

FAMILY POLICY HANDBOOK



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The Heritage Christian Academy School Board reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to constituents.

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1.0 ABOUT HERITAGE CHRISTIAN ACADEMY

1.1 Our Mission

Preparing students for a life of service by teaching, modeling and encouraging biblical principles while pursuing academic excellence.

Reviewed 03.2012

1.2 Our Vision

To develop strong Christian character by providing excellence in education with a distinctly biblical perspective.

To serve a growing student body through excellence in personnel and facilities as an extension of the Christian family and the local church.

To expand spiritual involvement and financial resources from individuals, families, churches, and the community.

Reviewed 03.2012

1.3 Our Philosophy

Heritage Christian Academy as a school community seeks to disciple students, based on the infallible Word of God, partnering with families and serving His church. It is our belief that students properly disciplined will excel in all disciplines as God gifts them.

Reviewed 03.2012

1.4 Our Core Values

God First

We strive to keep God first in our thoughts, attitudes and actions.

"In all thy ways acknowledge Him, and He shall direct thy paths." --Proverbs 3:6

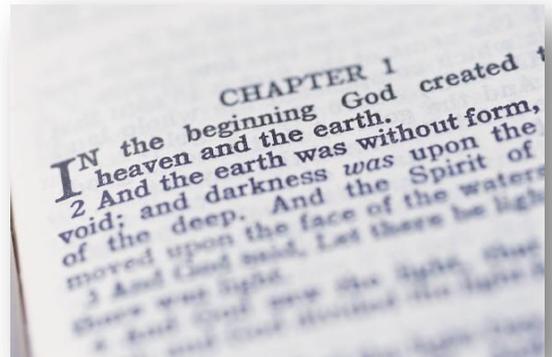
Reviewed 03.2012

Biblical Standards

We believe the Bible is the only Word of God, infallible, without error or omission, which serves as the standard and guide for all we do and say.

"All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be perfect, thoroughly furnished unto all good works." --II Timothy 3:16, 17

Reviewed 03.2012



Love Others

A person who enjoys a love relationship with God will exhibit love for others. HCA seeks to cultivate both the relationship with God and a loving community.

"Beloved, let us love one another, for love is of God, and every one that loveth is born of God, and knoweth God." --I John 4:7

Reviewed 03.2012

Family

God established families to reflect and spread His love. HCA desires to support and encourage families toward deeper godliness and greater health.

"And these words, which I command this day, shall be in thine heart; and thou shalt teach them diligently unto the children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up." --Deuteronomy 6:6

Reviewed 03.2012

Local Church

Like the family, God established the Church. It is the bride of Christ, and precious in His eyes. We seek to support churches by educating students well in academic disciplines and His Word. We believe and teach that students ultimately use their gifts to also support the local church. We also desire to assist local churches in a variety of tangible ways.

"I write so that you may know how you ought to conduct yourself in the house of God, which is the church of the living God, the pillar and foundation of the truth." --I Timothy 3:15

Revised 03.2012

Christ-Centered Curriculum

We challenge all students to academic and spiritual achievement through a high-quality Christ-centered curriculum.

"Study to show thyself approved unto God, a workman that needeth not be ashamed, rightly dividing the word of truth." --II Timothy 2:15

Revised 03.2012

Integrity

We believe that personal and corporate integrity, enabled by accountability to God and one another, is necessary to honor God and each other.

"Let integrity and uprightness preserve me; for I wait on thee." --Psalm 25:21

Revised 03.2012

1.5 Our History

Heritage Baptist Academy was founded in 1989 as a Christ-centered, biblically based Christian day school by five Baptist churches: Berean Baptist Church, Bethel Baptist Church, Cooper Baptist Church, Northeastern Baptist Church, and Westwood Baptist Church. Initial enrollment was 89 students in grades K-8. Enrollment grew steadily and in 1994, the name Baptist was changed to Christian in order to more accurately represent our student body. Today, HCA's 290+ students represent more than 50 churches.

HCA purchased 42 acres on 9th Street in 1996, and in 2000 opened its main campus building with a multi-purpose room, 14 classrooms and an office complex. Our facilities expanded in 2004 to house Young 5s-3 in a modular building with grades 4-12 in the main building. In 2008, the HCA school board initiated a change in school foundational documents creating an independent board run school which allowed wider church representation at the board level. In 2011, the 3rd grade was moved into the main building to make room for two Kindergarten classes.

Revised 07.2012

1.6 Our Governance

Heritage Christian Academy is owned and operated by Heritage Christian Academy Association, a Michigan nonprofit corporation. HCA is governed by a self-perpetuating, self-governing board which conducts and directs the affairs of the school. Details regarding board structure, composition, and membership can be found in the current version of the HCA By-Laws.

To assist the board in effective planning and policy development, several permanent committees have been formed to study issues and develop recommendations for board action. These committees are:



- Educational Policy – Open
- School & Community Development – Open
- Marketing - Open
- School Life – Open
- Athletics - Open
- Technology – Open
- Executive – Closed (includes Officers)
- Facilities - Open
- Finance – Closed (includes Business Manager & Treasurer)

The Administrator is responsible to the Board for effective and efficient day-to-day management of the school.

Revised 07.2012

2.0 EXPECTED STUDENT OUTCOMES

When the mission of Heritage Christian Academy is carried out, we expect to see the following measurable standards and/or changes in our students:

2.1 Spiritual Outcomes

Students will find joy in the pursuit of knowing God. They will...

- a) Love God with all their heart, soul, mind and strength.
- b) Be spiritually born again, believing who Jesus was and what He did, repenting of their sins, accepting God's gift of eternal life, and submitting to Jesus as Lord of their lives.
- c) Experience a personal relationship with Jesus Christ through prayer, worship and interaction with His Spirit through His Word, the Bible.
- d) Be empowered by the Holy Spirit to live a life characterized by inner joy, peace, faith, hope.
- e) Use their spiritual gifts to build up the Body of Christ and to reach others with the message of salvation.
- f) Correctly interpret the true meaning of inerrant Scripture in its historical/cultural context so they can accurately apply biblical principles to their lives.
- g) Discern truth and error and good and evil, based on their knowledge of the Word.
- h) Know and appreciate the history of the Christian faith and the lives of outstanding believers who have gone before.
- i) Articulate and defend their Christian worldview while having an understanding of opposing worldviews.

Revised 03.2012

2.2 Moral Outcomes

Students will find joy in the pursuit of righteousness. They will...

- a) Be ever mindful of their need for Jesus to live His righteous life through them.
- b) Hunger and thirst for righteousness, longing to walk as Jesus walked.
- c) Honor their bodies as temples of the Holy Spirit by following principles of healthy, moral living.
- d) Commit themselves to mental, visual, and physical sexual purity, practicing abstinence until marriage.
- e) Establish a reputation of godly work ethics: integrity, honesty, diligence, perseverance, and self-discipline, taking responsibility for their own actions.
- f) Be good stewards of finances and time.
- g) Have an appreciation for the natural environment and its resources, and practice responsible stewardship of God's creation.
- h) Understand, value, and engage in beneficial community and civic activities.
- i) Embrace and fight for justice, mercy, and the alleviation of suffering of the poor and the afflicted.
- j) Reject worldliness and its standards of success.

Revised 03.2012

2.3 Relational Outcomes

Students will find joy in the pursuit of loving their neighbor as themselves. They will...

- a) Understand, value, and protect the worth of every human being as created in the image of God, including the unborn child.
- b) Be confident of their own self-worth in God's eyes because of the price God paid for their salvation.
- c) Demonstrate love, patience, gentleness, kindness, goodness, and respect to all.
- d) Be a great team player, displaying selflessness, deference, encouragement, and good sportsmanship.
- e) Exhibit good manners and socially acceptable behavior.



- f) Practice biblical peacemaking and conflict resolution.
- g) Actively look for ways to serve others through their gifts and talents.
- h) Follow biblical guidelines for building a healthy, happy marriage and family life.
- i) Appreciate the cultures of other peoples, dispelling prejudice and promoting inter-ethnic harmony without compromising biblical absolutes.

Revised 03.2012

2.4 Intellectual Outcomes

Students will find joy in the pursuit of knowledge and wisdom. They will...

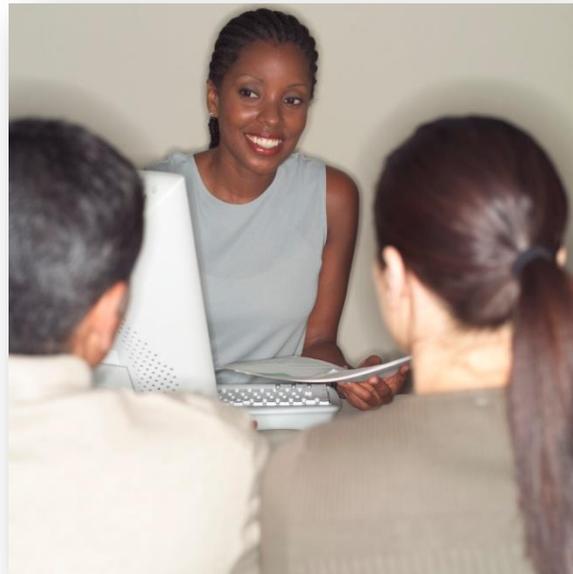
- a) Understand that the fear of the Lord is the beginning of all wisdom.
- b) Value intellectual inquiry and engage in the open, honest exchange of ideas.
- c) Discern, understand, and appreciate fine literature.
- d) Express themselves creatively and intelligently through writing.
- e) Value the mental development of thinking mathematically.
- f) Stand in awe of God's creation as discovered through science and implemented through technology.
- g) Enjoy the drama of human history and relate it to the events of the world today.
- h) Appreciate quality in all forms of music and visual arts.
- i) Discover their innate talents and abilities and maximize them in their chosen life's work.
- j) Be so fascinated with the joy of discovery that they commit themselves to lifelong learning through college, career training, and personal enrichment.

Revised 03.2012

3.0 ADMISSION POLICIES, APPLICATION PROCEDURES, SCHOOL RECORDS

3.1 Admission Policies

- a) In keeping with Biblical teachings, applicants for admission are considered without regard to race, gender or national origin.
- b) At least one parent of each applicant must give a credible profession of personal faith in Jesus Christ as Lord and Savior.
- c) The parents should have an understanding of, and willingness to cooperate with, the Statement of Faith, Mission, Core Value, and Family Commitment statements of Heritage Christian Academy.
- d) Parents should be willing to consider how they could support the work of HCA by volunteer help and financial contributions according to their abilities and time available.
- e) Applicants should possess evidence of readiness or satisfactory academic performance through past academic records and any testing that may be required by HCA.
- f) Applicants shall give evidence of emotional stability, social adjustment, and satisfactory behavior as determined by records, references, and a personal interview. Students with learning disabilities may be admitted to HCA. However, the student should, in most instances, also be concurrently enrolled in HCA's Discovery Center.
- g) Acceptance into advanced placement courses not provided by HCA is considered full-time enrollment for registration purposes. Cost for advanced placement courses are the responsibility of the parents. HCA tuition for such students will be reduced per board policy.
- h) Parents must submit a completed application with the non-refundable application fee.



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3.2 Application Procedures

- a) **Packet** – All families must complete a comprehensive application. This application must be reviewed by Administration and/or teachers before final enrollment. Any question regarding student custody, student transportation to and from school, and school events must be resolved. All families must submit a copy of enrolled students' birth certificates and vaccination records.
- b) **Interview** – Upon receipt of the application, the school secretary will arrange an interview for the family with the Administrator. All families at HCA interview with the school Administration. At this point, the mission and basic programs of the school are discussed. During this time parents and Administration come to an understanding of school culture and basic expectations. Parents are asked key questions regarding their family's goals and dreams for the education and discipleship of their students. Any concerns revealed to Administration are considered in a follow-up conference before final enrollment.
- c) **Testing** – Students may be tested to assure proper grade placement, and appropriate classroom acumen. This test may result in students not being admitted due to substantial academic concerns.
- d) **Record Transfer** – Before a student attends HCA, all necessary student records must be secured. These records must then be reviewed by Administration/teachers to assure student safety and proper adjustment. A student's record review may result in a change in grade/class assignment, a postponement of admission, a probationary admission with specific provisions, or admission denial.
- e) **Admission Status** – Notification of admission status will be given to the parents as soon as all admission procedures have been completed.

Revised 07.2012



3.3 School Records

Per the US Department of Education and Family Educational Rights and Privacy Act (FERPA), parents of students currently in attendance or eligible students have the right to:

- a) Inspect and review the student's education records.
Please call the Principal's office to make arrangements.
- b) Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. This request must be submitted in writing to the Principal's office.
- c) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and section 99.31 authorize disclosure without consent.
- d) File with the Department a complaint under Section 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act.

The school maintains a cumulative academic, attendance, and health record for each student enrolled in accordance with the Federal Family Rights and Education Privacy Act. Information on the student's permanent record will be given out to the following:

- a) To the parents/guardians and adult students by written request.
- b) To colleges, universities, and military services upon the student's written request.
- c) To the court system by parental/guardian permission or by warrant (parent/guardian will be notified).
- d) Records are not released if accounts are not current.

Revised 07.2012

4.0 STANDARDS OF CONDUCT

Heritage Christian Academy holds that the Bible is the only divine Word of God, infallible without error or omission, and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life that fulfills both God's moral law and His commandment of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Heritage Christian Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the Spirit of God who indwells us (I Corinthians 8:9, 12, 13; and 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Heritage Christian Academy to adopt the following standards which are believed to be conducive to the environment which best promotes the spiritual welfare of the student.

The school, therefore, expects each student, whether at home, school, or elsewhere:

- a) To refrain from swearing, using indecent language, fighting, the use of tobacco products, drinking alcoholic beverages, the abuse of drugs, gambling, or any activities, amusements, recreation, or entertainment that conflict with the spirit of this statement of conduct (Psalm 19:14; I Corinthians 3:16, 17).
- b) To maintain Christian standards in courtesy, kindness, morality, and honesty (Philippians 4:8).

Students found to be out of harmony with the Heritage Christian Academy ideals of work and life may be asked to withdraw whenever the general welfare demands it, even though there may not be specific breach of conduct.

Reviewed 07.2012

4.1 Conflict Resolution

The HCA community is encouraged to strive for harmony through a spirit of Christian love by resolving conflicts through the following process based on Matthew 19:15-17 and a spirit based on John 13:34-35.

- a) Deal only with the people directly involved. Keep the matter confidential, sharing only with those directly concerned.
- b) Do not endorse a bad report about another person; advise the complainant to go directly to the person(s) involved.
- c) If the conflict persists, it is appropriate to share the matter with the Principal.
- d) If the conflict remains unresolved, the Principal will share the matter with the Administrator and/or the Chairman of the School Board.
- e) Should the conflict be with the Administrator or Principal and the parties involved are unable to resolve the matter, then the Chairman of the School Board should be consulted; who may, at their discretion, consult the Executive Committee of the Board or the entire School Board.
- f) Commit the outcome to God. Let us be committed to doing His will and responding to His sovereign control of all things for good (Romans 8:28-29). Consider the examples of Job, Joseph, Daniel and Jesus.

Revised 03.2012

4.2 Classroom Expectations

In the classroom, students are expected to abide by the procedures and rules set forth by the individual teacher. All classroom rules, regulations, policies, etc., are in addition to the school policies and not in lieu of them. While classes are in session, students are not to be in corridors without a completed, currently dated hall pass. As there is ample time for use of the lavatories between classes, this is not considered to be a legitimate reason to leave class except in emergency cases. Students will not be permitted to leave class for the purpose of getting books, supplies, etc. from their lockers due to the disruption this causes to two classes. Students are not to bring articles to classes that might cause classroom disruption. Potential nuisances such as MP3 players, stereos, etc., should not be used during class hours without specific permission. Laptops and/or tablets are to be used for applicable classroom studies only, and only with the permission of the teacher. Appearances and/or behaviors that are disruptive will not be tolerated.



Revised 07.2012

4.3 Discipline Policy

Elementary (K-6) Discipline System

Goal:

Our goal as Christian educators is to encourage students in their walk with the Lord by assisting them in developing self-discipline and responsibility for their own behavior. When behavior deviates from the guidelines given in God's Word or from the guidelines of the authority that God has placed over us, discipline is necessary. Although we quite often think of discipline as a negative thing, God's Word says the opposite:

Psalm 94:12 "Blessed is the man whom you discipline, O LORD, and whom you teach out of your law,"

Hebrews 12:5-11 "...For the Lord disciplines the one He loves...He disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant, but later yields the peaceful fruit of righteousness to those who have been trained by it."

Discipline will be redemptive in nature. Boundaries will be well-defined and communicated. The ultimate goal is for the student to develop an inward desire to submit to God's authority alongside outward conformity to regulations.

Redemptive discipline enables students, through the teaching of biblical principles and the work of the Holy Spirit, to identify, own up to, and repent of wrong doing and experience forgiveness and restoration.

Purpose:

- 1) To help the student avoid the snare of sin in the future
- 2) To ensure a safe environment for all students
- 3) To maintain consistent enforcement of rules from teacher to teacher
- 4) To partner with parents in communicating negative (unhealthy, unsafe) patterns of behavior.

Structure:

For **minor infractions**, each classroom, special teacher, or head recess monitor will design his or her own plan to manage that level of behavior. For **moderate and serious infractions**, teachers *and* administration will work together to track student behavior throughout the year and communicate it to parents promptly.

Minor Infractions:

Discipline for minor infractions will generally be handled by the student's classroom teacher but at times may be handled by another HCA staff member who is in authority. Consequences will be given at the teacher's discretion. Minor infractions **may or may not** be communicated to the parent/guardian and/or principal. Minor Infractions may include but are not limited to the following:

- a) Unexcused tardy to class
- b) Disruptions in class
- c) Not being on task
- d) Dress code violation – 4th -6th grades (1st and 2nd offense) – will be communicated to parent (Dress code violations for K-3 will be communicated to the parent as well but the student will not be penalized for the offense.)
- e) Use of electronics without permission
- f) Not following teacher's instruction
- g) Deliberate exclusion of another student (1st offense)
- h) Using unkindness in words and/or actions
- i) Inappropriate horseplay
- j) Carelessness with school or other's property
- k) Inappropriate touch of another student
- l) Other minor violations at the discretion of the person in authority

Moderate Infractions:

Discipline for moderate infractions in K-6 may be handled by the student's classroom teacher or by another HCA staff member who is in authority. Moderate infractions will be communicated to both the parents/guardians and principal and be documented. Moderate infractions are of a more serious nature and therefore receive a more serious consequence. A student will receive a "strike" for moderate infractions. Strikes will be recorded and be cumulative over each semester. At the start of each semester strikes will be reset to zero. A strike received will result in the loss of one recess privilege. The consequence for receiving a strike will be served as soon as possible. Students will fill out "A Time to Think" sheet

during their recess time. Look online for “A Time to Think” sheet at <http://www.hca eagles.org/Resources-for-Parents>. Moderate Infractions may include but are not limited to the following:

- a) A pattern of minor infractions
- b) Deliberate exclusion of another student from an activity (after 1st offense)
- c) Cheating/plagiarizing (1st offense)
- d) Using profane language/misuse of God’s name (1st offense)
- e) Deliberate defiance or disrespect towards faculty, staff, or other HCA authority (1st offense)
- f) Lying to faculty, staff, or other HCA authority (1st offense)
- g) Deliberate cruelty to others (1st offense)
- h) Inappropriate touch of another student
- i) Dress code violation (after 1st and 2nd offense) – 3rd-6th grades

Severe Infractions:

Although most behavior issues at the elementary level fall into the minor or moderate category, it is necessary to have guidelines in place for the most extreme possibility. Severe infractions will be handled by collaboration of the principal and the HCA staff member who was in authority at the time. Severe infractions will be *immediately* communicated to the parents/guardians and documented. A detention will be given for a severe infraction. Detentions will be served for the duration of one hour after school on a day designated by the principal. Detentions will be supervised by the principal, or administrator if the principal is unavailable. Severe Infractions may include but are not limited to the following:

- a) A pattern of moderate infractions
- b) Deliberate exclusion of another student from an activity (after 2nd offense)
- c) Cheating/plagiarizing (after 1st offense)
- d) Using profane language/misuse of God’s name (after 1st offense)
- e) Deliberate defiance or disrespect towards faculty, staff, or other HCA authority (after 1st offense)
- f) Lying to faculty, staff, or other HCA authority (after 1st offense)
- g) Deliberate cruelty to others (after 1st offense)
- h) Inappropriate touch of another student
- i) Verbal or physical harassment or bullying
- j) Fighting – hit, kick, punch, spit at, bite, etc.
- k) Stealing
- l) Deliberate destruction of school or another person’s property
- m) Bringing a weapon to school
- n) Other serious infractions as determined by the administration

Suspension/Expulsion:

If severe infractions are repeated or infractions of a greater severity occur, a suspension may be necessary. Suspensions will be given at the discretion of the administration. There will be two types of suspensions: In-school and Out-of-school. In-school suspensions will be served at school in an area that excludes interaction with other students. Students will continue learning activities and regular class assignments while serving an In-school suspension. Out-of-school suspensions will exclude students from attending school. Educational activities and further discipline will be left to the discretion of the parent with recommendations from the administration. The formation and signing of a probationary contract by all parties involved may be necessary in order for the student to re-enter the classroom setting.

An expulsion is the most extreme form of discipline and is generally only used when a student fails to improve while on a probationary contract. The school board may expel a student on the recommendation of the administration. If a student is expelled all educational services will cease. The student will no longer be allowed to participate in any school related activity or be on campus without special permission. Expulsion means a student may not return to HCA without special approval from the Board of Directors.

Reviewed 09.2016

HCA Secondary School (7-12) Discipline System

Goal:

Our goal as Christian educators is to encourage students in their walk with the Lord by assisting them in developing self-discipline and responsibility for their own behavior. When behavior deviates from the guidelines given in God’s Word or from the guidelines of the authority that God has placed over us, discipline is necessary. Although we quite often think of discipline as a negative thing, God’s Word says the opposite:

Psalm 94:12 “Blessed is the man whom you discipline, O LORD, and whom you teach out of your law,”

Hebrews 12:5-11 "...For the Lord disciplines the one He loves...He disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant, but later yields the peaceful fruit of righteousness to those who have been trained by it."

Discipline will be redemptive in nature. Boundaries will be well-defined and communicated. The ultimate goal is for the student to develop an inward desire to submit to God's authority alongside outward conformity to regulations. Redemptive discipline enables students, through the teaching of biblical principles and the work of the Holy Spirit, to identify, own up to, and repent of wrong doing and experience forgiveness and restoration.

Purpose:

- 1) To help the student avoid the snare of sin in the future
- 2) To ensure a safe environment for all students
- 3) To maintain consistent enforcement of rules from teacher to teacher
- 4) To partner with parents in communicating negative (unhealthy, unsafe) patterns of behavior

Demerits:

Students can receive a demerit for small infractions. A student may receive a demerit in class or outside of class, from any teacher or staff during any school event, including athletics or school parties. The following rules apply to demerits:

- 1) Demerits will be recorded for each of 7 classes, and in a separate 8th category for outside of class demerits.
- 2) Demerits will be cumulative over each quarter. At the start of each quarter demerits will be reset to zero.
- 3) A student who accumulates three demerits in a single class or in the outside of class category will receive an after school detention. Detentions will be given on 3, 6, 9, 12 etc. demerits.
- 4) Demerits will be given for the following reasons:
 - a. Dress code violations
 - b. Tardy to class
 - c. Disrupting class
 - d. Sleeping in class
 - e. Not being on task
 - f. Deliberately excluding others during structured and unstructured activities at school
 - g. Use of electronics without permission
 - h. Messing up the school or school used facilities by leaving trash behind
 - i. Not following teacher's instruction
 - j. Standing up while the school bus is in motion
 - k. Horseplay
 - l. Coming to class unprepared (as in not having assignments completed or not bringing required materials such as books, paper, etc.)
 - m. Writing on desks, books, or any school property
 - n. Unauthorized eating in rooms or other school-used facilities
 - o. Use of crass or impolite language
 - p. Other minor violations at the discretion of the teacher

Detentions:

Detentions will be scheduled after school from 3:15-4:15, usually, but not exclusively on the last school day of the week. During detentions students will fill out a "**Think it Over Sheet.**" This sheet will require students to answer the following questions:

- 1) What wrong actions and attitudes did I display?
- 2) How were these actions and attitudes opposed to scriptural instructions? Verify your answers with scriptural references.
- 3) How were my actions and attitudes not helpful to myself and others around me?
- 4) What can I do in the future to help me change my behavior?

Additional notes about detention:

- 1) Parents will be notified regarding after school detentions.
- 2) No detention may be rescheduled without special permission from the administration.
- 3) Detentions will take priority over all other school activities.
- 4) On every third detentions in a quarter, students will receive a suspension (i.e. on the 3rd 6th 9th etc. detention). At the start of each quarter detentions will be reset to zero.
- 5) Failure to serve detention on the day and time required may result in additional detentions or in-school suspensions.
- 6) Detentions may be received for the following reasons:

- a. Serious problems with dress code violations
- b. Public displays of affection while at school, chapel, on field trips, or at school activities
- c. Cheating or plagiarism on the 1st offense in a school year. It may also include grade penalties. See the section below for definition of cheating and plagiarism.
- d. Using profane language; Language that insults God or your fellow man
- e. Fighting (1st offense in a school year)
- f. Being disrespectful to any faculty or staff
- g. Lying to teachers or administrators
- h. Harassment or bullying (1st offense in a school year)
- i. Accumulating too many demerits as outlined in the section above

Suspensions:

Suspensions will be given at the discretion of the administration for serious offenses. There will be two types of suspensions in-school and Out-of-school. in-school suspensions will be served at school in an area that excludes interaction with other students. Students will continue learning activities and regular class assignments while serving an In-school suspension. Out-of -school suspension will exclude students from attending school. Educational activities and further discipline will be left to the discretion of the parent with recommendations from the administration.

Additional notes about suspensions

- 1) Three suspensions in a year will make a student a candidate for expulsion.
- 2) Suspensions may be imposed immediately, with the student being asked to leave school right away and may last up to two weeks.
- 3) Students are not allowed to participate in any after school activities, clubs, or sports immediately following the administering of the suspension.
- 4) Students may be suspended for the following reasons:
 - a. Accumulating three or more detentions in one quarter
 - b. Destroying or willfully damaging school or personal property
 - c. Bringing to school any of the following: weapons, fireworks, aerosol cans, tobacco products, alcohol, drugs or hazardous material
 - d. Having any material or displaying any behavior that presents a hazard or has questionable moral value
 - e. Outright defiance
 - f. Involvement in substance abuse
 - g. Missing school without the parent or school personnel's approval
 - h. Fighting (After 1st offense)
 - i. Bullying (After 1st offense)
 - j. Cheating or Plagiarism (After 1st offense)
 - k. Viewing pornographic material at school
 - l. Committing other serious rule infractions as determined by the administration.

Expulsion:

This is the most extreme form of discipline and is generally only used when a student repeats serious offenses or fails to improve while on a probationary contract. The school board may expel a student on the recommendation of the administration. If a student is expelled, all educational services will cease. The student will no longer be allowed to participate in any school related activity or be on campus without special permission. Expulsion means a student may not return to HCA without special approval from the Board of Directors.

Additional notes on expulsion:

- 1) Some offenses are listed below under expulsion as well as above under suspensions. A suspension or expulsion can occur for these infractions according to the discretion of the administration and the school board. Previous record and the seriousness of the offense will be taken into consideration.
- 2) Students may be expelled for the following reasons:
 - a. Causing bodily harm to another student
 - b. Any student found to be selling, using, in possession of, or being knowingly present around or with illegal drugs will immediately be expelled and reported to the authorities
 - c. Bringing alcohol, drugs, drug paraphernalia, pornographic material, or weapons to school or on school property
 - d. Involvement in theft on or off campus
 - e. Other illegal or serious offenses as identified by the administration
 - f. Accumulating 3 or more suspensions in a school year

Examples of plagiarism or cheating are defined as, but not limited to:

- 1) Taking/copying someone's assignment or a portion of that assignment and submitting it as one's own
- 2) Submitting material written by someone else or rephrasing the ideas of another without citation
- 3) Presenting works of others as one's own. (parent, tutor, sibling or friend/student, etc.)
- 4) Submitting papers/essays that were downloaded from the internet
- 5) Providing answers/work to another student, without the teacher's approval
- 6) Copying, duplicating or cut/pasting of assignments that are turned in, wholly or in part, as original work
- 7) Using a computer/smart phone, calculator, search engine, foreign language translator or ANY other aid to acquire information during or on an exam/test (in or out of school) without the expressed permission of the teacher
- 8) Giving or receiving answers for an exam, including allowing other students to look at your test paper. It is every student's responsibility to keep their test paper secure and to keep their eyes on their own paper
- 9) Accessing tests or quizzes before the event to determine the questions in advance, by word of mouth, by sharing answers in any form, or theft of or unauthorized access to an exam, quiz, or test
- 10) Using summaries/commentaries in lieu of reading the assigned materials
- 11) Submission of false data or citations in a work
- 12) Sharing of access codes, logins or passwords to computer instruction and exam sites

Reviewed 09.2016

4.4 Public Display of Affection Policy

Rationale

This policy outlines the schools expectations for the public display of affection. In the interests of good taste, consideration of others, exemplary role modeling, varying cultural interpretations and avoiding misunderstanding, a clear statement is desirable. Students and staff will be expected to work within the guidelines below.

Biblical Framework

Scripture doesn't have much to say directly about the parameters of touching or affection in the public arena but it does provide sound foundations for the effective functioning of a community and, in particular, a Christian community.

Some important considerations are:

- a) The encouragement to show self control (1 Thess. 5:6, Titus 2:6-8a, 1 Peter 1:8).
- b) The encouragement to "build each other up" (1 Thess. 5:11) means we try to act in a manner that encourages and edifies others.
- c) The encouragement to think of others and not just ourselves (1 Cor. 10:23-24) means the good of others and/or the community is paramount.
- d) The warning to not cause others to stumble (1 Cor. 10:32-33) means we take the responsibility to act in a way that doesn't cause offense or provide a temptation to others to sin.
- e) The warning in Mark 9:42 is a sobering reminder of our responsibility to act in a way that presents a clear and Godly witness in particular to younger members of our K-12 community.



These principles must work in balance with exhortations to love one another and showing that in physical ways at times is not inappropriate (2 Cor.

13:12). The broad principle of loving one another by always wanting what's best for them and prioritizing respect for the community over selfish desires should take precedence.

Policy Statement

Romantic physical expressions of affection (hugging, holding hands, kissing, embracing) are not permitted at school or at any school activity in the interests of positive role modeling to younger students, exercising of self control and fostering a commitment to abstinence outside of marriage as an outworking of Godly obedience in the area of relationships. Any contact that is lingering, clearly between a couple in a relationship, or tending toward exclusivity would be inappropriate.

Care for each other in the context of a positive and caring school setting can often be outworked in physical expressions such as friendly hugs, pats on the back or shoulders, handshakes and other forms of physical contact that are wholesome and appropriate in a community setting. All such contact should be open and inclusive within a social group to be acceptable.

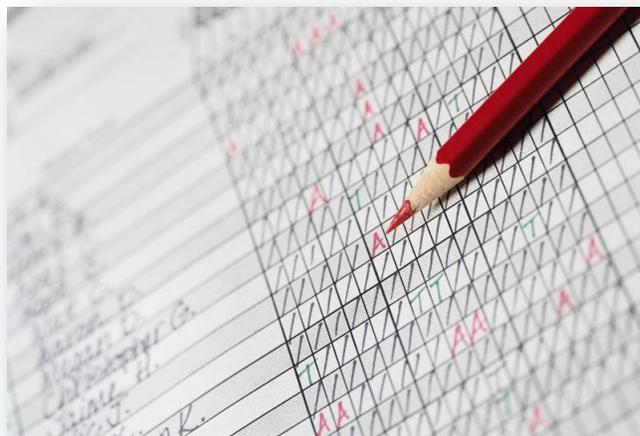
Students involved in inappropriate expressions of affection will be spoken to privately and respectfully with a view to modifying their behavior and educating them. Continued failure to comply will result in parent notification and consequences as determined by the Administrator and/or the Board.

Revised 07.2012

5.0 SCHOOL HEALTH

5.1 School Attendance

Attendance in class is critical for students to receive credit for the class. A student with more than eight (8) absences per class, per semester jeopardizes his or her credit in class. After this number of absences, the administration will review with the teachers if the credit for the class is compromised. Administration may choose to simply reduce the class grade according to the standards listed below, and continue to allow credit. Parents will receive an update at five (5) absences. Unusual circumstances may be appealed to the Administrator. School activities will not count in the total. Two college-visitation days per year will be allowed for juniors and seniors.



An excused absence is granted to a student when:

- Parent or doctor approves the student absence.
- An explanation signed by a parent is received in the school office.

The student is provided a maximum of two (2) days for the first day of absence to make up the missed work for full credit. He/She is provided one (1) day to complete work for each succeeding day of absence.

An unexcused absence is defined as any absence without supporting note from the parent. Class work must be made up in the same time period as allotted for excused absences, but a 50% decrease in credit will occur.

**The Principal may allow a change in the specifics of the attendance policy in the case of extenuating circumstances by recommendation of a teacher.*

Secondary Grade Reduction Policy For Absences- (credit awarded)

- a) Students are allowed 8 absences per semester.
- b) Home rooms are included in the first hour class. Students more than 15 minutes late for a class are counted as absent for that period.
- c) At a ninth absence and all subsequent absences, a student will lose 1/3 grade per absence. At nine absences, an A- becomes a B+, at ten absences the B+ becomes a B.
- d) **Student Tardies**- three class tardies will equal one absence.

- e) **Exceptions-** Absences do not count against a student's attendance for all school sponsored activities; juniors and seniors are allowed two school-sanctioned college visits a year. The administration may make exceptions for attendance under extenuating circumstances.

Revised 07.2012

Pre-Excused Extended Absences

Heritage Christian Academy (HCA) recognizes that it is sometimes necessary for students to miss school for extended periods of time of more than two consecutive days. However, we ask parents and students to be aware of the following when they are planning to miss school for an extended period of time.

- 1) The school should be informed at least two weeks in advance, if at all possible.
- 2) The school reserves the right to recognize the absences as excused or unexcused, depending upon the necessity of the absences.
- 3) The parents will become primarily responsible for the education of the student during absences.
- 4) Students and parents have the responsibility of communicating with each of their teachers to make arrangements for work to be done during the absence.
- 5) When school is missed, the educational experience often cannot be duplicated outside of school. Therefore the student may not fully learn the material taught and thereby earn a lower grade than normal.
- 6) Teachers are not required to make special course work for the student. If the student cannot complete the normal work required for the course due to their absence, he/she will receive reduced grades.
- 7) Teachers will give advanced assignments for students whenever possible. However, it should be noted that depending upon the class, it is sometimes not possible for work to be assigned in advance. In some classes, work will have to be done by students when they return. In other courses it may be impossible for work to be made up at all if a student is absent. For example, if a teacher has planned group work, it would not be possible for the student to make up this work if they are absent. Substitute assignments may be given at the teacher's discretion.
- 8) Parents and students should make every effort to minimize all other absences.
- 9) Exams may not be taken before the first day of scheduled exams. Students who are not able to take an exam due to an absence will be given an incomplete for the semester grade, and be required to take the exam upon their return. A student who misses a first semester exam will have two weeks after he/she returns to make-up the exam. Any student who misses a final exam for the second semester must make up the exam before the completion of summer vacation. Any exam that is not made up before the deadline will be assessed as zero and the semester grade will be calculated as is. The Principal must approve any exam make ups or exam date or time changes.

We understand that there are times when it is more important for a student to be somewhere else besides school. It is a parent's responsibility to make these decisions. Please also recognize that as a school we will try to do all we can to help, but in the interest of fairness to other students and teachers there may be limitations to what can be done. There may be an unavoidable negative effect upon learning due to absences, even if it is absolutely necessary to miss school.

Revised 09.2016



5.2 Vaccination Records

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

Revised 07.2012

5.3 Illnesses and Parental Responsibility

If a student is ill, please do not send him/her to school. Please call the school office by 9:00a to notify the secretary that the student will be unable to attend school that day.

A student being treated for a contagious infection, such as strep throat, must be on antibiotic medication for 24-36 hours prior to the return to school. Please remember that the entire course of treatment must be completed for antibiotics to be effective.

If a student becomes ill to remain in class, the school secretary will contact the parent or emergency contact person on file by phone and request that the student be picked up. A student who is sent home from school with a fever, vomiting or

diarrhea may not return to school until he/she is symptom free. It is in the student's and the school's best interests not to send a student back to school prematurely.

Revised 07.2012

5.4 Medications

ALL medications, prescription and over-the-counter (OTC), needed by students must be kept and dispensed in the school office. A signed release form from the student's parent or guardian must be on file in the school office for all such medications, even OTC. These forms are available in the school office. All medications must be in the original containers, with student's name clearly marked.

Revised 07.2012

6.0 SCHOOL SAFETY

6.1 School Staff

All school staff including consistent volunteers and student teachers must submit to a criminal background check as overseen by school Administration. They must also complete an application process that included the contacting of references.

6.2 Mandatory Reporting Requirements

Any individual who works with students (teachers, coaches, small group leaders, aids, bus drivers, parent volunteers, etc.) must report any instance or indication of any verbal, physical, sexual or other type of abuse or neglect to the local authorities (Department of Human Services and/or local police) and Administration within 24 hours. It is incumbent upon all adults, especially those in authority over children to be continually vigilant regarding their well-being and willing to work with authorities to assure their safety. Teachers or school personnel and any related adults (bus drivers, volunteers) who fails to report suspected abuse forfeits his/her position working with students and is open to legal repercussions.

Revised 07.2012

6.3 Campus Security

HCA is a closed campus, thus access to campus by visitors and departure from campus by students during the school day must be authorized through the office.

Reviewed 07.2012

6.4 Parents or Other Visitors

All visitors (including parents) should enter the front doors to school and report to the office first. Visitors must be identified by a special name tag or other identification to be given when they sign in to the office.

Any visitor must be approved by school Administration and must report to the office. Signs directing visitors to the school office are posted at every school entrance. Any visitors that are not immediately recognized by any staff member must be approached and questioned by staff and directed appropriately.

If any staff encounters unauthorized visitors that resist staff questioning efforts and do not report to the office, the office must be contacted immediately, and the situation monitored until relieved by Administrative staff.

Students are not permitted to bring visitors to spend a day, or part of a day, with them in class unless prior approval is received.

Revised 07.2012

6.5 Weapons

It is against the laws of the State of Michigan to bring any type of weapon to school. Such activity will result in an immediate report to local police.

Reviewed 07.2012

6.6 Emergency Procedures

Severe Weather

HCA monitors severe weather conditions and all necessary precautions are taken to ensure safety. In the event of a tornado watch, classes will continue as school officials monitor the situation. Parents have the freedom to remove



their students at their discretion. In the event of a tornado warning, students will take shelter in designated areas of the school building. No one will be allowed outside the building and the teacher shall account for all students in his/her charge. If a tornado watch is in effect at the close of the school day, there will be no after school activities.

Drills are to occur at the Administrator's discretion. They involve the movement of students into hall space to avoid injuries caused by serious storms. All portables should be evacuated into the main building. Students must line the halls in a seated, protective position.

Revised 07.2012

Fire

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

HCA consistently practices drills in accordance with state regulations. Teachers are responsible to instruct students ahead of time regarding proper evacuation procedure. Evacuation maps are placed in every classroom. Teacher must take their grade book with them for the purpose of verifying that all students have left the building. Students must move quickly and with silence out the nearest exit not blocked by simulated fire. Students may be designated to assure outside doors are open for student evacuating. Evacuations must be timed, and records reported to the teachers with discussion on improvement.

Revised 07.2012

Lock Down

Lock Down drills (*presenting physical dangers and potential at risk intruders*) take place twice a year. These drills are signaled by a call from the office with a code word. Upon the initiation of the drill, teachers direct students to a pre-determined location within the classroom, and position themselves between the potential intruder and the students until the "all-clear" is announced.

Revised 07.2012

Campus Evacuation

Campus evacuation (bomb threat) drills occur at the Administration's discretion. They involve the evacuation of students to the designated safe haven. Teachers will lead their current class to the appropriate safe place, and students must stay grouped by class and return to school when the "all-clear" is given.

Revised 07.2012



Bus Evacuation

Bus drivers are expected to know state regulations, and conduct appropriate drills, and keep record of times, identify difficulties and assign students to assist in the speedy evacuation process.

Revised 07.2012

6.7 Parking Lot

Student driving to school is a privilege that involves responsibility. Reckless driving or endangering students around the parking lot will result in the loss of driving privileges on campus. Students should park their vehicles in the southern-most lot or on the gravel area. The speed limit in the parking lot is 15 mph. Everyone should be especially watchful for small children walking between vehicles. As a rule, elementary students should

be accompanied by an adult or older sibling when crossing the parking lot. Parents are asked to form a line at the curb with their vehicle in order to allow for students to load and unload on the sidewalk. Please do not circle through the visitor's parking area when loading or unloading student passengers.

Revised 07.2012

6.8 Harassment & Bullying Policy

Harassment of any type – verbal, physical, sexual – is diametrically opposed to the mission of HCA and will not be tolerated; this includes any form of cyber-bullying. A student who feels that he/she has been subjected to harassment should notify a staff member immediately.

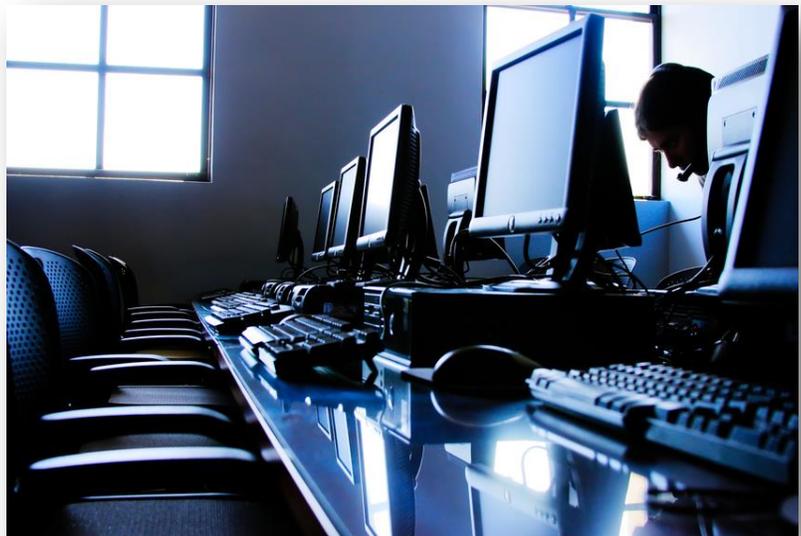
A complete copy of the HCA Anti-Bullying Policy can be viewed on our website, or a hard copy can be obtained through the school office upon request.

Revised 07.2012

6.9 Technology Policy

HCA strives to provide staff and students with access to high-quality technology services. All staff, students, and parents are required to read and sign a yearly Acceptable Use Policy (AUP). Acceptance of the AUP provides users with access to the school network, supervised use of the computer labs, and access to the school's GoogleApps services. Anyone found to be in violation of the AUP will face consequences, which may include loss of technology privilege at school.

In our task of providing the best possible college preparations, it is necessary for every student to learn advanced computer skills, including the safe and effective use of Internet resources. Our instruction includes guidelines for effective and appropriate use of the Internet and database resources.



HCA technology is overseen by the Technology Committee, which is an official committee of the school board. This committee oversees the purchase, maintenance, and implementation of all technology products and services. The committee also makes policy recommendations consistent with recognized best practices in technology use and curriculum integration.



Cell Phones and Laptops

Please note that as mentioned in the AUP, students may possess cell phones at school, but the phone must be turned off and put away (locker or backpack) during class hours. If a student has a legitimate need to make a call, he/she may report to the office and make the call in the presence of the school secretary or between classes. Likewise, laptop computers may be used in school for educational purposes, and only under the direct guidance of a classroom teacher. Laptops may connect to the school network and students may not attempt to “pick up” a wireless signal from the surrounding neighborhood.

Reviewed 07.2012

7.0 ELEMENTARY RECESS / PLAYGROUND POLICIES

Heritage Christian Academy implements the following guidelines for the elementary playground during recess for grades K-6. The rules and consequences will be tracked for a period of one school year for each student. Student suspensions will be noted and remain in their permanent file.

General Playground Rules

- Students must have permission from the recess monitor to exit the playground.
- Students should stay visible to playground monitors at all times.
- Students should refrain from eating or gum chewing on the playground.
- Students should use playground equipment appropriately and safely.
- Students should refrain from name calling and all use of unkind speech.

- Students are expected to use safe physical contact during game playing.
- Students can use snow for construction purposes only; throwing of snow or ice is strictly prohibited!

No Tolerance Rules

- Disrespect: demonstration of verbal and/or non-verbal disregard toward the recess monitor(s).
- Bullying: demonstration of harmful verbal and/or physical intimidation toward another student.
- Physical Aggression: demonstration of deliberate physical harm towards another student (pushing, hitting, kicking, biting, etc.).

The acronym **S.T.O.P.** will be posted for all elementary students as a visual reminder of playground expectations.

S – Speak respectfully

T – Tell the truth

O – Obey those in authority

P – Play safely and fairly

Consequences/Procedures:

Recess monitors will chart student infractions cumulatively, and communicate necessary information to the child's classroom teacher. Parents will be notified of repeat offenses requiring further action.

Violation of general playground rules:

Student "time out" in designated area for the remainder of recess; failure to stay in designated area warrants removal from playground; student reports to classroom teacher

Violation of No Tolerance Rules

(Disrespect/Bullying/Physical Aggression):

1st and 2nd infraction(s) – Immediate removal from the playground; student reports to their classroom teacher and communicates nature of offense; teacher communicates with parent on the day of offense.

3rd infraction - Immediate removal from the playground; student reports to their classroom teacher and communicates nature of offense; administration will communicate with parents on the day of offense; student suspension for one day; upon return to school, student will be on probation and any further infractions will be immediately dealt with by administration.

Revised 01.2011



8.0 DRESS CODE

8.1 General

Guiding Principles

Heritage Christian Academy's dress code is intended to give a concrete, practical witness to the school's commitment to fulfill its stated aims to honor God. Our goal is to provide a learning environment where all students can concentrate and focus easily without being distracted by dress. "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies." 1 Corinthians 6:19-20 (NIV)

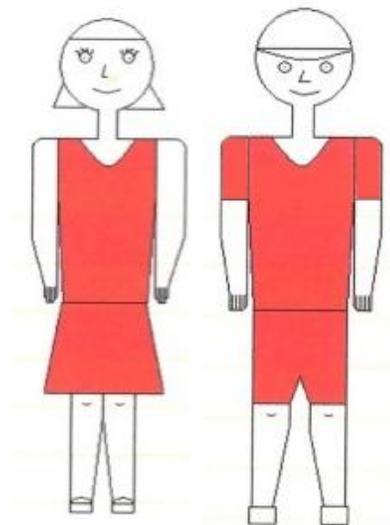
- a) The emphasis at HCA is on modesty, neatness, and appropriateness.
- b) Our students and parents are expected to use good taste and judgment in the choice of their students' dress at all times.

- c) Students must adhere to the dress code at all school functions, including athletic games, musicals, and concerts. Exceptions may be given for athletic practices and formal events and will be communicated to the appropriate students/parents before such events and enforced by administration.

The following specifications and interpretations assume that the Guiding Principles are met:

Modesty

- 1) No visible undergarments at any time.
- 2) 7th-12th grade boys and girls may wear shorts that are no shorter than knee length. K-6th grade boys and girls may wear shorts no shorter than the length of their longest finger when standing with their arms relaxed at their sides.
- 3) Slim fitting garments, not tight or form fitting, are acceptable.
- 4) Girls: The core of the body must be completely covered from the top of the cleavage to the edge of the shoulder to the top of the knee, even during normal body movement, including sitting. Sleeveless shirts must have finished edge.



Neatness

- 1) Size appropriate clothing at all times
- 2) No holes/shredding in clothing or frayed hems
- 3) No sagging pants.
- 4) Footwear must be worn at all times. Elementary students must wear a closed- toe shoe with a back strap.

Appropriateness

- 1) No hats are to be worn in the building during normal school hours.
- 2) Coats and jackets intended for warmth/outdoor use must be removed during the normal school day unless necessary for outdoor activity.
- 3) Clothing may have writing and graphics, provided there is no derogatory or double meaning words or phrases and no advertising that is in conflict with the standards of our school; for ex.: Victoria’s Secret, Abercrombie, etc.
- 4) Leggings/jeggings may be worn under a skirt, dress, or top that falls to the top of the knee.
- 5) Athletic shorts/pants are not acceptable.

Personal Grooming

- 1) No industrial piercings, plugs, gauges, or barbells. No tattoos or facial piercings.
- 2) Boys and Girls: Hair will not be a distracting color.
- 3) Boys: No facial hair. Hair must be styled to remain above the eyebrows and base of neck, and to always remain out of the eyes and face; sideburns and hair may not extend past the bottom of the ear. No ponytails or buns. No earrings.

Reviewed 08.2016

8.2 Special Events

Female Guidelines –

Formal attire should cover the body from the top of the cleavage to the top of the knee with non-sheer fabric/lace. The back of the dress must be non-sheer fabric/lace and come as high as to cover traditional undergarments. Strapless dresses are allowed if they meet the above requirements. The highest point of a slit in a dress is considered the length.

Male Guidelines –

Attire should include formal dress slacks, a collared shirt and nice shoes and socks and not include earrings or other facial jewelry.



*For items not specifically mentioned above, general daily dress code standards still apply. Please see Mrs. Simpson or Mr. Hadley if you have any questions.

Homecoming Game Dress Code:

Class Ambassadors or other official homecoming presenters –

Attire must meet school dress code standards. If wearing formal wear, you must adhere to the formal dress code standards listed above.

Students who are fans only –

Attire must meet school dress code standards.

***Students who do not meet dress code standards will be denied admittance to the event until requirements are met. To avoid disappointment, students are encouraged to bring clothing in for approval prior to the event.**

****Reminder: Non-HCA guests who attend formal events are not exempt from the above dress code standards or its consequences. In order to bring a non-HCA student as a guest to the Homecoming Banquet or Jr./Sr. Banquet, you must complete an Activity Consent Form available in the school office.**

Revised 01.2017

9.0 ACADEMIC STANDARDS, EXPECTATIONS AND REPORT CARDS

9.1 Homework

Heritage Christian Academy recognizes that home study is desirable and necessary. Students will be assigned homework as a means of encouraging independent study, establishing good work habits, and reinforcing basic subject skills. The student can expect to have homework most nights of the school year. All homework assignments might not be written, but could be in the form of study or review for tests or research for projects or book reports. Most homework will be checked, graded, filed, or returned to the student in order to provide relevant feedback.

In the event of a planned student absence, a parent may make an electronic request to the teacher(s) for up to five (5) days of class work in advance. For additional work, parents are encouraged to communicate with the Principal concerning availability of lesson assignments.

Reviewed 03.2012

9.2 Report Cards

Report cards are sent home in the family envelope each quarter, and mailed at the end of the year.

Revised 07.2012



9.3 Community Service Hours

Souled Out – Heritage Christian Academy's “*Souled Out*” program pursues one goal: cultivate hearts that passionately pursue Christ. We want our students to be “doers of the word and not hearers only.” (Matthew 25, James 1)

Beyond providing Christian teachers, daily Bible class and chapel, *Souled Out* adds two critical elements to the discipleship effort:

- a) ***Small Group Discipleship*** – Dedicated adult leaders meet consistently with high school students after chapel to go deeper, applying lessons and mentoring students.

- b) *Consistent Group Service* – Each group is placed at a local ministry to serve consistently. These ministries emphasize helping disadvantaged people. They include: Wood's Edge, Kalamazoo Gospel Mission, Deacon's Conference and Park Village Pines.

Revised 07.2012

9.4 Testing and Guidance

The testing program at HCA presently includes administering the Stanford Achievement Tests to students in grades 1-12 in the spring of each year. Because we test through ACSI, the results are referenced to norms from both public school students and ACSI schools.

Juniors are required to take the PSAT in the fall in preparation for the College Board Exam and as a qualifying score for the National Merit Award. Through the office, students may register to take the ACT and SAT tests, obtain information about scholarship opportunities and be advised concerning college entrance requirements. The MEAP test is given to seventh, eighth and ninth graders.



Our guidance program makes students aware of college fairs in the area and representatives of Christian colleges are invited to address the students during chapel. A supply of information about colleges, both public and private, is available at the school.

Revised 07.2012

9.5 Awards and Honors

The purpose of the awards program at HCA is to typify the biblical award system by honoring the recipient for wisely applying his/her God-given talents, abilities and character qualities (Matthew 5:16; Revelation 22:12).

Revised 07.2012

9.6 Graduation Honors

All students seeking graduation honors must first qualify for the honors diploma.

Valedictorian shall:

- a) attend HCA for four (4) consecutive semesters prior to graduation,
- b) earn the highest cumulative grade point average (GPA) as calculated through the first semester of the senior year,
- c) be a full-time student in good standing.

Salutatorian shall:

- a) qualify as above, with the second highest GPA.

All other graduating seniors meeting the above requirements with a CPA of 3.6 and above shall qualify to wear honor cords at the graduation ceremony. The Administrator shall give final approval for all awards.

Revised 07.2012

10.0 SCHOOL LIFE

10.1 Library Policy

The HCA library strives to provide students and faculty with a broad range of materials for study, reference, and pleasure reading. We also offer instruction on effective Internet research. All students in grades 1-6 have scheduled weekly library visits. Other students are encouraged to visit the library whenever possible.

Because our school serves students from over 40 different churches, our families have diverse opinions on appropriate reading. We make every effort to ensure that our materials are inoffensive, and we welcome family input.

Our librarian is a part-time employee and is not available at all times. Students grade 4-12 may check out materials using a self-checkout method even if the librarian is not present. We have successfully used this honor system and hope to continue.

Our overdue policy is to avoid fines as much as possible. Students are encouraged to return materials promptly. Fines will be charged in excessive cases and students may be placed on a limited-services status for extreme cases.

Elementary students enjoy our optional reading incentive program, *Reading Counts*. Students may read to earn prizes and to join the prestigious Millionaire's Club for reading over one million words in a school year.



Reviewed 03.2012

10.2 General

Care of Facility

Proper care shall be taken of the school building, equipment, furniture and property. Rooms and desks shall be kept clean. All waste material shall be properly disposed of. The chewing of gum is not permitted in school at any time. Should damage occur because of abuse by a student or students, the student's parents will be charged accordingly. Passing in the halls between classes should be done quietly and without running. No animals are allowed in the building without permission of the Principal or Administrator.

Reviewed 07.2012

Lockers

Middle- and high-school students are assigned a locker for the year. Lockers are not to be shared by students. The Principal and/or Administrator reserves the right to inspect all lockers under the school's control. HCA will provide reasonable supervision for the lockers and contents; however, the school will not be responsible in any degree for lost or stolen articles. Money or valuables should not be left in lockers. The contents of the locker are the responsibility of the student assigned to that locker and should be kept neat at all times. The locker door should be left closed when the locker is not being used. Damaged or broken lockers should be reported to the school office as soon as possible.

Reviewed 07.2012

Teacher's Modular and Resource Room

No student is allowed in the teacher's modular or Resource Room at any time.

Reviewed 07.2012

11.0 COMMUNICATION

11.1 Messages

Except in an emergency situation, neither the students nor the teachers will be called out of their classes to receive telephone calls. The secretary will relay messages to students. Teachers will return calls during their free time or immediately after school. Use of the school phone for outgoing phone calls by students will be for emergencies only.

Revised 07.2012

11.2 Weekly Newsletter / Family Envelopes

Information for the family is sent home with the oldest student in the family on the last school day of the week by way of the weekly family envelope. The weekly newsletter will be included in the envelope contents, but all public information sent home in the family envelope is also available online on the school's website and it will also be sent via weekly email. Due to the sensitive nature of some of the material sent through the family envelopes, students are not to open the envelopes. Parents are to remove all information that is sent home and sign/date the outside of the envelope. Emptied envelopes are to be returned to school the following Monday. This has proven to be the most efficient means used by the school to update parents on school news and activities.

Reviewed 07.2012

11.3 Parent/Teacher Conferences

Conferences are scheduled in the fall, and at a time that is appropriate for both the parents and the teachers. Spring conferences are scheduled by request only, by either parent or teacher. Parental involvement at conferences is an encouragement to the teaching staff and to students. Other conferences with teachers should be scheduled after school. Please make arrangements with the teacher in advance of the time and date that a conference is desired.

Revised 07.2012

11.4 School Board Meetings

Heritage Christian Academy Board meetings are open to school parents and others who wish to be kept informed of school business. These meetings are held on the fourth Monday evening of each month at the school.

Revised 07.2012

11.5 Change of Address, Telephone Number and Email

All enrolled students must keep accurate emergency contact information with the school office. Reminders must be issued to parents yearly regarding this information. This information must accompany students on all major field trips.

Revised 07.2012

11.6 Leaving School

Any student leaving school during school hours must sign out. A note from a parent or guardian giving the student permission and the reason for leaving is required. Students are urged to schedule medical and dental appointments outside of school hours. If the appointment must be scheduled at times during the school day, it is expected that the student will miss only one-half day or less for the appointment.

Revised 07.2012

11.7 Inclement Weather / Cancellations

Unplanned school closing for snow days or any other reason will be communicated via WOOD TV-Ch 8 and WWMT-Ch 3TV and will be posted on their associated websites, along with the HCA website and social media. School activities that will be held on HCA campus will be canceled for that day. The Administrator and Athletic Director will determine whether or not school activities scheduled at other locations will be canceled. Students involved in canceled sports activities away from campus will be notified by coaches. Other cancellations will be communicated by appropriate leaders.

Revised 07.2012

11.8 Volunteers

Volunteers make a big difference in the life of HCA. We encourage and welcome the service that families provide in the area(s) and time commitment that is comfortable for them. A sampling of the areas where volunteers are crucial are lunch, classroom support, clerical support, field trips, sporting events, and music performances. Please prayerfully consider how God would like you to use your gifts to serve the school and contact the HCA secretary to “get connected” and be a part of the HCA Volunteer Team!

Revised 03.2012

12.0 CREDIT EQUIVALENCY STATEMENT (HIGH SCHOOL)

12.1 Independent Study at HCA or Home

- a) Student must have prior approval from the Administration for a class.
- b) Students must submit an outline of the course structure.
- c) Student must spend a minimum of 65 clock hours per semester.
- d) Parent(s) are to provide written documentation for hours spent and grade earned at the conclusion of each semester.
- e) .5 credit will be granted for each complete Independent Study Course as described above.

Revised 07.2012



12.2 Online Learning Options

- a) Michigan Virtual or K12 are two online options available to HCA students.
- b) These online courses are open for students to take as a part of HCA curriculum.
- c) Students must do half the units to earn .5 credit.
- d) Students participating in credit recovery may have fewer units assigned based on the HCA teacher's recommendations.
- e) Enrolled online learning students should make every effort to complete the units each semester.
- f) Students can not receive .5 credit until the assigned units are complete and HCA has received payment.
- g) The assigned teacher has the final authority to determine "accepted" or "skipped" for any specific lesson, quiz or test.
- h) Students are expected to complete each project or experiment as assigned by the teacher.
- i) Because Online Learning is not a true classroom, students have extra obligations and different opportunities than students in the traditional classroom. They are similar in the assessed knowledge, but not by the same methods.
- j) Students may request to redo any lesson, quiz, test or project/experiment to improve the grade.
- k) Students make take SOL for the following reasons:
 - i. Credit Recovery
 - ii. Advanced Work
 - iii. Schedule conflicts with EFE, EFA, KAMSC, KVCC or other course work.
 - iv. Extra subject area because of interest or personal academic growth.



Reviewed 07.2012

12.3 Reading Counts

- a) Independent reading assigned work.
- b) Student must read and score 80% on the book's test on each of three books per quarter.
- c) Student reading test can be taken only twice for reading credit earned.
- d) Failing two tests means that the reader can not receive reading credit for that book.
- e) Reading level must be appropriate for that student's ability.
- f) Reading six (6) books will earn one semester .5 credit.

Reviewed 06.2012

12.4 Dual Enrollment

For students enrolling in a college class and who also want to receive HCA credit, as well as college credit.

- a) Students must have the approval of the Administration for dual enrollment.
- b) Students may earn .5 credits or 1.0 HCA credit, based on the course description and course syllabus.
- c) A passing credit at a college class will earn .5 credits at HCA unless the student provides a syllabus to demonstrate that the class exceeds HCA course requirements. A student may request a full credit based on Administration and staff approval.
- d) Grades and credits are posted after the Administration receives a copy of the final grades.

Reviewed 07.2012

13.0 OTHER HIGH SCHOOL ACADEMIC INFORMATION

13.1 Honors Class Requirements

A student earning the Honors Designation in a high school class must meet the following criteria:

- a) Read an extra 1000 pages of class related material, all material must be approved by the class instructor.
- b) Each honors student must write a minimum ten page research paper for one semester and complete a research project in the opposite semester.
- c) Students must score above 80% on classroom tests to maintain the Honors Designation.
- d) Students receiving an Honors Designation in a class will receive a weighted grade of .3 increase each semester. This score is standard among schools that weight honors classes.

College admissions will accept both weighted and unweighted grades, as long as they are labeled on transcripts.

ALL Advanced Placement students will receive a 1.0 weighted grade increase over the standard grade. This core seems to be universal for AP and IB classes in other schools.

Reviewed 07.2012

13.2 Supplemental Options

- a) **Education for Employment (EFE) Classes.** Classes are offered at various sites, credit may apply to HCA graduation credits.
- b) **Education for the Arts (EFA)** – credit may apply to HCA graduation credits.
- c) **Kalamazoo Area Math & Science Center (KAMSC)** – credit may apply to HCA graduation credits.
- d) **Independent Study** – Class time and requirements must meet or exceed HCA class standards and must be approved by the Administration.

Reviewed 07.2012

13.3 J-Term

J-Term is modeled after the college January term concept that allows for in-depth study of new areas. J-Term courses/trips/internships are graded and credits are counted toward graduation requirements. J-Term is for grades 7-12 and is not considered optional and families should carefully plan vacation and travel time to ensure students are back for this session. Students are permitted only one absence to receive credit.

Revised 07.2012

13.4 Co-Curricular Activities

Band

The high school band is open to any high school student who has a minimum of two (2) years of prior training playing an instrument. These students are expected to be an example to their fellow students and to the community at large. Part of the grade for this class is contingent on the student's attendance at concerts and performances outside of school hours.

Revised 07.2012

Varsity Choir

The Varsity Choir is a performing group of tenth, eleventh and twelfth graders who, by audition, train in various areas of vocal technique. These students are expected to be an example to their fellow students and to the community at large. Part of the grade for this class is contingent on the student's attendance at concerts and performances outside of school hours. Varsity Choir meets three times each week.



Revised 07.2012

13.5 Extra-Curricular Activities

Athletics

The HCA athletic program provides opportunities for students who desire to compete at an interscholastic level. In addition, it provides students an opportunity of working together as a team in order to accomplish the goal of performing well in a given game with another team. All athletes are expected to be an example to their fellow athletes and to the community at large.

HCA is currently a member of the Alliance League. All athletes must meet requirements of (1) annual physical*, (2) pay-to-play sports fee, (3) meet attendance requirements, (4) meet eligibility requirements. For more detailed information regarding the athletic program, please refer to the Athletic Handbook.

HCA athletic program includes the following sports:

- a) Fall: Cross Country, Football (with Hackett), Volleyball, Soccer
- b) Winter: Basketball
- c) Spring: Baseball, Soccer

**Before participation in sport-related extra-curricular activities, students must have a physical and submit the appropriate form to the office.*

Revised 07.2012

Drama

The annual school musical is held in spring. Auditions take place during the fall and are required for all students who wish to participate. All cast members are expected to attend all rehearsals that involve their part and are expected to meet all academic eligibility requirements. One J Term class is devoted to the school musical, and all cast members must participate in that J Term class.

Revised -07.2012



Clubs

Clubs will be established as student interest and participation warrants. Each club shall have an Advisor who will work directly with the Principal in scheduling meeting and events.

National Honor Society

HCA is pleased to sponsor the Ellen Atkins Chapter of the National Honor Society. The Honor Society is an organization governed by both national by-laws and local guidelines. Student induction in the Society is not a right, but a privilege offered to students who excel not only academically, but in service, leadership and character. Students become eligible at the end of their sophomore year. Initial eligibility is determined by Grade Point Average (3.33). Students are then required to submit evidence of their service and leadership. These credentials are then reviewed by a committee of high school instructors who determine if the student will be admitted. Students who are not accepted the first year are eligible to reapply if they maintain the GPA baseline. Failure to maintain high standards in all areas will result in removal from the Society. Induction is held once a year, in the Spring.

Our chapter also holds membership in the Michigan Association of Honor Societies.

The National Honor Society chapter is named for Ellen Atkins, who served 14 years at HCA, eleven of those years as Principal. Ellen was a true educator who held herself, and others, to the highest standards of being professional teachers. She was instrumental in establishing the National Honor Society at HCA. Under Ellen's leadership, the school first achieved ACSI Accreditation. Ellen also was the recipient of an Excellence in Education grant, which was used to establish the NILD (National Institute on Learning Disabilities)

program. Many of our students will fondly remember that every day began with Mrs. Atkins saying, "Go out there and learn something!"

Reviewed 03.2012

Student Government

Student Government is an organization open to all high school students. The goals of the Student Government include providing the HCA student body with effective spiritual leadership, while planning worthwhile, fun activities to enhance the experience of attending HCA. The group also gives the students a voice in school functions and improvements. Our student government has a history of giving strong leadership to the student body and affecting positive change in the school climate.

Academic eligibility requirements are the same as student athletes. Students must also demonstrate a true commitment of time and energy to the workings of student government. Membership is a privilege and can be revoked by the Advisor if a student no longer represents positive leadership.

We are members of the Michigan Association of Student Councils and attend leadership training with students from all over Michigan.

Reviewed 03.2012

Multi-Track Graduation Requirements

Honors Program – 24 Credits

(Baccalaureate Degree Preparation)

Bible	-9 th Grade -10 th Grade -11 th Grade -12 th Grade	4 Credits
English	-Grammar/Comp -American Lit. -World Lit. -British Lit.	4 Credits
Math	-Algebra 1 -Geometry -Algebra 2 -Senior Math	4 Credits
Science	-Basic Science -Biology -Chemistry OR Physics	3 Credits
Social Studies	- US History -World History -Gov't/Econ	3 Credits
Speech Comp. and Delivery		1 Credit
Physical Education		1 Credit
Music		1 Credit
Elective		1 Credit
Foreign Language		2 Credits
(Note: 2 yrs. of same language)		
J-Term		1 Credit
Community Service- Souled Out		1 Credit

Academic Program – 22 Credits

(Associate Degree Preparation)

Bible	-9 th Grade -10 th Grade -11 th Grade -12 th Grade	4 Credits
English	-Grammar/Comp -American Lit. -World Lit. -British Lit.	4 Credits
Math	-Algebra 1 -Geometry -Algebra -Senior Math	3 Credits
Science	-Basic Science -Biology	2 Credits
Social Studies	-US History -World History -Gov't/Econ	3 Credits
Speech Comp./Senior Writing		1 Credit
Physical Education		1 Credit
Music		1 Credit
Foreign Language		1 Credit
Electives		2 Credits
J-Term		1 Credit
Community Service- Souled Out		1 Credit

NOTE Academic Program requires both parental and administrative consent.

General Studies – 20 Credits

(Non-College Intent)

Bible	-9 th Grade -10 th Grade -11 th Grade -12 th Grade	4 Credits
English	-Grammar/Comp -American Lit. -World Lit.	3 Credits
Math	-Algebra I -Geometry -Algebra II Senoir Math	3 Credits
Science	-May vary	2 Credits
Social Studies	-US History -World History -Gov't/Econ	3 Credits
Speech Comp./Senior Writing		1 Credit
Physical Education		1 Credit
Music		1 Credit
Foreign Language		1 Credit
Elective		1 Credit
J-Term		1 Credit
Community Service- Souled Out		1 Credit

NOTE General Studies Program requires documentation of its necessity.