



# **Heritage Christian Academy Student/Parent Handbook**

Revised March 2021

# **HERITAGE CHRISTIAN ACADEMY**

## **Student/Parent Handbook**

|   |           |
|---|-----------|
| <b>Heritage Christian Academy</b>               | <b>3</b>  |
| <b>Philosophy of Education</b>                  | <b>6</b>  |
| <b>Admissions</b>                               | <b>10</b> |
| <b>Academic Expectations</b>                    | <b>12</b> |
| <b>Attendance Expectations</b>                  | <b>14</b> |
| <b>Student Expectations and Discipline</b>      | <b>15</b> |
| <b>Dress Code &amp; Appearance Expectations</b> | <b>16</b> |
| <b>Emergency Preparedness &amp; Procedures</b>  | <b>18</b> |
| <b>Health Regulations and Procedures</b>        | <b>19</b> |

# HERITAGE CHRISTIAN ACADEMY

*"I would claim that Christian schooling is not about running or hiding from--rather it is about embracing and pursuing the mind of Christ. It is about pursuing the real understanding of what it means to be salt and light, about transformation by the renewing of the mind. It is about the development of fruitful bearers of the image of Christ in a world gone bland with its salt-less-ness; a world staggering in an abundance of darkness where the light has been all but snuffed out."*

Ken Smitherman, President, Association of Christian School International

In 1998, a group of parents who intimately understood Mr. Smitherman's words took a great leap of faith in the establishment of a non-denominational, Christ-centered school in Stevens County, Kansas. Since that time, Heritage Christian Academy (HCA) has – through the strength of the Lord – been working to impact the children of this community for Christ.

The Lord continues to bless HCA with outstanding and gifted teachers, wonderful support staff, and a leadership who truly understands God alone owns and is in control of this ministry.

## OUR MISSION

To produce Christian leaders by transforming the hearts and minds of students through superior academics, a scriptural worldview, and a sustained relationship with Jesus Christ.

## CORE VERSE

*Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is - his good, pleasing and perfect will. Romans 12:2*

## OUR VISION

Our vision is to transform the hearts and minds of our students through:

- **Superior Academics.** We want to create success-bound Christian leaders who follow God, influence peers in a positive way, and strive to be superior students.
- **A Scriptural Worldview.** We want our students to recognize God as our sole provider, believe God created our universe, and view history as "His Story".
- **A Sustained Relationship with Jesus Christ.** We want our students to have a personal relationship with Christ, to seek His purpose and truth for their lives, and to expand God's kingdom by being bold, fearless leaders and witnesses of Christ.

## OUR STATEMENT OF BELIEFS

### Statement of Faith

|                 |  |
|-----------------|--|
| The Bible       | We believe the Bible is the inspired Word of God. We believe it is the ultimate source of truth and authority for all Christians. We believe the Bible is without error. (2 Timothy 3:16, 2 Peter 1:21)  |
| The Trinity     | We believe in the one, true God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. (Matthew 28:19)  |
| The Father      | We believe God the Father is the creator of the universe. We believe He is infinite and all-knowing and He desires a personal relationship with all people. (Genesis 1:1)  |
| The Son         | We believe Jesus Christ is God's son. He was born to a virgin, lived a sinless life, and through His death and resurrection we have salvation. We believe He ascended to the right hand of the Father and will someday return to reign on earth. (John 10:30, Matthew 1:23, Hebrews 4:15, 1 Corinthians 15:3-4, Mark 16:19, Matthew 24:30) |
| The Holy Spirit | We believe the Holy Spirit was sent by God to show people their need for Christ. We believe He lives in all who have accepted Christ as their Savior and provides power and guidance for doing what is right according to Scripture. (1 Corinthians. 6:19-20)  |

|                      |   |
|----------------------|---|
| Salvation            | We believe people are justified by faith alone in Jesus Christ, saved by God's grace and transformed by the Holy Spirit. (Ephesians 2:8-10, Titus 3:5)  |
| Resurrection         | We believe in the resurrection of both the saved and the lost: the saved to eternal life and the lost to eternal death. (John 5:28-29)  |
| The Church           | We believe in the spiritual unity of believers in Jesus Christ. (Galatians 3:26-28)   |
| Marriage & Sexuality | We believe that God has established marriage as a lifelong, exclusive relationship between one biological man and one biological woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, transgender, bi-sexual, queer, or otherwise is immoral and therefore sin (Genesis 2:24-25; Exodus 20:14, 17, 22:19; Leviticus 18:22-23, 20:13, 15-16; Matthew 19:4-6, 9; Romans 1:18-32; I Corinthians 6:9-11, 15-20; I Timothy 1:8-11; Jude 7).<br>We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Genesis 1:26-27; Deuteronomy 22:5). |

### Doctrinal Statement on Marriage & Sexuality

As an evangelical community of disciples and scholars who embrace the historic Christian understanding of Scripture, HCA holds that sexuality is a gift from God and basic to human identity as well as a matter of behavioral expression. We hold that the full behavioral expression of sexuality is to take place within the context of a marriage covenant between a biological man and a biological woman and that individuals remain celibate outside of the bond of marriage. Therefore, we seek to cultivate a community in which sexuality is embraced as God-given and good and where biblical standards of sexual behavior are upheld.

HCA's policy regarding sex, sexuality and gender identity is grounded in our long-standing institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the Protestant Evangelical theological tradition. This policy is intended to address transsexualism, transgenderism, and broader related gender identity issues. We acknowledge that uninformed and harsh actions by Christians have inflicted unnecessary pain. We recognize our obligation before God to love all persons, understanding such love in the context of God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experience of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness. With this foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian institution of learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions in light of this policy regarding student admission and retention, employment hiring and retention, and other matters.

Foundational principles from the Bible on human sexual relationships are as follows:

1. Humans, being created in the image of God, are inherently relational beings (Genesis 1:26-27).

2. The inherent relational nature of humankind is expressed in a variety of contexts including family, marriage, work, and for Christians, the body of Christ (Hebrews 10:24-25; 1 Corinthians 12:14).
3. Humans are created as gendered beings. They are expressly blessed by God to be fruitful and multiply and to exercise dominion over the earth (Genesis 1:26-28).
4. Heterosexuality is God's design for sexually intimate relationships. Sexual union between a man and a woman is only to take place within the marriage covenant (Genesis 2:18-25; Hebrews 13:4).
5. Jesus reaffirms the marital covenant as existing between a man and a woman (Matthew 19:4-9).
6. The New Testament teaches that followers of Christ are to remain celibate outside the bond of marriage. In sexual union, both body and soul are deeply impacted. A person who engages in sexual unions outside the bond of marriage sins against his or her own body, which is the temple of the Holy Spirit (1 Corinthians 6:13, 18-20).
7. The sexual union between a husband and wife has been designed by God to bring them together as "one flesh," creating a solid foundation on which to build a family (Genesis 2:18-24; Ephesians 5:31)
8. In Scripture, several sexual behaviors are expressly forbidden, which include but are not limited to: fornication, adultery, incest, unnatural sexual intercourse, and homosexual acts (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Matthew 5:27-28; Romans 1:20-27; 1 Corinthians 6:9; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5).

HCA pledges to guide the learning community toward understanding and embracing their God-given sexuality as reflected in this statement. Any deviation from a biblical standard of sexual behavior is sin and therefore is an opportunity for repentance, grace, and redemption, so that as a community we might honor one another and glorify God.

#### **ACCREDITATION & OTHER FORMAL IMPROVEMENT PROGRAMS**

HCA is a member of the Association of Christian Schools International (ACSI). Though not currently accredited, our goal is to strive to be the best we can be, while working toward future accreditation.

# PHILOSOPHY OF EDUCATION

Education from a Christian perspective asserts the Bible as the source of absolute truth, integrating it in all subject matters. History will be presented as God's dealings with all nations through the centuries; Language as God's desire for man to communicate; Mathematics as God's orderliness; Science will be approached as God's handiwork; Physical Education as taking care of the temple God has given each of us; Music and Art as tools of worship and appreciation of God's beauty; and Computer as a tool to advance the Gospel Message God is the author and basis of all education.

The highest possible achievement for any child is to understand and follow God's plan and purpose. The Bible, the inerrant Word of God, directs parents to prepare their children for Godly lives. We believe Christian schools are the institutions that should provide assistance to parents in fulfilling this responsibility.

## HCA PHILOSOPHY OF EDUCATION PER SUBJECT

### BIBLE EDUCATION

The study of the Bible from Genesis to Revelation is the foundation and prerequisite for any academic pursuit. We present the gospel to students to ensure they have a personal relationship with Jesus Christ and knowledge of the Bible appropriate to their age level. The memorization of Scripture is of the utmost importance as a defense against our real enemy, Satan. Bible stories are presented as absolute truth, using enthusiasm and methods designed to foster interaction between teacher and student. We desire our students to have an understanding of the greatness of God's love for mankind. We strive to equip our students with the ability and desire to share the love of Christ and defend their faith. Staff and faculty also realize they are not only teachers, but role models thoroughly devoted to Christ.

*All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work. 2 Timothy 3:16-17*

*Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you. Matthew 28:18-19*

*Do not merely listen to the word, and so deceive yourselves. Do what it says. Anyone who listens to the word but does not do what it says is like a man who looks at his face in a mirror and, after looking at himself, goes away and immediately forgets what he looks like. James 1:22-25*

*The Fear of the LORD is pure, enduring forever. The ordinances of the LORD are sure and altogether righteous. They are more precious than gold, than much pure gold; They are sweeter than honey, than honey from the comb. By them is your servant warned in keeping them there is great reward. Who can discern his errors? Forgive my hidden faults. Keep your servant also from willful sins; may they not rule over me. Then I will be blameless, innocent of great transgression. Psalm 19:9-13*

### HISTORY EDUCATION

God is the supreme author of all history. In Him all things were created. God has orchestrated His plan with a singular purpose: "Turn to me and be saved, all you ends of the earth; for I am God, and there is no other" (Isaiah 45:22). Studying history teaches us to make wise decisions. While we understand God allows leaders to rise and fall, we also understand cultures who abandon biblical principles are vulnerable to extinction and/or suffering at the hand of God. Studying and interpreting history with a Biblical worldview, from the beginning of time through the present, will equip students with the necessary tools to learn from past events and cultures and be effective Christian leaders for generations to come.

*What has been will be again, what has been done will be done again; there is nothing new under the sun. Ecclesiastes 1:9*

*For everything that was written in the past was written to teach us, so that through endurance and the encouragement of the Scriptures we might have hope. Romans 15:4*

*He changes times and seasons; He sets up kings and deposes them. He gives wisdom to the wise and knowledge to the discerning. He reveals deep and hidden things; He knows what lies in darkness, and light dwells with Him. Daniel 2:21-22*

## **LANGUAGE ARTS EDUCATION**

Language Arts embodies both written and oral expression and is a prerequisite for most other subjects. God initiated the concept of communication by providing His written word to communicate His plan of salvation. He sent Jesus as the Living Word, who walked among us and taught us through storytelling and verbal object lessons. The study of language arts will produce students who can effectively understand and evaluate written and oral expression through listening, reading, writing, and speaking. This allows them to interpret the Holy Scripture for themselves and to communicate God's truth to the world around them.

*That same day Jesus went out of the house and sat by the lake. Such large crowds gathered around him that he got into a boat and sat in it, while all the people stood on the shore. Then he told them many things in parables, saying: "A farmer went out to sow his seed." Matthew 13: 1-3*

*Consequently, faith comes from hearing the message, and the message is heard through the word of Christ. Romans 10:17*

*But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, and how from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work. 2 Timothy 3:14-17*

*In the beginning was the Word, and the Word was with God, and the Word was God. John 1:1*

*The heavens declare the glory of God; the skies proclaim the work of his hands. Day after day they pour forth speech; night after night they display knowledge. There is no speech or language where their voice is not heard. Their voice goes out into all the earth, their words to the ends of the world. Psalm 19:1-4a*

## **MATHEMATICS EDUCATION**

Mathematics is a reflection of God's character, demonstrating orderliness and consistency. Since mathematical concepts must be learned in a sequential order, the study of mathematics gives a glimpse into God's precision. Mathematical equations are built on absolutes, affirming God as the source of absolute Truth. Advanced mathematics develops critical thinking and creates in us a sense of wonder at the complexity of our sovereign God. With the discipline of Mathematics, man, in reflection of his Creator, is able to calculate, build, estimate, experiment, and correctly judge developments on earth and throughout the universe.

*But everything should be done in a fitting and orderly way. 1 Corinthians 14:40*

*For since the creation of the world God's invisible qualities - his eternal power and divine nature - have been clearly seen, being understood from what has been made, so that men are without excuse. Romans 1:20*

*For God is not a God of disorder, but of peace. 1 Corinthians 14:33a*

## **SCIENCE EDUCATION**

The study of science is based on the foundational belief that everything was created by God. Through science, we not only spark a curiosity about the world, but develop a deep appreciation for the

complexities of the natural laws and order of God's creation. As students analyze, observe and understand the world in which we live they will develop a desire within to grow that will strengthen their faith. Our goal is for students to understand our role in the nourishment and preservation of His creation. Through science God allows us to find things yet undiscovered in His creation.

*Through him all things were made; without him nothing was made that has been made. John 1:3*

*Praise the LORD, O my soul. O LORD my God, you are very great; you are clothed with splendor and majesty. He wraps himself in light as with a garment; he stretches out the heavens like a tent and lays the beams of his upper chambers on their waters. He makes the clouds his chariot and rides on the wings of the wind. He makes winds his messengers, flames of fire his servants. He set the earth on its foundations; it can never be moved. Psalm 104:1-5*

## **PHYSICAL EDUCATION**

In Romans 12:1, Paul writes, "I urge you brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God-this is your spiritual act of worship." We educate our students in the importance of exercise, proper nutrition, and good sportsmanship to develop spiritual, mental, and physical health. Students will participate in competitive games and physical activities that foster good relationships, self-discipline and a healthy lifestyle that is pleasing to our Creator.

*Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. Mark 12:30*

*Don't you know that you yourselves are God's temple and that God's Spirit lives in you? If anyone destroys God's temple, God will destroy him; for God's temple is sacred, and you are that temple. 1 Corinthians 3:16-17*

## **ART EDUCATION**

Art recognizes God as Creator. Art is used as a form of worship through our acknowledgment of God's ability to create. His gifts allow us to reproduce portions of His original masterpiece. We want to glorify God not only through academics, but also through the appreciation of the gifts He gives like color symmetry, creativity, different art mediums, and nature. We respect and appreciate art from the tiniest scribble to a breathtaking sculpture. It is important to study the history of art to learn from the successes and failures of past cultures.

*They will speak of the glorious splendor of your majesty, and I will meditate on your wonderful works. They will tell of the power of your awesome works, and I will proclaim your great deeds. Psalm 145:5-6*

*And God said, "Let there be light," and there was light. Genesis 1:3*

## **MUSIC EDUCATION**

Music has existed since the earliest history of man. Often in scripture, we are instructed to sing and play skillfully to the Lord and for one another. Through its expressive nature, music allows us to process deep emotions and connect with other people, cultures, and God. Because of this, we teach discernment in our musical choices. Music theory will be taught as a creative outlet for all students from novice to master. We teach our students to praise God through His gift of music in a variety of ways.

*Speak to one another with psalms, hymns and spiritual songs. Sing and make music in your heart to the Lord, always giving thanks to God the Father for everything, in the name of our Lord Jesus Christ. Ephesians 5:19-20*

*Shout for joy to the LORD, all the earth, Burst into jubilant song with music;  
Make music to the LORD with the harp, With the harp and the sound of singing,  
With trumpets and the blast of the ram's horn - Shout for joy before the LORD, the King. Psalm 98:4-6*



## **COMPUTER EDUCATION**

Our world is becoming smaller thru electronics. Our students need to be able to work in this world. Our students will be savvy to the tools of the world, so they won't be left behind in the battle for truth. God created all technology. Spreading the gospel is hindered when Christians don't know how to use technology. Our students will understand how to work with computers and other forms of technology in order to help them be more effective for Christ in today's world.

*"I, wisdom, dwell together with prudence; I possess knowledge and discretion." Proverbs 8:12*

*Finally, be strong in the Lord and in his mighty power. Put on the full armor of God so that you can take your stand against the devil's schemes. For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world and against the spiritual forces of evil in the heavenly realms. Therefore, put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand. Ephesians 6:10-13*

*Through him all things were made; without him nothing was made that has been made. John 1:3*

# ADMISSIONS

## WHO QUALIFIES FOR ADMISSION TO HCA?

HCA is open to anyone interested in securing a Christian education, from preschool through twelfth grade, who qualifies for admission, who agrees (and whose parents/guardians agree) to abide by HCA rules and for whom there is available space. *Attendance at HCA is a privilege and not a right. This privilege will be forfeited by any student who does not abide by the school's standards of conduct and/or who is unwilling to adjust to our environment.*

HCA does not and shall not discriminate on the basis of race, color, religion, gender, or national origin. HCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with HCA's administration and abide by its policies.

## IS HCA RIGHT FOR MY STUDENT AND OUR FAMILY?

We ask families to consider the following when determining if HCA is the right fit for their student:

1. The student **MUST** have a personal desire to attend HCA.
2. The parents/guardians **MUST** have a strong commitment to and desire involvement with their child(ren) in this type of education.
3. All students must agree to wholeheartedly apply themselves to, "...study to show [themselves] approved unto God." (2 Timothy 2:15)

## LIMITATIONS

Our small staff and limited resources may prevent HCA from safely helping students who have certain physical, emotional or other limitations. These students will be considered on a case-by-case basis. We ask parents/guardians to be honest with us and help us truly understand the needs of special students. We do have limited access to High Plains Educational Cooperative and review possible support/intervention on a case by case basis.

## PLACEMENT

Each student will be placed in an age-appropriate grade level classification jointly determined by his or her parents/guardians and HCA administration. Transfer students from other schools will be placed according to their last completed grade level. Students entering kindergarten must be five years of age by August 31 of the year they begin. They will advance one grade level per year.

## PROCESS FOR FIRST-TIME APPLICANTS

### WHEN TO APPLY

Open enrollment for the next school year begins April 1st. Students should apply as early as possible due to enrollment limitations. Applications will be reviewed in the order received. Priority will be given to those families with serious interest in long-term Christian education.

### HOW TO APPLY

Contact HCA or visit the website ( [www.hcaknights.com](http://www.hcaknights.com) ) to enroll online.. To be accepted, parents must fill out and submit the following:

- [Online Enrollment](#)
- Application Fee - \$50
- Copy of child's current immunization record - uploaded to Gradelink
- Transcript(s) from child's previous school, if applicable

- [Financial Agreement](#)

No application will be considered until all forms and fees are received.

## THE APPLICATION AND ADMISSION PROCESS

Admissions decisions are based on the following:

- Complete review of the student's application.
- Family Interview: An interview with administration, student(s), and parents/guardians indicating the family's interest and level of commitment.
- Complete review of the student's past academic and behavioral records.
- Space available in the student's grade level.

After review of the student's application, the parents/guardians will be called to set up an interview. The parents/guardians will be contacted by the HCA administration with a decision within 2 weeks of completion of the application process.

## RE-ENROLLMENT FOR RETURNING STUDENTS

### EARLY ENROLLMENT PERIOD

Students currently attending HCA will be given priority in filling classes. The Early Enrollment period for the next school year begins on March 1<sup>st</sup>. Only current students may enroll during this period. Returning students/families must re-enroll and pay their **application fee** (new for the 2020 - 2021 school year) for next school year before Early Enrollment ends to ensure a reservation for next school year. Once the Early Enrollment period has passed and a current student has not re-enrolled, placement will be considered on a first come, first served basis. **Effective the 2020 - 2021 school year, all enrolling will happen online.**

### THE OPEN ENROLLMENT PERIOD

New and returning students may re-enroll or apply for admissions during the Open Enrollment Period, beginning on April 1. Priority IS NOT given to returning students during this period. Open grade-level spots will be filled on a first-come, first-served basis during this time. Students are encouraged to apply early to ensure placement.

## COLLECTIONS POLICY

The following has been established as our collections policy:

- 10 days delinquent → \$10 late fee will be assessed.
- 15 days delinquent → Direct Communication from Principal (text, email, phone call, etc.).
- 30 days delinquent → Direct Contact from a Member of the Board.

# ACADEMIC EXPECTATIONS

## GRADES

HCA uses the various grading scales depending on the grade the student is in. Teachers will alert you to the grading scale for their class/grade.

## COMPLETION OF WORK

Students are expected to complete assigned work on time and in a satisfactory manner. It is unacceptable for a student to have incomplete work at the end of a grading period.

## HOMEWORK

Homework will be assigned at the discretion of the student's teacher(s). **Teachers are encouraged to maintain a balance between the time required to do their homework each evening, with the time a student should spend with his/her family and extra activities.** If a student and parent find themselves struggling to work through a concept or portion of an assignment; parents are encouraged to have students communicate with their teacher(s) the next day for further instruction. If the children are spending an excessive amount of time in the evenings working on homework, this should also be brought to the attention of the teacher.

## LATE ASSIGNMENTS

Completion of class work and homework in a timely and satisfactory manner is essential to academic performance. Each student and his/her parents/guardians are responsible in seeing all assigned work is completed on time. Exceptions may be considered due to illness, death in the family or other emergencies. These situations must be reported to the teacher(s) or school administration.

## MAKEUP WORK

Teachers are to communicate their procedures for makeup work to the students and their parents/guardians. Students will be given 1 school day for each day of unplanned absence to complete makeup work.

## STANDARDIZED TESTING

Assessments are administered to students in grades Kindergarten through High School. These assessments measure achievement in reading, math, language, spelling, study skills, science, social science and listening. Preschool and Pre-K students will be given the Bracken Measurement tool, which measures early learning skills, at the end of the school year.

## REPEATING A GRADE LEVEL

When the student's teacher and principal determine a student does not comprehend the subject matter at the grade level he or she has been working in, recommendation may be given for the student to repeat the same grade level the following year. Teachers may also, on occasion, recommend a student repeat a grade level to offer them the opportunity to mature and catch-up with their classmates socially, even when grades may be excellent. This will be done so with great discretion, since children mature at different ages/stages as a general rule.

## ACADEMIC DISMISSAL

Repeated failure to meet minimum grade standards, and refusal and/or inability to complete the requirements of a student's individual improvement plan may be considered grounds for dismissal.

## STUDENT RECORDS

Parents may view their child/ren's grades at any time online. Login information will be sent via email to our families at the beginning of the year. Parents/Guardians may request to see their student's physical records by appointment.

## **ADDRESSING SPECIAL ACADEMIC NEEDS**

The faculty of HCA will make every effort to comply with prescriptive techniques recommended by professional evaluators and/or tutors. Parents/Guardians are financially responsible for any necessary professional evaluation or tutoring proving beneficial to the student. Due to our limited staff size, we do not have the ability to service severe or highly specialized situations.

## **RECESS**

HCA staff recognizes recess has a physical, social and psychological place in a student's school day. Our teachers will generally not keep students in from recess to work on assignments.

## **DAILY SCHEDULE**

|                                      |                        |
|--------------------------------------|------------------------|
| Kindergarten -12 <sup>th</sup> Grade |                        |
| Monday thru Thursday                 | 8:00 a.m. – 4:00 p.m.  |
| Preschool                            |                        |
| Monday thru Thursday                 | 9:00 a.m. – 11:30 a.m. |
| Pre-Kindergarten                     |                        |
| Monday thru Thursday                 | 12:30 a.m. – 4:00 p.m. |

## **LUNCH**

HCA does not have a prepared lunch program; therefore, students must bring their own lunch to school. Guests are welcome to come share lunch with a student anytime. Please remember the guest must bring his/her lunch, too! Parents, please be mindful of how much time it takes to prepare the child's lunch. A meal that requires 7 minutes to cook in the microwave takes almost 10 minutes away from their lunch time. Lunch is served daily from 11:45 - 12:15 for all grades. Preschool and Pre-K students are not to be in the building during the lunch period, unless their parents are sitting with them as there is no one to watch them during this time. Students may not leave school for lunch without parents/guardians signing the student out at the office.

### **Lunch Guidelines:**

- Microwave ovens are available for students' use; however, the kitchen will not be used to prepare meals.
- Water and milk are provided.
- All lunch containers must be clearly labeled with the student's name. Items without names will be discarded.
- Refrigerator space is limited; please use containers no bigger than necessary to hold the student's food.
- The refrigerator will be cleaned out DAILY and items left will be discarded.

Birthday treats may be shared at the beginning or the end of the lunch period; otherwise, special arrangements should be made with the student's teacher.

## **SCHOOL OFFICE HOURS**

The school office is located to the left of the main entrance. The office will be open from 8:00 a.m. - 4:00 p.m. on school days. Summer hours will be posted on the north door. The school is generally closed in the month of June.

## **VISITORS**

All visitors to the school grounds must check **in and out** at the office.

# ATTENDANCE EXPECTATIONS

## START TIME

School begins promptly at 8:00 a.m. All students should be in their classroom and ready to begin morning routine by **8:00 a.m.** **Children may arrive at the school no earlier than 7:40 am.**

## EXCUSED ABSENCES

Absences due to personal illness, family illness or death, quarantine, weather or road conditions making travel dangerous, or special circumstances approved by the principal are considered excused absences. Students will be expected to complete all assignments missed due to an excused absence. Full credit will be given for assignments missed during an excused absence WHEN they are completed within the time frame established by the teacher.

## WHAT TO DO IF YOUR STUDENT WILL BE/IS ABSENT

- Make arrangements in advance, when possible, to get your child/ren's work. (see below).
- Parent/Guardian should call the school prior to 8:45 a.m if the child will be absent that day..
- If your child has been absent more than 2 consecutive days, please contact the school as a Dr. note may be required to return to school.
- Communicate medical concerns affecting attendance to HCA as soon as possible.

## PREARRANGED ABSENCES

Prearranged absences must be submitted to the teacher in advance, preferably at least two days before the student will be gone. Child must obtain all assignments from the teacher prior to their absence. These assignments are due by the date set by the teacher(s) to receive full credit.

## EXCESSIVE ABSENCES

Kansas Compulsory Laws state the following:

[Child] is truant from school if he/she is absent without a *valid excuse* for:

- 3 consecutive days
- 5 days in a school semester
- 7 days in a school year
- 7 tardies = 1 unexcused absence

## SIGN OUT POLICY

Should a child need to leave during the school day, Parent/Guardian must sign him/her out at the office. If the person picking up the student is **not** an authorized pick-up, the parent must make arrangements with the school office in order for the student to be released. The Preschool and Pre-K students should be escorted into and out of the building through the front entrance by the person(s) responsible for dropping them off and picking them up.

## STUDENT DRIVERS

Students driving to and from school must drive cautiously while on HCA grounds. Students are not allowed to leave in their vehicle during the day unless parents have contacted the office and given approval.

# STUDENT EXPECTATIONS AND DISCIPLINE

## STUDENT DISCIPLINE POLICY AND PROCEDURE

Heritage Christian Academy recognizes discipline is an important part of character training; therefore, the school follows a school-wide discipline policy promoting a secure, well-ordered class and school environment. To that end, we utilize a Conduct-Card system integrated into the online Gradelink system.

### WE EXPECT THE BEST OF OUR STUDENTS AT ALL TIMES:

1. Obey those in authority the first time. *Hebrews 13:17*
2. Follow instructions the first time they are given. *Proverbs 8:33*
3. Maintain self-control. *Galatians 5: 22-23*
4. Come to class prepared to learn. *Ephesians 2:10*
5. Respect the rights, feelings and property of others. *Romans 12:10, Philippians 2:3*

**TEACHER AUTHORITY:** Each teacher follows HCA policy and classroom rules and explains and teaches those rules to their class. Discipline will be appropriate for each child's age and developmental understanding. Discipline will be directed toward teaching acceptable behavior and self-control. Methods of discipline will encourage self-esteem, self-control and self-discipline. Praise and encouragement will be given for good behavior instead of focusing only upon unacceptable behavior. Students will be honored for good behavior with various rewards and incentive parties.

At HCA behavior concerns are generally first dealt with by the teacher. If a student does not adhere to the policy, the teacher will send the concern to the parents/guardians and principal via Gradelink. Finally, should the student continue to exhibit disruptive behavior, the student will be referred to the Principal for further action. Action steps for behavior modification will be outlined in the student's Student Individual Learning Plan if needed. A team meeting may be designed if the student does not respond to the correction and direction given.

While most concerns are dealt with following these procedures, some behaviors require immediate referral to the Principal's office, such as deliberate rebellion of authority or destruction of property. If this occurs the child's parents/guardians will be called. Probation, suspension, and lastly dismissal, will be discussed and implemented when a student is unwilling to adhere to the HCA discipline policy. All appropriate measures will be attempted before considering dismissal. Damages to school property will be billed to the families whose students were involved in deliberate damage.

**PARENTAL RESPONSIBILITY:** The teacher will input the conduct mark into the MySchoolWorx online system. If the parents request notification, they will receive notification immediately upon a conduct issue. However, it shall further be the parent's/guardian's responsibility to be sure their child fully understands the method of discipline and the expectations of behavior outlined by the school. All teachers and administration have an open-door policy, so parents are encouraged to contact them with any questions or concerns they may have regarding their child.

# DRESS CODE & APPEARANCE EXPECTATIONS

Our outward appearance reflects our relationship with Christ. Students should follow HCA's mandatory dress code on campus and during field trips, except under special circumstances or as announced.

**Clothing must be neat, clean, and in good repair.**

## **GRADES KINDERGARTEN - 6**

**Travel Uniform:** Every child must have khaki pants or skirt, hunter green HCA polo shirt, & brown leather belt all in good condition (not faded, holes, etc.). **The travel uniform MUST be worn when students go off campus for extracurricular activities.**

### **SHIRTS:**

- Polo or Oxford button-down: short or long sleeves, any plain, solid color, no brand emblem or logo.
- Shirts **MUST** be tucked in at all times.
- No spaghetti strap dresses.

### **PANTS/SHORTS/CAPRI/SKORTS:**

- Any style (flat-front, pleated, or cargo): khaki, navy, black, or grey.
- Shorts/skorts **MUST** be closer to knee than mid-thigh length. Judgement of appropriate length is at the school Administrator's discretion.
- Pants may not be worn below the waist.
- Leggings may only be worn under skirts/dresses, and must be solid color.

### **SKIRTS/JUMPERS/POLO DRESS:**

- Skirts & Jumpers: Khaki, navy, black, grey, green or any uniform plaid. (Any style in uniform catalog/website/store.) **MUST** be closer to knee than mid-thigh length. Judgement of appropriate length is at the school Administrator's discretion.
- Dresses: any plain, solid color. No spaghetti strap dresses.

### **CARDIGAN SWEATERS, SWEATER VESTS, AND SWEATSHIRTS OVER POLO:**

- Any plain, solid color, ¼ zip up allowed.
- No hoodies may be worn during the school day.

### **BELTS: (ONLY GRADES 1 - 6)**

- Brown or black.
- **Must** be worn with any pants, shorts, and skirts with belt loops. Belt loops may not be removed.

### **SHOES:**

- Must have tennis shoes for P.E. Class.
- All other shoes are acceptable.

### **CASUAL THURSDAYS:**

- Casual Thursdays are every Thursday.
- Standard uniform pants/skirts/shorts.
- HCA T-shirts/Robotics T-shirts/Christian T-shirts

### **KNIGHTS \$1 DAYS: (STUDENTS BRING \$1 FOR INCENTIVE PARTY FUNDS.)**

- Final Thursday of every month.
- Street clothing, which follows modesty standards for the school.



### **SPIRIT GEAR:**

- Students are encouraged to wear team spirit gear on **certain** game/activity days. (We will alert you of these special days.) This includes attire to support a family member or close friend when they participate in an extracurricular event. Such gear includes Hugoton Eagle attire, any Hugoton Rec team attire, etc.

### **COATS AND JACKETS:**

- Coats and Jackets may not be worn in the classrooms without teacher approval.

### **CLOTHING CLOSETS:**

HCA keeps some clothing on hand. If you need any items feel free to use what we have. Please return those items that are clean and in good condition, and no longer needed.

### **GRADES 7 - 12**

Required dress code for grades 7-12 is **Business Casual**. Business casual dress includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, and knit shirt or sweater. Various colors and/or patterns are acceptable. No spaghetti strap shirts or dresses allowed.

**Only on Thursdays, Spirit Days, or Knight's \$1 Day, are jeans acceptable.**

### **PERSONAL APPEARANCE:**

- Each student needs to follow basic hygiene: regular washing of bodies and hair; deodorant, if needed; daily brushing of teeth; daily brushing/combining of hair
- NO hair styles that cover the eyes
- NO body-piercing (except for ears)
- NO tattooing (this includes the fake toy variety)
- NO accessories (including nail polish) associated with the culture of gangs or darkness.

# **EMERGENCY PREPAREDNESS & PROCEDURES**

## **FIRE DRILLS**

Fire drills will be conducted on a quarterly and random basis. The Principal will review the procedures with staff and students.

## **SEVERE WEATHER/TORNADO DRILLS**

Tornado drills will be conducted as mandated by the state. The Principal will review the procedures with staff and students.

## **LOCK-DOWN DRILLS**

Lock-down drills will be done periodically. The Principal will review the procedures with staff and students.

## **BUILDING SECURITY**

HCA is equipped with a security system. The exterior classroom doors will be kept locked at all times. All students should enter through the north doors. Anyone wanting access to the building during class time must use the doorbell located at the front door and the office staff will grant access to permitted visitors.

A copy of the Emergency Preparedness Plan is available at the school office.

# HEALTH REGULATIONS AND PROCEDURES

## WHAT TO DO WHEN YOUR CHILD IS SICK

### **WE WOULD LIKE TO PRAY FOR YOUR STUDENT'S PHYSICAL HEALTH.**

We are concerned with the physical and spiritual health of each student, their families, our staff and helpers. Please let us know the nature of your child's illness by calling the office so we can pray for your child if he or she is sick.

### **IF YOUR STUDENT WAKES UP ILL OR BECOMES ILL THE NIGHT BEFORE A SCHOOL DAY:**

- Check your child's temperature. If the child's temperature is 100 degrees or more, keep him or her home.
- If he or she has had a bad cold or you suspect the possibility of strep throat or another contagious condition, keep them home.
- Do not send a child to school for 24 hours if they have vomited due to an illness.

### **IF YOUR CHILD STARTS FEELING OR LOOKING ILL AT SCHOOL:**

- The student's temperature will be taken. One of the child's parents/guardians will be contacted to pick up the child within 30 minutes if the child's fever is 100 degrees or higher.
- If the student is not running a fever, but complaining of a headache, stomach ache, etc., he or she will be encouraged to stay in the classroom. Parents may be called if the child does not feel well enough to participate in class activities.

### **BEFORE SENDING YOUR CHILD BACK TO SCHOOL:**

- Wait 24 hours after fever has broken or the condition has ended.
- Allow your child to regain his/her strength.
- For extended absence due to sickness, a doctor's note is required to return to school.

## IMMUNIZATIONS

We require proof of immunization as required by the State of Kansas. We will request a copy of your child's immunization records upon enrollment and we will file the copy for our records.

## COMMUNICABLE DISEASES

No students having infectious or contagious disease will be admitted until they meet public health regulation requirements. A student who has any of the following diseases shall be excluded from school and/or contact with other students until a written release is obtained from:

### **1. A COUNTY HEALTH DEPARTMENT:**

- Whooping cough
- Diphtheria
- Meningitis
- Typhoid fever
- Tuberculosis (TB)
- Any unusual disease

### **2. FROM EITHER A COUNTY HEALTH DEPARTMENT OR A PRIVATE PHYSICIAN:**

- Streptococcal disease (including strep throat), excluding 24 hours after appropriate antibiotic therapy has begun or for 10 days, if antibiotics are not administered. Antibiotics must be continued for the complete course of therapy. Inadequate therapy may cause permanent damage.
- Measles, excluded until four days after the rash appears
- Mumps, excluded for 10 days from the onset of the illness
- Rubella (German measles), excluded for 7 days after onset of rash

A student may be excluded for an additional period of time if the school personnel think it is necessary for the student's protection or for the protection of others.

## **NOTIFICATION OF COMMUNICABLE DISEASES**

If your child has one of the communicable diseases listed above, please contact the school office as soon as possible so we can send a note home to all school families to stop the spread of disease. Your student's name will not be mentioned in the note.

## **DISTRIBUTION AND CONSUMPTION OF MEDICINE**

Students occasionally need to take medication(s) at school. Please follow these guidelines when your child needs ANY non-prescription or prescription medication:

- All medications must be kept in office and dispensed by the same. Students may not keep medication in their personal belongings, desk, etc. Medications may be kept refrigerated upon request.
- Medications must be sent to school with clearly written instructions by a doctor or parent.
- Medications will be kept for the duration of a particular condition or until the container is empty. Medications for students will NOT be kept at school on an "as needed" basis, unless prescribed by a physician.
- Students who ask for pain relievers during the school day are checked for a fever. Parents of students with a fever will be notified and should pick up the child within 30 minutes. No over-the-counter medications are given without a signed release from the parents/guardians. Office maintains a log of all medication dispensed.. Those without a fever are sent back to class. If the pain persists, the parents will be called.
- Cough drops may be brought with a parent note. The teacher will keep and dispense them as needed. These are also available in the office.