINE

General Rules

Biblical discipline demands positive training in the right direction (Proverbs 22:6). However, biblical discipline also requires correction and even appropriate consequences in certain cases. Heritage Christian Academy desires to train children to behave in a way that is pleasing to the Lord and honoring to their parents. As such, certain compliance to rules is necessary. When expectations are not followed, and conduct points or demerits are issued, it is vital for parents to understand that the primary purpose of the conduct points or demerits is to inform parents so that they can take that information and use it as God leads and guides their homes. The purpose of correction is not primarily punitive, but informative for the benefit of parents.

Christ is honored and children benefit when parents and teachers communicate and collaborate with one another. When there is a grievance or misunderstanding, a student or parent is to take the issue to the presiding teacher. Often a conversation can clear up the situation. Should the problem remain, they should then contact the elementary or secondary supervisor. When these two processes are exhausted without remedy, the administrator will deal with it directly. All of our staff is here to work with parents.

It would be impossible to make rules to cover every type of infraction. Good behavior must come from the heart and not by mere conformity to regulations. However, the following items will be expected to be strictly observed:

1. Respect for authority toward the administration and faculty.
2. Disobedience and insolence will not be tolerated.
3. Improper speech, vulgarity, profanity, and lying shall have no place in Heritage Christian Academy.
4. Mutilation or destruction of church, school, or personal property. Families of students must pay for any damage or the student could face dismissal.
5. Off-limit boundaries shall be observed for all areas so designated. Being off the academy grounds or away from class without excuse shall be considered off-limits. Being in a classroom during lunch without permission shall not be permitted. Loitering in locker rooms, dressing rooms, and restrooms is prohibited.
6. Stealing and cheating are considered very serious and may subject the student to dismissal.
7. Firecrackers, explosive devices, firearms, or weapons of any kind are not permitted.
8. Students bringing articles which distract the attention of other class members is not permitted.
9. Students reading, writing, or passing notes during class will be subject to disciplinary action.
10. Snacking or chewing gum in a classroom without permission is prohibited.
11. No physical contact is permitted between members of the opposite sex.

I Timothy 4:12 exhorts, *"Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."*

Each student should remember that his behavior reflects not only himself, his home, his church, and the academy, but also the Savior. Worldly habits, disrespect for the academy or its staff, a sullen and negative attitude, or any other evidence of a lack of cooperation may result in dismissal.

Each student's record is reviewed in the summer for the following year. To attest to their willingness to cooperate, students in grades six through twelve are required to sign the student agreement located at the end of this handbook. Parents of all students in all grades are also asked to sign the parental agreement.

One of the goals of Christian education is to develop a self-disciplined young person who is submissive to the Word of God and the will of God. Our academy hopes to cooperate with the home in forming the following good habits in the student:

1. Cheerful obedience to authority
2. Responsibility in completing assigned or expected tasks
3. Cooperation with others in playing and working
4. Courtesy and respect for others and their property
5. Cleanliness in person and property
6. Truthfulness and honesty in work and life
7. Promptness in attendance and assignments
8. Morally sound conduct with respect to language, recreation, and social relationships

Note: Any student who makes a threat verbally, through writing, or through graphics to shoot or harm the

school property, employees, or other students in the school, should expect to be immediately expelled and turned over to local authorities. Any student who makes an allusion or contrast to incidents in other schools and expresses a desire for this to happen at our school could also be immediately expelled and/or turned over to local authorities.

Parents should be aware that HCA reserves the right to search the student's belongings in the event the academy suspects the student possesses an unapproved item or substance. Registration of a child constitutes parental consent to such searches. Automobiles, backpacks, purses, pockets, lockers, desks, etc. may be searched if there is reasonable suspicion that any unapproved item or substance may be present. Any student refusing such a search will not be forced to comply. However, refusal is grounds for dismissal from academy and/or referral to law enforcement officials. Academy administration will not conduct strip searches but may require access to pockets, etc.

NOTE: *Students who are dismissed from Heritage Christian Academy will not be eligible to apply for enrollment for one year from the date of expulsion in most cases. A written request from the student addressed to the academy administration must accompany the application upon eligibility.*

Heritage Christian Academy is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at Heritage Christian Academy for worldly practices or perversions. Heritage Christian Academy desires to have the reputation of having a student body with an excellent spirit and where every student is treated equally and fairly regardless of nationality, race, or background. Therefore, any student who promotes division or a divisive spirit through secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of Heritage Christian Academy and may be withdrawn or refused re-enrollment at the discretion of administration.

K4-5th Grade Discipline Procedures - Misconduct (bad) and Character (good) Points
Misconduct points are given as paper slips in elementary students' take-home folders. Parents are required to sign all misconduct point slips, not as an admission of guilt, but as acknowledgement of receipt of information. Parents are encouraged to stay in good communication with their child's teacher in all behavior matters.

Character Points are given as paper slips in elementary students' take-home folders. These are given to elementary students for exceptional behavior as positive information to parents.

In K-4 through 5th grade classes, a four-level discipline system is used each day.

- Level 1 – Misconduct point is given, and 5 minutes of recess is lost
- Level 2 – second misconduct point is given, and 10 minutes of recess is lost
- Level 3 – third misconduct point is given, and 15 minutes of recess is lost. Administration is informed, the presiding supervisor meets with student.
- Level 4 – fourth misconduct point is given; student is sent to Administrator's office, and parent is contacted. Students may be sent home at the discretion of the Administrator. Failure to pick up child in a timely manner will result in a 1 day suspension for the following school day.

If the administrator must contact the parent three times in one semester regarding the child's behavior, the child may be dismissed. Depending on the severity of the misbehavior, the administrator may, at his or her discretion, treat a single offense as a level 4 offense. When the school feels that student/parent cooperation is lacking, the student may be dismissed. If the behavior of the student indicates an uncooperative spirit, he/she may be dismissed.

6th-12th Grade Discipline Procedures - Demerit and Merits

In grades 6 through 12, a demerit system is used for discipline and behavior tracking. Demerits are reset each semester but remain part of the student's permanent record. The following actions will result in demerits:

Class 1 Demerits

- These demerits are given for violations of the Student Handbook that have not caused a disruption in the classroom.
- These are simple infractions in which no disrespect or disobedience to the faculty or staff has occurred.
- Class 1 demerits have a value of 1 demerit.
- Examples of Class 1 demerits may include, but are not limited to, having food or drink in class, dress code violations, tardiness, being unprepared for class, etc.

Class 2 Demerits

- These are demerits that are given to correct a behavior that has caused or is causing a disruption in the classroom.
- Class 2 demerits have a value of 2 to 4 demerits based on the severity of the infraction.
- Examples of Class 2 demerits may include, but are not limited to, talking in class, distracting other students, etc.

Class 3 Demerits

- These are demerits given to correct a behavior that is directly disobedient or disrespectful to the faculty, staff, or handbook policies.
- Class 3 demerits have a value of 5 demerits or more depending on the severity of the infraction. If an infraction warrants 5 or more demerits, the Administrator will be involved in the decision.
- Examples of Class 3 demerits may include, but are not limited to, talking back to a teacher, body language that shows disrespect, cursing/foul language, bullying, demeaning another person, inappropriate displays of affection, misconduct on special trips, cheating (which will also result in a loss of grade), destruction of school or church property, stealing, fighting, etc.

Pertinent details of each assigned demerit are sent to parents via email. Parents are encouraged to contact the presiding teacher for more information.

Disciplinary Action

Demerits will accumulate throughout the semester, and will result in the following disciplinary action:

10 demerits – conference between student and Administrator

15 demerits – Writing Assignment #1 – given by administrator, hand-written by student, signed by parent

25 demerits – Writing Assignment #2 - given by administrator, hand-written by student, signed by parent

35 demerits – first detention

40 demerits – one day of in-school suspension

45 demerits – second detention

55 demerits – third detention and meeting with parents, student, and Administrator

60 demerits – three day in-school suspension

70 demerits – Administrator reviews for expulsion

The following violations will result in discipline at the discretion of the Administrator, ranging from immediate detention to legal action:

- Bullying/Intimidation/Harassment
- Reckless driving on campus
- Vulgarity/profanity
- Fighting/physical altercations
- Intentional, inappropriate contact with another student
- Dishonesty (lying, cheating, stealing)
- Possession or use of tobacco or vape products in any form

- Possession or use of any alcoholic beverage
- Possession or use of a controlled substance, drug, or any other prohibited substance.
- Theft
- Offensive or profane material (literature, material on an electronic device, etc.)
- Possession of a weapon
- Assault
- Vandalism

Merits

Faculty and staff members may also award merits to students for exceptional behavior or going above and beyond in assisting a faculty member, staff member, or another student. Merits will be applied to the student's record. Merits count against demerits, and alleviate a student's current demerit count.

Detention

The format for detention will be as follows:

- Before and after-school Detentions will be scheduled by the administrator. Families will be notified by email or text if their student will need to be at detention on any given day.
- Students can expect to work during detention time and should be dressed accordingly.
- Failing to serve a scheduled detention or complete a writing assignment on time will result in a \$20 fine (billed through the FACTS Financial). The detention or writing assignment will still be required.

In-School Suspension (ISS)

- The Administrator will work with teachers to choose a day that causes the least interruption with student's class time. Parents will be notified about the day chosen for the in-school suspension.
- All class work will be allowed to be turned in on the day the student returns to school for full credit after serving an in-school suspension.

FINANCIAL

Tuition Philosophy

Heritage Christian Academy, which is a ministry of Heritage Baptist Church, was not founded to generate a profit or to subsidize any other area of the ministry. It was founded as an extension of the Christian home and an educational help and blessing to the members of Heritage Baptist Church and our community. Our daily financial operating needs, including teacher salaries, are therefore dependent upon the prompt payment of tuition from each school family.

Tuition Payment Schedule

Per student costs, assuming no eligible discounts:

<u>Grade</u>	<u>Tuition</u>	<u>Book & Supply</u>	<u>Technology Fee</u>	<u>Enrollment Fee</u>	<u>Testing</u>
K-4- 5 th Grade	\$5,700.00	\$300.00	\$75.00	\$300.00	\$35.00
6 th - 12 th Grade	\$5,900.00	\$350.00	\$75.00	\$300.00	\$35.00

Financial Policy

The HCA financial policy is as follows:

1. Enrollment and book fees are non-refundable, non-prorated, and non-transferable, regardless of late entry or student withdrawal. These fees are due when the enrollment packet is submitted.

2. All families agree to establish an account with FACTS (including payment of any fees associated with establishing an account), and they agree to make ALL payments through FACTS. Families agree to maintain a valid email address and payment form while their children are enrolled at FACTS.
3. Students whose account reaches 30 days overdue will not be permitted to attend classes until that past due balance is paid.
4. Students accounts that are 60 days overdue will be considered "delinquent". All students in a family with a delinquent account will be unenrolled from the academy.
5. FACTS will add a \$30.00 late fee to any monthly tuition or extended care payment in which there are insufficient funds.
6. Families with outstanding balances will not be eligible for re-enrollment or to continue to reserve a spot for the following year.
7. Report cards, diplomas, and/or transcripts will not be released until all accounts are current.
8. Incidental fees throughout the year should be paid in a timely manner. After 30 days, all unpaid incidental fees will be autodrafted through your FACTS account.
9. Individual sports fees will be charged at the beginning of each season. Unpaid fees will result in that student athlete being fully removed from participation in that sport.
10. If a student withdraws or is asked to leave the academy for any reason before the completion of the academic school year, the student's financial party will still be responsible to pay tuition for the remainder of the current semester. If a student has paid for the year in full, the student's financial party will be refunded the remainder of the year's tuition minus the current semester's tuition if applicable.

After School Care

After school care is offered through HCA to help working families. HCA's after school care begins at 4:00pm each school day, and ends promptly at 5:30pm. Students that are not picked up by 4:00pm will be charged for aftercare. Limited number of openings for after school care are available. Please contact the HCA office to discuss.

HCA's aftercare rate is \$15 per day, per child, charged monthly, with no monthly cap for use. An additional fee of \$15 will be charged for each day that a child is not picked up by 5:30pm. If a student is not picked up by 5:30 more than twice in a given month, aftercare availability for that family will be removed. This is to protect the family time of our hard-working staff members. HCA after school care is not available on early release days.

Beginning in May of 2024, Heritage Baptist Church has an on-site daycare with extended hours of availability. If your HCA student needs care before 7:30am or after 5:30pm please, please visit www.hdchaslet.org or email info@hdchaslet.org for more information.

Withdrawal

If the administration determines that a student and/or their guardians are not in harmony with the philosophy and policies of HCA, that student may be asked to withdraw from Heritage Christian Academy without breach or infraction.

In the event of withdrawal, transfer, or expulsion, parents are responsible for full payment of tuition and fees

through the end of the current semester. HCA reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. Please note that book, enrollment, and other fees are non-refundable.

If a student withdraws during the school year, their teacher will submit the student's current grades, however the student's report card and transcript will reflect an "I" (incomplete). Heritage Christian Academy is not obligated or responsible for providing assignments or grades for students after they have withdrawn.

GENERAL POLICIES

Address or Phone Number Change

At least one custody for every student must keep a working phone active and available during school hours in the event of emergencies or other student-related concerns. Any time an address or phone number (home, work, or cell) is changed, custody must log into their FACTS family portal and update these changes. Please also notify the academy office of these changes immediately.

Cell Phone Use

Heritage Christian Academy aims to protect the eyes, ears, minds, and hearts of all students. For this reason, students are not permitted to possess or use cell phones or smart devices while under our care. Phones must be turned into their homeroom teacher if they bring them. Parents who need to contact their child during the school day for emergency purposes should use the academy's main phone number at (817) 439-3833.

Academy staff will assist parents in communicating with their child in appropriate situations. Parents should not consider their child's cell phone as a means of contacting their child while under the care of Heritage Christian Academy.

Heritage Christian Academy is not liable for any damage to student devices. Student drivers may use their phone on campus only while in their vehicle.

When traveling for sporting events, fine arts events, or other off-campus events, cell phone policies are enforced as if the student is in the classroom. They are to be turned in to the presiding adult.

Chapel

The chapel services of Heritage Christian Academy serve as a venue to spiritually encourage and challenge our student body. The expectations and emphasis on chapel sets Heritage Christian Academy apart in Christian Education. The chapel program will include challenging teaching and preaching, opportunities to sing or play approved, special music, and give the student body an opportunity for corporate worship. Chapel will provide an environment through which the Holy Spirit may work in the lives of the students to encourage righteous living, character building, and Christlikeness. Students will be expected to partake in corporate worship and singing during chapel time. Students will have the opportunity to hear from the pastor, the administrator, and a number of special speakers from all over the country. Students are required to wear chapel attire on Wednesdays.

Church Attendance

God is doing a work, and He has chosen to do it through local, New Testament churches. The importance of faithful church attendance cannot be overemphasized. One's commitment to Christian education as offered by Heritage Christian Academy is evidenced by the family's commitment to their local church.

The Academy is not a substitute for regular family worship in church. Students and parents are encouraged to be faithful members of a church of like faith.

Dress and Appearance Guidelines

General Dress Guidelines

Heritage Christian Academy has a dress code for both boys and girls. No student may wear his/her hair with non-traditional colors. Shorts are not permitted for regular school uniform. Hats are not permitted without special permission. Only zip-up jackets and sweaters may be worn to school. No pullovers or hoodies can be worn in the school buildings. The academy administration reserves the right to initiate policies on new fads and changes in style throughout the school year. The school leadership's interpretation of terms like "loose-fitting", "knee-length", "fad", "feminine", "masculine", and "traditional" will provide guidance when necessary.

Chapel Attire (*all students, every Wednesday*)

- Solid orange polo shirt (all students)
- Navy skirt, jumper, or pants (girls)
- Navy pants (boys)

P.E. Attire (*1st-11th grade only*)

- **1st-5th Grade**
 - P.E. Shirt
 - **"Official Student Shirts"** (Must be purchased from hcagear.com and logo must be recognizable. These will likely be worn for field trips also.)
 - P.E. Shorts
 - Must touch the knee cap when sitting or standing.
 - Athletic loose-fitting style
 - Athletic pants are also allowed. No joggers, leggings, or yoga pants may be worn. Must be loose-fitting, non-tapered.
 - Non-marking athletic shoes required
- **6th-11th Grade**
 - Students will be fitted for custom P.E. Shirt & Short combo at beginning of the school year. Parents will be billed for these through FACTS and have the opportunity to order a second shirt/short combo or second shirt.

Special Events Attire (*6th-12th grade only*)

- Finding and sizing clothes that fit HCA's dress code while ensuring uniformity for special events can be challenging. In order to help parents with this challenge and provide structure, modesty, and uniformity for special events, HCA has a new policy:
 - **Boys will purchase a tie** from the school at \$15. If lost or needing to be replaced, one will be ordered at \$25. A \$10 rental fee will be charged to borrow an extra school-provided tie. All charges will be billed through FACTS.
 - **Girls will purchase a dress** from a list of pre-approved dress links.
 - A dress check for ladies will be conducted in the first quarter of school. Approved dresses must be loose-fitting, not see-through, and necklines should be no lower than 2 fingers-width from the collar bone. Dresses that do not meet HCA standards will disqualify students from representing the school at functions. It is the responsibility of parents to monitor their child's growth expectations and purchase dresses accordingly for the year.
- Choir students may receive a test grade on limited special events where they receive points for 1)attendance, 2)adherence to dress code, and 3)performance effort. These graded performances could occur during HCA's Christmas Program, AACS Competition, and/or Middle/High School Awards Ceremony. There is no grade make-up procedure provided for special event grades.

Student Athlete Practice Attire (*6th-12th grade only*)

- In accordance with our Student Athlete Agreement, all student-athletes are required to purchase and wear the designated custom 'Athletics' practice shirt and shorts. These shorts are the same style used for P.E. uniforms, ensuring consistency, cost-reduction, and less laundry across multiple programs.

School Spirit Fridays

- Each Friday, students may choose to wear an HCA t-shirt, sweatshirt, hoodie, or jersey. All other uniform guidelines still apply.

Jackets/Coats

- K4 – 5th grade – Only light, full-zip jackets or sweaters may be worn in the classroom during colder months. No winter coats or hoodies may be worn.
- 6th through 12th grade – Only HCA full-zip jackets purchased from hcagear.com or cardigans may be worn in the buildings. Cardigans do not have to be from the website.

Shoes

- Casual or athletic shoes (Must have athletic shoes for P.E.)
- No flip flops or open-toed shoes/sandals
- No slippers or crocs
- Socks must always be worn

**Dress code will be strictly enforced*

***Misconduct points or demerits may be given, or a student may be sent home if they do not comply with the dress code standards.*

GIRLS Dress Guidelines

Girls' hair must be clean, neatly styled, and traditionally feminine in appearance. Earrings (limited to two on each lobe) must remain on the earlobe. Body piercing (other than earlobes) is not allowed. Make-up must be worn with discretion and only by middle school or high school girls (6th-12th grade). No dark lipstick or nail polishes are allowed.

Polo Shirts

- May be long or short sleeved.
- Any solid color (Shirts worn under polos must also be a solid color.)
- Must be loose-fitting and must always stay tucked in.
- One orange polo is required for chapel on Wednesdays.

Skirts/Jumpers

- Navy, black, or khaki.
- Must be loose-fitting and touch the knee cap when standing or sitting (slits must also be no higher than the knee cap when standing or sitting)
- "Polo" dresses are acceptable as long as they are loose fitting and touch the knee cap
- Shorts must be worn under all skirts and jumpers (K4-5th grade)
- Solid leggings may be worn under a knee-length skirt or jumper. (leggings must be ankle length)

Pants

- Navy, black or khaki.
- Cannot roll up or sag pants.
- Must be loose-fitting. (No skinny pants or jogger styles.)
- No cropped or capri pants
- No denim
- Leggings/jeggings are not a substitute for pants.
- A black or brown belt must be worn with all pants that have belt loops.

BOYS Dress Guidelines

Boys are expected to maintain traditional, neat hairstyles. Hair must be clean and cut so that it is at least one inch above the eyebrows on the forehead, neatly trimmed above the ears, and off the collar in the back. It

should be evenly tapered in length and thickness. Sideburns may not extend below the bottom of the ear. Hair designs, non-traditional styles, and fad haircuts are not permitted, and hairstyles should not draw unnecessary attention. Boys may not bleach or color their hair. Facial hair is not permitted. Secondary students must be clean-shaven. Jewelry such as necklaces, bracelets, or earrings are not permitted unless special permission is granted. All shirts should be tucked in, to the extent that the belt is clearly visible.

Polo Shirts

- Long or short sleeved polo
- Solid colors only (Shirts worn under polos must also be a solid color.)
- Must be loose-fitting and must always stay tucked in.
- One orange polo is required for chapel on Wednesdays

Pants

- Navy, black or khaki
- Must be loose-fitting. (No skinny pants or jogger styles.)
- No denim.
- Must have belt loops
- Black or brown belt is required

P.E. Policy

Students in Physical Education classes are required to dress out and participate in the following activities: running, jogging, strengthening exercises, sports games, fitness tests, physical work such as moving furniture when needed, and other physical activities. A parent may excuse their child from P.E. three times per quarter, but any additional excuses require a doctor's note. All excuses must be signed and dated and turned in to the office. Unless other arrangements are requested by a parent, the student will remain with his/her class during P.E. but may not participate in the activity.

K4 and K5

1. At mid-morning each day, children will have snack time. Parents must send a snack in a lunch sack every day.
2. Students must bring a nap mat, pillow with washable cover, and a blanket. These items are sent home each Friday for washing and must be brought back on Mondays.
3. When a parent sends a note with a K4 or K5 child, the note should be placed in the teacher/parent communication pocket of the child's folder.
4. Must be completely potty trained and out of diapers and/or pull-ups.

Field Trips

Field trips may be scheduled and arranged by teachers throughout the year. A nominal fee may be assessed for the field trip. HCA has many opportunities for parents to get involved, but only so many can attend and chaperone these events. A student's sibling may not attend. Background checks must be completed for all chaperones through the school office, and school dress code must be observed by all those attending the field trip.

Gaming/Music/Media Devices

These devices are not allowed in school. If they are found in a student's possession, they will be held in the office for a parent to retrieve.

Lost and Found

Articles taken to the lost and found may be picked up in the office after school. It is a good practice to label all items, including clothing, with the student's initials. Unclaimed lost and found items will be kept for 30 days then donated or thrown away. HCA is not responsible for lost or stolen items.

Lunches

Every student must bring his/her lunch to school. HCA lists the following expectations for the lunch period:

- Students may speak in conversational tones and be considerate of others. (For K4-5th grades, students may talk once the teacher gives permission.)
- Students may not participate in gross behavior, throwing food, sharing food, or bad manners.
- No running, horseplay, or throwing items in the dining areas.
- Disposable food containers must be placed in the trash.
- No glass containers, gum, or hard candy in sack lunches.
- Students will clean the area by picking up all trash, food, and personal items from the table and the floor.
- Students are asked to leave the area better than they found it.
- Students must bring needed containers and utensils in their lunch.
- Microwaves are available for student use. For K4-5th grades, the teacher can help if needed. However, we ask that the students bring items that take one minute or less. (Lunches may be warmed up, but students may not bring foods that need to be cooked in the microwave.)

Parties in Classrooms

In K4 through 5th grade, there may be classroom observances of special occasions such as birthdays and holidays. If the office and the teacher are notified in advance, parents may bring a special snack sufficient for the entire class on a child's birthday. Birthday and party invitations may be handed out during school hours only if they are given to everyone in the class.

Parent-Teacher Meetings

If you desire to set up a Parent-Teacher meeting, please contact the appropriate teacher through email. Parent-Teacher Meetings are held in your child's classroom. Children should not attend the Parent-Teacher Meetings.

Pledges

One of the goals of Heritage Christian Academy is to instill in our children a love for the Word of God, Christ, and the United States of America. One way we do this is by daily requiring all students to stand at attention, salute by placing their right hand over their heart, and say the pledges of allegiance to the American flag, Christian flag, and the Bible. No students or faculty are exempt from this. There will be three pledges quoted each day.

1. Pledge to the 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. Pledge to the 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 for all who believe."
3. Pledge to 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."

Academy Conferences

Parents may contact the academy office regarding any problem or question they may have that concern their child. It is the desire of the administration and faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. However, we do urge that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

We regret that we are unable to distribute advertisements or solicitations for any business or event.

If you need to talk with a member of the faculty, please contact the academy office between 8:15 AM - 3:45 PM. Your call will be returned as soon as possible after school.

Academy Equipment

Parents are financially responsible for abuse of academy or church property by their child. A bill of damages will be calculated and given in writing to the parents, payable within 30 days.

Academy Hours

School hours are as follows: Mon-Fri 8:30am–3:45pm

The academy office is open from 8:00am – 4:00pm during the school year. The school office is not open every day during the summer. The best way to contact the school for a quick reply is office@hcahaslet.org

Unless approval has been given by the administration, the HBC/HCA property is not available for personal use before, during, or after school hours. This includes, but is not limited to all buildings, playgrounds, gymnasium, and fields.

Academy Pictures

Individual student pictures and class group pictures are taken by Lifetouch in the fall and spring. Families are not required to purchase these pictures, but all students will be photographed. For fall pictures, students are required to wear their chapel uniforms. For spring pictures, students may dress for the occasion. Outfits must fall within HCA's dress guidelines. Students not dressed according to HCA guidelines will be sent home to change.

Sending Money to the Academy

Money should always be sent in a sealed envelope. Please put the following information on the outside of the envelope:

1. Child's name
2. Amount
3. Purpose
4. Teacher and grade

Student Anti-Harassment

"Therefore all things whatsoever ye would that men should do to you, do ye even so to them." Matthew 7:12a

It is essential to the well-being of all community members that they be treated with due respect for their rights, individuality, and personal dignity. Therefore, it is the academy's policy to prohibit all kinds of harassment. The work and learning environment requisite to the educational program must be one in which all individuals are free to develop relationships, work, and learn without fear of unacceptable behavior of another. It is the right of any person to protest this infringement in order that the offending action may be dealt with appropriately. If a complaint is substantiated, appropriate corrective action will be taken, including but not limited to disciplining, warning, suspending, or terminating enrollment of an offending student or employment of an offending adult. Any such action will be consistent with State and Federal laws.

Student Privacy & Confidentiality

Heritage Christian Academy does not share academic, behavioral, disciplinary, or personal information about a student with other families, except in cases where consent has been given or information is shared for school-related purposes. Parents are encouraged to focus on their own child's educational experience and to trust that all student matters will be handled with fairness, discretion, and care.

Telephone Messages

Students are discouraged from making calls home unless the need is legitimized by the office. These are few acceptable examples: sudden illness, injury, forgetting their lunch, or a schedule change. Forgetting homework, books, or other items does not constitute an emergency. It is requested that parents leave phone messages at the school office for their children only if an emergency arises. Phone calls will not be made to or from classrooms for items (i.e. lunches) which were forgotten by students. Students should check at the office with permission from their teachers.

HEALTH

Communicable Diseases

HCA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A parent, teacher, or administrative official who reasonably suspects that a student or employee has a communicable disease must immediately notify the administrator.

Any student or employee with a communicable disease for which immunization is required by law shall be temporarily excluded from the academy while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from the academy while ill. If the nature of the disease and circumstances warrant, an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease may be required. HCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the academy.

Reportable Communicable Diseases

Acquired Immune Deficiency Syndrome (AIDS)	Human Immuno-deficiency Virus (HIV)	R. Rickettsia
Aids Related Complex (ARC)	Influenza (Flu)	Rubella including congenital
Amebiasis	Legionnaires' Disease	Salmonellosis
Animal Bite of humans (only by a potentially rabid animal)	Leptospirosis	Scabies
Anthrax	Lymphogranuloma Venereum	Schistosomiasis
Botulism	Malaria	Shigellosis
Brucellosis	Measles (rubeola)	Smallpox
Campylobacteriosis	Meningitis	Streptococcal pharyngitis (strep throat)
Chancroid	Meningococcal Disease	Syphilis
Covid-19	Mumps	Tetanus
Dengue	Paralytic Shellfish Poisoning	Toxoplasmosis acute
Diphtheria	Pertussis	Trichinosis
Encephalitis	Pesticide Poisoning	Tuberculosis
Giardiasis (acute)	Pink Eye	Tularemia
Gonorrhea	Plague	Typhoid Fever
Granuloma Inguinale	Poliomyelitis	Typhus
Hansen's Disease (Leprosy)	Psittacosis	Vibrio Cholera
Hemorrhagic Fevers	Rabies	Vibrio Infections
Hepatitis	Relapsing Fever	Yellow Fever
Histoplasmosis	Ringworm	
	Rocky Mt. Spotted Fever	

Furthermore, A student who contracts a contagious disease or condition such as chickenpox, impetigo, or head lice must remain home until the condition is completely remedied.

Health Service and First Aid

Basic first aid supplies are available to each classroom and in the academy office. Heritage Christian Academy does not currently employ a full-time nurse.

If a student needs over-the-counter items such as cough drops, acetaminophen, ibuprofen, etc. these must be brought to the school office, clearly labeled with the student's name and dosage instructions. All medications must be kept in the office and will only be administered by academy staff if parents have provided prior authorization through the enrollment forms on FACTS.

Even with the signed form, medications will only be administered after contacting the student's parents (with exception of emergency use medications/tools such as inhalers & EpiPens).

Illness

For the health and safety of all students in the academy, any child showing signs of illness must be kept at home. This includes symptoms such as a fever 100 degrees or higher, vomiting, diarrhea, oozing wounds, colored nasal/eye discharge. **A student may return to school only after being fever-free (without the use of medication) for at least 24 hours.**

If a student vomits or develops a fever of 100 degrees or higher during the school day, they will be isolated and must be picked up promptly.

If a child becomes ill while at school, attempts will be made to contact the parents. If parents cannot be reached, the school will contact individuals listed on the Child Pickup Form. In the case of a medical emergency, care will be provided as authorized by HCA's Emergency release form.

To ensure timely and effective communication, parents must keep emergency contact information current by updating their FACTS Family account with any changes to phone numbers or contact details.

Injuries

If a student is injured at school, the student's parents will be telephoned. In the event of a major injury, 911 will also be called.

Medication

If a student is to take any medication while at school, HCA must be given "Permission to treat". through FACTS Family Portal. To do this, log into the portal, go to *Family Demographic form*, select the *Student Medical*, and complete the *Permission to Treat* section

All medication must be brought to the school office and will be stored and dispensed by office personnel according to the doctor's instructions. Medications must be clearly labeled with the student's name, the name of the medication, dosage, and usage directions. Prescription medications must be in their original packaging with pharmacy labels intact.

Students who require emergency medications, such as rescue inhalers and EpiPens, may carry them on their person only after proper arrangements have been made with the school office and the student's doctor. Please contact the school office for more information.

Heritage Christian Academy reserves the right to decline a request to administer medication to a student based on factors such as staff availability, training, or the complexity of the medication's administration protocol. Each request will be considered on a case-by-case basis.

SAFETY AND SECURITY

Closed Campus

Heritage Christian Academy is a closed campus. Students are required to remain on the academy grounds for the entire school day. Students may not invite friends to come and visit them during the lunch hour. No guests should be on the premises during the school day unless they have business there which is **approved by the academy office or academy administration**. After approval, guests on our campus must check in at the academy office. Beginning after the second week of school, parents are welcome to join their child for lunch on special occasions (e.g., birthday, out-of-town visits, etc). Due to limited space and to preserve daily routines, we ask that these visits remain occasional.

No handbills, literature, or sale of items are allowed on the academy premises without the approval of the academy administration.

Closings

In the event of inclement weather or other emergencies, school closing announcements will be communicated primarily via SMS text alerts and/or emails from the school office. When possible, these notices will be sent by 6:00 A.M. HCA's official Facebook page may also provide helpful updates. When it becomes necessary to dismiss during the regular school day, announcements will be made ASAP. By default, HCA will follow same closing schedule as Northwest Independent School District.

Fire, Storm, and other Drills

Periodic, unannounced fire drills and tornado drills, as required by state law, will be held during the school year. Students are to exit quickly and quietly in single file and are to remain in designated areas until signaled to return.

Permission to Leave School

Students who must leave school during the school day must sign out at the office with acknowledgement by office personnel. For the student to receive authorization to leave school, he/she must present a written request to the office. The parental request must identify the need for release from school and specify the exact time for early dismissal. The parent/guardian will need to meet the student at the office/foyer for pickup. Student drivers must sign themselves out at the office prior to leaving campus. Attendance will be marked appropriately.

If a student is being picked up by another HCA student or another HCA family, the office must be notified by both families before the student can leave campus.

If a student is being picked up by someone not on the approved pick-up list, a custodian must notify the office and provide the name of the person. That driver must present their driver's license.

Re-Entry During the School Day

All signing in and out must be done in person at the Academy office. Students signing in must receive permission from the office to be admitted to class.

When signing in after a doctor's appointment, a student is required to bring a note from the physician to prevent an unexcused attendance mark.

Arrival and Dismissal

Safety is second to none. Do not drive over 10mph on the campus of Heritage Baptist Church. Failure to adhere to this policy could result in loss of access to property by any offending driver and/or vehicle.

Additionally, **vehicles must be in "park" before a teacher can allow a student in or out of a vehicle**.

Drivers should not get out of their vehicle during drop off or dismissal, and may not walk their children to the doors or enter the building. Drivers are expected to be patient and considerate when picking up children.

Please use the utmost care while entering and exiting the driveway(s). Anyone on a student's pickup list is required to follow all safety protocol guidelines given to custody.

Arrival:

All students may be dropped off at the auditorium doors beginning at 7:30am. At 8:30am the auditorium doors will be locked. All students arriving at or after 8:30 are considered tardy and must sign in at the school office.

8th-12th grade students may be dropped off at the front doors of the Activity Center after 8:20am. If they arrive between 7:30am and 8:20am, they must go to the auditorium for early care. Students arriving before a teacher unlocks the Activity Center door may wait in their own vehicle with parents at the Activity Center. Students are not permitted to sit in other drivers' vehicles before school.

Any students arriving after 8:30am must be signed in by their driver as tardy at the academy office before going to class.

Dismissal:

Students will only be released to individuals listed on their approved pickup list. This list can be updated on FACTS Family Portal. Select "Transportation" in "Family Demographic" form to update the list. If someone not listed on the pickup form needs to pick up a student, a written note must be submitted to the office in advance. HCA staff will verify the individual's identity, and photo identification may be required. Teachers are not authorized to release students to anyone not on the approved list and must refer all related questions to the school office.

K4 – 5th grade students must be picked up at the church auditorium doors from 3:45pm to 4:00pm. Parents are required to use the car line and may not walk up to the doors to pick up their children. Teachers will assist by calling students' names and escorting them safely to their vehicles. At 4:00pm, any remaining students will be escorted by the after-school care teacher to Room 106 in education building.

6th – 12th grade students must be picked up at the gym entrance from 3:45pm to 4:00pm. Parents must enter the car line and are not permitted to walk to the doors. At 4:00pm, any students not yet picked up will be taken to after school care in Room 106 of the education building.

All students will be supervised in their designated dismissal areas until 4:00pm. After that time, remaining students will be taken to Room 106 for after-school care. Guardians must enter through the door next to the HCA office and sign out their child with the after-care teacher in Room 106. Students placed in after school care will incur after-school care charges.

Visitors

All visits are to be coordinated through the school office at least 24 hours in advance. Parents must report directly to the office to sign in, and the teacher will then be notified of the guest's arrival. Guests visiting the campus or attending school-sponsored activities must be dressed in accordance with the standards of the school dress code. **All visitors must sign in and out at the Academy office.**

Smoking is not permitted at any time on church or school property by anyone. Visitors may not have knives, guns, or weapons of any kind on their person.

Items to be delivered to a student should be brought to the office rather than taken directly to the classroom. For safety reasons, no one is permitted to enter past the school office without express permission of administration.

STUDENT AND PARENT AGREEMENTS

- Parent Agreements must be signed and turned into the school office prior to the first day of school.
- Student agreements will be signed by 6th-12th grade students ONLY on the first day of school during student orientation with Mr. Kuschel.

Student Agreement

*(To be agreed and signed by **all 6th -12th grade students** during student orientation **on first day of school**)*

As a student of Heritage Christian Academy, I will . . .

1. Protect my mind, body, and morals from worldly companions by not making them my intimate associates.
2. Select wisely and conscientiously the television programs and other content that I watch, and I will turn from content that Christ would not approve.
3. Guard what I hear so that I may honor Christ.
4. Guard my reading material so that it is Christ-honoring.
5. Not use alcohol, illegal drugs, vaping products, cigarettes, or tobacco in any form.
6. Not engage in public or private displays of sexual immorality.
7. Seek to represent Christ by looking, acting, and talking like a Christian. This would include my testimony while away from church and school.
8. Faithfully attend church services and youth activities with my church, realizing these are a normal part of my Christian walk and testimony.
9. Show a presence of cheerful obedience to authority.
10. Treat others in a manner that pleases Christ.

I have read the entire Heritage Christian Academy Handbook, and I will not only abide by the rules and standards, but I will support them.

Student Name (print clearly)

Signature of Student

Date

Parent/Guardian Agreement

*(To be agreed upon, signed, and submitted to the HCA office annually **by parents or guardians before 1st day of school**)*

I have read and understand the Handbook of Heritage Christian Academy, and I agree that my child will abide by them both at and away from school functions. **I agree to fully support the school in its enforcement of the Handbook.** As I am a Christian and Heritage Christian Academy is a Christian ministry organization, I agree not to make demands, threaten to sue, make any kind of accusation or complaint, or actually litigate any matter whatsoever relating to or resulting from the enforcement of the Handbook. To do otherwise would be a clear violation of Biblical teaching and practice. Furthermore, I understand that if I fail to fully support Heritage Christian Academy in word or in deed, my student may be dismissed immediately.

PARENT NAME (print)

STUDENT NAME (print)

Signature of Father/Male Guardian

Date

Signature of Mother/Female Guardian

Date