

HERITAGE CHRISTIAN ACADEMY

Student/Parent Handbook

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Who We Are

The History of 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 has – through the strength of the Lord – been working to impact the children of this community for Christ.

In the past ten years, our enrollment has grown from twenty to sixty. In 2005, we moved from using the facilities at the Assembly of God church to our own building. The Lord has blessed HCA with outstanding and gifted teachers, wonderful support staff and a leadership who truly understand God alone owns and is in control of this ministry.

Our Mission

Heritage Christian Academy's mission is 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.

Romans 12:2--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.

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 Objectives

- Christian Leadership
 - Our goal is to create success-bound Christian leaders who follow God and influence society with a Christian worldview, character and integrity.
 - Students will be culturally relevant without compromising Biblical truth and expand God's kingdom by being bold, fearless leaders and witnesses of Christ. Our students will learn to share and defend their faith with others.
- Superior Academics
 - Our school will provide academic excellence, training in critical thinking and good study habits
 - Our students will be fully prepared for their next educational level.
- A Scriptural Worldview
 - Our students will be taught that God is our sole provider, and He created our universe. They will view God as the source of all academic subjects.
- A Personal & Sustained Relationship with Jesus Christ
 - Our students will be taught the necessity of being born again in the Spirit of God by receiving Jesus Christ as Lord and Savior.
 - Students will understand growth in the Christian life depends upon fellowship with God through Bible study, Christian fellowship and prayer.
 - We will lead our students to become Disciples of Christ and seek His purpose and truth for their lives.
 - Every student will be encouraged to embrace the Bible as the source of absolute truth and to maintain a biblical worldview rather than a humanistic worldview.

Our Statement of Beliefs

Doctrinal Statement/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 3:15, 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. (Genesis 1:1, 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.
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 Cor. 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 and 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)

Accreditation & Other Formal Improvement Programs

HCA is a member of the Association of Christian Schools International (ACSI) and is part of their STAR Program. The STAR program is designed to assist non-accredited schools with a formal process of school improvement that will lead them toward recognition and possibly toward accreditation. At this time, we are not eligible for accreditation as we do not meet the required enrollment number of 100 students for grades KG-6th.

Philosophy of Education

Education from a Christian perspective asserts the Bible as the source of absolute truth, integrating it in all subject matters. Science will be approached as God's handiwork; 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; 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. 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 Work 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.

Philosophy of Education per Subject

HCA Philosophy of 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

HCA Philosophy of 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*

HCA Philosophy of 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*

HCA Philosophy of 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

HCA Philosophy of 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 have an understanding of the greatness of God's love for mankind. We 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

The 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 28:19

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, that 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*

HCA Philosophy of 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.

Therefore, 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. Romans 12:1

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

HCA Philosophy of 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 show respect and appreciation for 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

HCA Philosophy of 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*

HCA Philosophy of 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 Heritage Christian Academy?

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 must 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.*

Heritage Christian Academy does not discriminate against students on the basis of race, color or national or ethnic origin. Heritage Christian Academy admits students of any race to the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race in administering its educational policies, admission policies, scholarship programs or other school administered programs.

Heritage Christian Academy 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. There must be space available in the grade level.
4. All students must agree to wholeheartedly apply themselves to, "...study to show [themselves] approved unto God." (2 Timothy 2:15 KJV)

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 Education Co-Op 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 1 of the year they begin. They will be advanced 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 stop by the office to pick up an enrollment packet. Fill out ALL forms completely and return all of the following to the school office. No application will be considered until all forms and fees are received.

- Completed Enrollment Packet
- Enrollment Fee
- Copy of child's current immunization record
- Transcript(s) from child's previous school, if applicable

The Application and Admission Process

Admissions decisions are based on the following:

- Student's application.
- An interview between administration and each student and their parents/guardians indicating the family's interest and level of commitment.
- A review of the student's past academic and behavioral records.
- Space available in the student applicant'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 HCA administration with a decision within 4 weeks of completion of the application process. If HCA is unable to accept the student, the enrollment fee will be promptly refunded.

Re-Admission for Returning Students

The 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 1st. Only current students may enroll during this period. Returning students/families MUST sign up AND pay their enrollment fee 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 enrolled, placement will be considered on a first come, first served basis.

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.

Academic Expectations

Grades:

HCA uses the following grading scale to evaluate academic progress:

A+ = 97-100%	A = 93-96%	A- = 90-92%
B+ = 87-89%	B = 83-86%	B- = 80-82%
C+ = 77-79%	C = 73-76%	C- = 70-72%
D+ = 67-69%	D = 63-66%	D- = 60-62%
F = 59% and below		

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 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.

Why homework:

- Students who learn to study on their own in their elementary years build study habits that will serve them in high school and college.
- Time-management and study skills needed throughout life are learned through doing homework.
- Homework establishes the habit of study at home, including the responsibility of taking an assignment home and bringing it back to class completed.
- Homework acquaints the child's parents/guardians with the work his/her child is doing.
- Homework allows a child to practice, apply and reinforce skills and concepts being learned in the classroom.

Extra Credit

Procedures for extra credit work are at each teacher's discretion.

Final Exams

Final exams will be given each semester.

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

The Terra Nova Achievement Tests are administered to students in grades Kindergarten and above. These tests measure achievement in reading, math, language, spelling, study skills, science, social science and listening. OLSAT tests are given to student in the 3rd & 5th grades.

Academic Probation

Students who fail to meet the grade and work completion expectation of a 70% or higher in each subject will be placed on academic probation for one week.

Homework slips will be sent home daily to students on academic probation. One parent/guardian MUST sign the homework slip indicating they have reviewed their student's homework once it is completed in the agreed upon manner. The homework slip will say "no homework" if no homework is assigned. Parents are expected to check for homework slips each evening. Failure to return homework slips can result in further measures.

Students on academic probation who do not improve their grade to 70% or above after the one week probation, will be ineligible to participate in extracurricular activities, except for those required of the entire class. If necessary, the student will be required to meet with his/her parents/guardians and school officials to determine an individual improvement plan.

Academic probation will end when the student's grades are brought up to the required minimum standards and when the requirements of the student's individual improvement plan have been met.

Repeating a Grade Level

A student who has been placed on academic probation for 3 of the 4 grading periods in a school year may need to repeat their particular 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.

Academic Dismissal

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

Student Records

Parents/Guardians may request to see their student's records by appointment only. General information will be considered discretionary information (i.e. name, address, phone, birth date).

Addressing Special Academic Needs

The faculty of HCA will make every effort to comply with prescriptive techniques recommended by professional evaluators and/or tutors. Any necessary professional evaluation or tutoring proving beneficial to the student will be the financial responsibility of the student's parents/guardians. Please understand we do not have the staff or equipment 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

1st -12th Grade

Monday thru Thursday 8:00a.m. - 4:00 p.m.

Kindergarten

Monday thru Thursday 8:10 a.m. – 4:00 p.m.

Pre-Kindergarten

Monday thru Thursday 12:30 a.m. – 4:00 p.m.

Preschool

Monday/Wednesday or Tuesday/Thursday 9:00 a.m. – 11:30 a.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!

Students may not leave school for lunch without a written permission slip from a parent/guardian. Parents/guardians must sign the student out at the office before leaving with the student.

Lunch Guidelines:

- Microwave ovens are available for students use; however, the kitchen will not be used to prepare meals.
- Water and milk will be 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.
- A salad bar is available for all students.

Lunch Schedule:

- Kindergarten 11:30 a.m.
- 1st – 3rd Grade 11:40 a.m.
- 4th-6th Grade Noon
- 7th – 12th Grade 12:15 p.m.
-

Birthday treats may be shared at the beginning or the end of the lunch period; otherwise, special arrangement 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.

Visitors

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

Attendance Expectations

Start Time

All students should at school and ready to begin pledges by **8:00 a.m.**

Excused Absences

Absences due to personal illness, illness or death in the family, 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 prearranged absence arrangements if applicable (see below).
- A parent or other responsible adult should call the school prior to 8:45 a.m.
- Call the school and explain if your student has been absent more than 2 consecutive days.
- Communicate medical concerns affecting attendance to HCA as soon as possible.

Prearranged Absences

Prearranged absences must be submitted to the teacher in advance and preferably at least one week before the student will be gone. Assignments to be missed must be obtained from the teacher prior to the student's absence and will be due by the date set by his or her teacher(s) to receive full credit.

Excessive Absences

School policy allows no more than 10 accumulated absences (excused or unexcused) during any one semester. Students who exceed 10 absences per semester may be required to make up those days in order to be promoted to the next grade level.

Sign Out Policy

Should a child need to leave during the school day, the person picking the student up must sign the student out at the office before taking the student from the school premises. If the person picking up the student is **not** his or her parent/guardian, the parent must notify the school office of who will be picking up the student if the person is not listed on the student's enrollment form as having permission to pick the student up. 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 who drive to and from school will be expected to drive cautiously at HCA. Students will not be allowed to leave in their vehicle during the day unless parents have contacted the classroom teacher, or office staff 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 discipline policy promoting a secure, well ordered class and school environment.

At HCA behavior concerns are generally first dealt with by the teacher using a variety of in- class, specific, age appropriate methods outlined by each teacher. If a student does not adhere to the policy, the teacher will discuss the concern with the parents /guardians and/or principal when necessary. Action steps will be outlined in the students Student Individual Learning Plan when needed. A team meeting may be designed if the student does not respond to the correction and direction given. 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.

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.

Each teacher has a copy of their specific discipline policy/classroom rules located in their classroom and in the principal's office. Each classroom's policies/rules encourage behavior glorifying to God and correspond with the HCA Discipline Policy.

Student Expectations:

1. Obey those in authority the first time.
 - a. *Hebrews 13:17 Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.*
2. Follow instructions the first time they are given.
 - a. *Proverbs 8:33 Listen to my instruction and be wise; do not disregard it.*
3. Maintain self-control.
 - a. *Galatians 5: 22-23 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.*
4. Come to class prepared to learn.
 - a. *Ephesians 2:10 For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.*
5. Respect the rights, feelings and property of others.

- a. *Romans 12:10 Be devoted to one another in love. Honor one another above yourselves. Philippians 2:3 Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves.*

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 rewarded for good behavior with Wisdom Talents (These are given to students when they are seen doing something above and beyond what is expected of them and may be redeemed at the HCA store twice a year). When needed, teachers will remind children of behavior expectations using clear and positive statements. No HCA staff is to use harsh treatment, physical restraint or harsh language toward any child. Punishment will not be associated with food or bathroom privileges. No child will be required to remain silent or inactive for an inappropriately long period of time. When needed, teachers will address behavior concerns in the Student Individual Learning Plan. In the event that further intervention is needed, a team will meet to determine the best method of instruction for the child.

Parental Responsibility:

The teacher will send home complete information about his or her method of in-class discipline; 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 teacher. All teachers have an open-door policy, so parents are encouraged to contact them with any questions or concerns they may have regarding their child.

Conduct

Heritage Christian Academy is a CHRISTIAN school and all students, parents/guardians and staff are expected to maintain a Christ-like attitude at school as well as during the time they are away from school. (Galatians 5:22-25) HCA will strive to help develop this Christ-like attitude by what we model and teach.

Respect is appreciation, consideration, courtesy and fear (like, of the Lord). Respect is to honor, obey and value. Respect is to avoid violation of or interference with. Respect is a willingness to show consideration or appreciation.

Attitude is outlook, approach, character, mood, reaction, temperament, position, expression and behavior. Attitude is a state of mind, feeling or disposition. Attitude is a manner of acting.

Participation is fellowship, cooperation, experience, investment and involvement. The act of taking part in or sharing in something.

The following actions are not allowed at HCA:

- **Drinking alcohol.**
- **Using tobacco.**
- **Reading unapproved, inappropriate literature.**
- **Shoving, hitting, fighting, provoking or inappropriate speech.**
- **Dishonest or immoral behavior such as stealing or lying.**
- **Possession of a gun or knife.**

Honoring God Through Our Relationships

Challenges in relationships (parent-child, teacher-child, parent-teacher, board member, etc.) will arise as we go through the school year together. These challenges are almost inevitable, so before “speaking a problem,” please consider the following:

1. Pray about your concern and listen for God’s council.
2. Look to the Bible for what God would have you do about your concern. (1 Corinthians 13:1-8, God’s love; Ephesians 4:1-3, how to keep unity; Colossians 3:12-13, Forgiveness; Hebrews 13:17, 1 Peter 5:5, submitting to authority)
3. Follow the Matthew 18 principle.

Dress & Appearance Expectations

Heritage Christian Academy students and faculty are ambassadors of Christ and want our relationship with Christ reflected in our outward appearance. We encourage our students to be an example in word and deed to honor our Lord Jesus Christ; therefore, we have chosen to make a dress code mandatory for students on campus and during field trips except under special circumstances or as announced. We allow our students a variety of choices adhering to the following guidelines. Each piece of clothing should:

- Honor God
- Reflect age appropriate professionalism
- Maintain educational focus

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

Shirts/Blouses/Rugby:

- Polo style shirt w/short or long sleeves.
- Any plain, solid color except black. Rugbys may have white collars.
- Oxford button-down shirt - any plain, solid color except black.
- HCA t-shirt may be worn.
- Shirts need to be tucked in.
- No visible emblems or logos.

Pants/Shorts/Capri/Skorts:

- Khaki, brown, navy, black, grey or olive
- Any style in uniform catalog/website/store (Examples: pleated, flat-front, trouser).
- Shorts/skorts must be at least 2” below finger-tip length.
- Capri’s, shorts, skorts, and pants must be modestly fitted.
- No jean or knit material.
- No gauchos.
- No cargo pants/shorts/skirts.
- No visible emblems or logos.

Skirts/Jumpers/Mesh Polo Dress:

- Khaki, brown, navy, black, grey, green or any uniform plaid
- Any style in uniform catalog/website/store (Examples: long, belted, O-ring, pleated, kick-pleat, skort or jumper).
- Mesh Dress – any plain, solid color except black.
- Must be at least 2” below finger-tip in length.

Cardigan Sweaters and Sweater Vests:

- Any plain, solid color except black
- Button or zip
- No hoods

Sweatshirts:

- Any plain, solid color except black.
- Polo shirt underneath with collar out.
- ¼ zip up allowed.
- Hoodies may be worn, but hoods are not to be pulled up over a students head. If this happens, the student will not be allowed to wear hoodies to school.

Spirit Gear:

- Students are encouraged to wear team spirit gear on game/activity days. This includes attire to support a family member of close friend when they participate in an extracurricular event. Such gear includes Hugoton Eagle attire, any Hugoton Rec team attire, etc.

Belts:

- Braided or plain leather.
- Khaki, brown, navy, black, grey
- A belt must be worn with pants, shorts, skirts and skorts with belt loops. Belt loops cannot be removed.
- The belt should be the appropriate length for the child.
- Does not apply to Kindergarten students

Shoes:

- No Flip-Flop shoes (must have a back strap).
- Must have tennis shoes for P.E. Class.
- All other shoes are acceptable.

Coats and Jackets:

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

Here are some approved uniform catalogs/websites/stores:

- French Toast: www.FrenchToast.com 1-800-373-6243
 - Enter source code QS5GLPG to earn money
- Lands End: www.landsend.com 1-800-963-4816
 - Uniform section - preferred school number is 9001-2160-9
- JC Penney: www.jcpenney.com 1-800-222-6161
 - Uniform section

Many stores such as Wal-Mart, Target, Old Navy, Kids Gap, Children's Place, etc. have a school uniform department. These are acceptable as long as they comply with the above criteria. For examples see the approved catalogs or contact the school.

There will be NO body-piercing (except for ears) or tattooing (this includes the fake toy variety) while attending Heritage Christian Academy. Also, accessories (including nail polish) associated with the culture of gangs or darkness are not acceptable.

Emergency Preparedness & Procedures

Fire Drills

Fire drills will be conducted on a monthly 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.

Building Security

HCA is equipped with a security system. Faculty members/staff must sign for any key to HCA facilities they check out for use. Lending keys to HCA facilities to anyone else is not permitted. The principal will assign faculty members specific responsibilities concerning building security. The exterior classroom doors will be kept locked at all times. All doors will be locked during classroom time. 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.

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.

3. **No release is necessary, but the student must be excluded according to the following:**
 - 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 taken to the office (or designated personnel) 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 particular condition or until the container is empty. Medications for student will NOT be kept at school on an "as needed" basis, unless prescribed by a physician.
- Students who ask for pain reliever during the school day will be checked for a fever. Those with a fever will be sent home within 30 minutes. No over-the-counter medications will be given without a signed release from the parents/guardians. A log will be kept of all medication dispensed. Those without a fever will be sent back to class. If the pain persists, the parents will be called.
- If a student has a need, cough drops may be brought with a parent note. The teacher will keep and dispense them as needed.

Laws Regulating Child Services

Introduction

This policy is established to indicate the concerns of the corporation, Heritage Christian Academy of Hugoton, Kansas, Inc., (hereafter referred to as HCA) to prevent, as much as possible, any physical, emotional and/or sexual abuse of minors (hereinafter referred to and used for children and/or youth under eighteen years of age). It applies to all paid staff members and volunteers who work with minors. The policy applies to four areas. They are, Worker Selection, Worker Supervision, Reporting Allegations and Response to Allegations.

Worker Selection

All paid employees of HCA shall undergo the screening process described below as a part of the pre-employment process. Unwillingness to participate in the screening process or the event we discover unfavorable information during screening are grounds to deny employment. Employees already on staff at the time of adoption of this policy shall also comply.

All volunteer workers shall undergo the screening process described below prior to being utilized in any position involving minors. Unwillingness to participate in the screening process or in the event we discover unfavorable information during screening are grounds for not utilizing the volunteer.

The screening procedure shall consist of the steps listed below:

1. An employment application shall be required for all paid employees.
2. References will be required and checked on all paid employees and volunteers.
3. At least two staff and/or board members will conduct a personal interview.
4. Completion of an authorization form allowing HCA to conduct a criminal records/background check is required to be signed by all potential employees. Any potential worker who has been convicted of or pleaded guilty to physical and/or sexual abuse of minors will not be allowed to work in any capacity with minors. Any potential staff member who has been either physically or sexually abused as a minor shall not work with minors unless interviewed and approved by the Chairman of the Board and one other Board member designated by the chairman.

Parental Permission and Open Door Policy

Minors enrolled at HCA are implied to have parental/guardian permission for normal activities at HCA involving two or more adults. The worker shall obtain the consent of the parent/guardian for all other activities before spending time alone or in any unsupervised situation with a minor. Such meetings shall be held in HCA facilities where they can be visible or at a public place with high visibility. Doors of rooms used by minors shall be left open. Pairs of adults shall be used as chaperones and supervisors for overnight events and shall be approved by the principal or a designee in advance of the event.

Child Protection Training and Information

Each potential worker with minors shall be given a copy of these guidelines concerning child abuse during the recruiting process.

Misconduct Between Adults and Minors

Any observed inappropriate conduct or relationship between an adult volunteer or paid staff member and a minor shall be confronted immediately. Situations where such behavior continues may result in the termination of the adult volunteer/paid staff member.

Reporting Obligations

What Constitutes Child Abuse?

In Kansas, child abuse is typically defined as a non-accidental, physical injury; physical neglect; emotional or sexual act inflicted upon a child by a parent or caregiver.

Who must report child abuse?

Under Kansas Statute, teachers, administrators and other employees of schools are mandatory reporters. If these individuals suspect child abuse, they are required to report it under penalty of law.

Who else may report child abuse?

Anyone who is not a mandatory reporter is strongly encouraged to report any suspected child abuse. As Christians, we have a moral obligation to report any suspected child abuse.

Can the reporter of child abuse be sued for reporting abuse?

Kansas law provides immunity from lawsuits against reporters of child abuse.

Can the identity of the reporter be protected?

Under most circumstances, the reporter's identity will not be disclosed. There is also a provision for anonymous reporting under the law.

Response to Allegations

Who will handle child abuse allegations?

Any suspected child abuse should be reported immediately to either the chairman of the Board of Trustees or the Principal of the Academy. All reports shall be fully documented and copies of the incident report shall be made a part of the Academy's permanent files. The Chairman of the Board of Trustees will determine in consultation with the attorney and insurance representative if the allegation(s) warrant(s) reporting to the appropriate local and state authorities within twenty-four hours of the initial report.

If a report of alleged child abuse is made, what will it consist of?

If reporting is necessary, an oral report will be made, followed by a written report. The report may be submitted anonymously.

At a minimum, the report will contain the following information:

- The names and addresses of the child, the child's parents/guardians or other individuals responsible for the child's care.
- The child's location.
- The child's condition, including the nature and extent of the child's injury.
- Whether the alleged perpetrator has access to the child.

- Any other information helpful in showing the cause of the injuries or the extent to which the child might be endangered.

One person designated by the Chairman of the Board shall be the official “spokesperson” to the media if needed.

Actions taken if the accused is a staff member or volunteer:

Any accused staff member will immediately be placed on paid leave of absence. Any accused volunteer will also be placed on leave of absence. The involved person(s) will not participate in any HCA activities during the period of time the alleged incident is being reviewed.

Action of the Board of Trustees when child abuse is reported:

The Board of Trustees shall hear, understand and respond to the full implications of the alleged situation. They will establish guidelines to insure confidentiality and a timely, orderly and fair hearing of all parties involved. They will make recommendations for the resolution of the situation with the parties involved and HCA.

