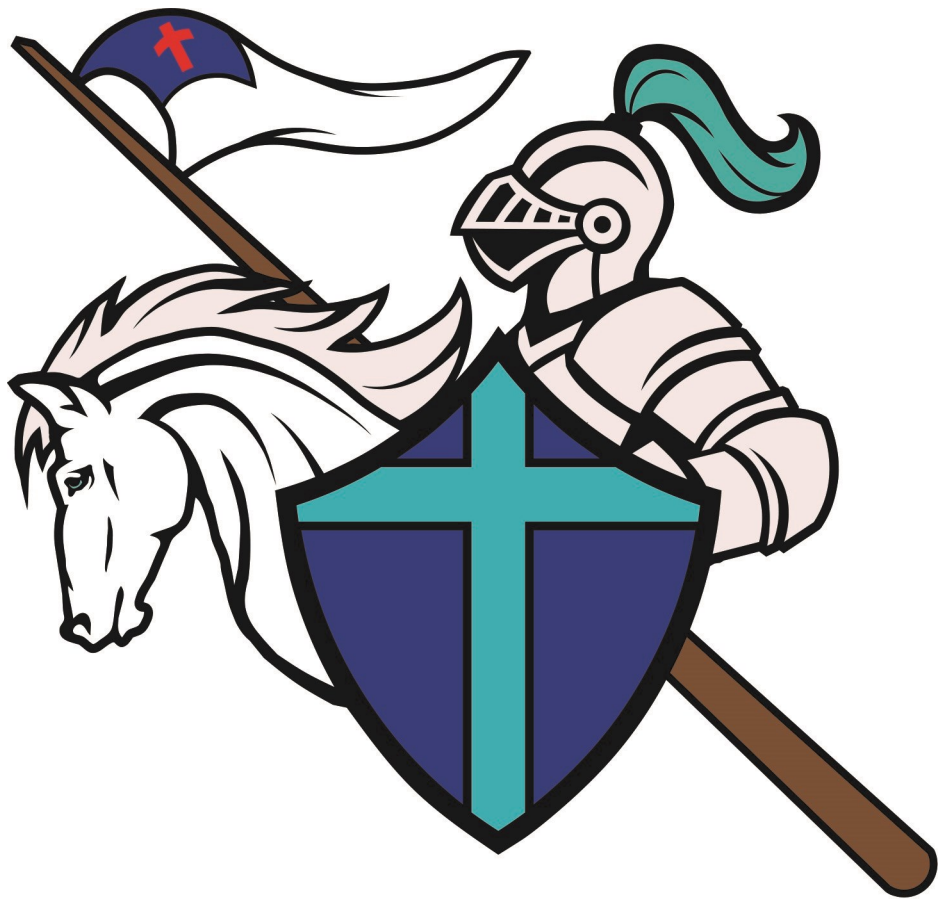


# FAMILY HANDBOOK

2023-2024



HERITAGE CHRISTIAN ACADEMY

# HCA Graduate Vision Plan



# **HERITAGE CHRISTIAN ACADEMY**

## **FAMILY HANDBOOK**

### **2023-2024**

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## **HISTORY OF HERITAGE CHRISTIAN ACADEMY**

In 1993, “God had a notion,” as He brought a ten-member steering committee together to meet and pray about the need for a Christian school in Christian County. On March 29, 1994, the first town meeting was held in the Hopkinsville Community College auditorium to determine community interest in establishing a private Christian school. An overflow crowd of 625 people attended.

In the fall of 1994, Heritage Christian Academy opened its doors with 155 students in Kindergarten through 9<sup>th</sup> grade. The enrollment grew to 240 students the next year as Second Baptist and Hillcrest Baptist Churches continued to house the students of HCA. The students of the class of 1998 were the first graduates of HCA.

Early in the history of HCA, the Wadlington family generously donated 28 acres of land in Hopkinsville. A 65,000 square-foot building was constructed on this land with classes opening in the fall of 2000.

In March of 2017, community members in Madisonville expressed an interest in establishing an HCA satellite campus in Madisonville. Once again, “God had a notion,” and the doors of HCA-Madisonville opened for the 2017-2018 school year. In May of 2019, HCA Madisonville decided to separate from HCA and be an independent school.

HCA is an independent, board-run, non-denominational, Christian, college preparatory school. It has received accreditation from the Association of Christian Schools International and AdvancED. The state of Kentucky also recognizes both of these accreditations.

Thank you to the Heritage Christian Academy Board, parents, teachers, staff, families, and friends for recognizing and supporting God’s work at HCA. The students of HCA are truly blessed by your sacrifices.

## **MISSION STATEMENT**

Our mission is to provide academic excellence based on Biblical principles. We are committed to equip each student intellectually, socially, physically, and spiritually.

## **PHILOSOPHY AND VISION OF CHRISTIAN EDUCATION**

We believe that man is created in the image of God. Therefore, God’s sovereignty is supreme over every aspect of our life. Man is finite and is dependent upon divine revelation for all ultimate truth. This belief establishes the foundation of the Christian world/life view.

As the Christian school concerns itself with mastering the fundamentals of human knowledge, it must rely upon this Christian world/life view in the pursuit of educational excellence. Since God reveals Himself in the Bible and in His creation, the Christian school gives the Bible and its teachings a prominent place in curriculum. This emphasis can play an important role in transmitting to the next generation of Americans the spiritual nature of their heritage.

A school is an effective place for learning only if it can provide a God-fearing environment accompanied by consistent discipline and orderliness. Only a Christian school can provide such

an atmosphere. Only a Christian school can integrate God's revelations and human learning. It is, therefore, our purpose to provide sound academic training integrated with a distinctly Christian view of God and the world. There are important differences between the Christian view on any given subject and the many non-Christian views on that same subject. Even though knowledge is factually the same for all, no subject can be taught totally or accurately if the Creator is ignored or denied. Knowledge is properly understood only by the recognition of God's preeminence. No formal education can be entirely adequate unless God is honored throughout.

The Christian school musters all of man's faculties for a study of God's revelations so that intellectual, social, emotional, and physical development is given unity, direction, and balance.

The hub of human relations in the Christian school is a personal concern for each other in the spirit of law and love. This premise should be evident in the general atmosphere of the school and in the personal relationships among teachers, pupils, staff, and parents.

It is our purpose to personally see that the education we provide is both excellent and thoroughly Christian. We diligently seek to instill the time-honored values of faith in God, love of family, patriotism, respect for authority, and hard work. Our responsibility is to nurture, instruct and train students in order to help parents fulfill their God-given mandate to "*train up a child in the way he should go*" (Proverbs 22:6) and to "*bring them up in the fear and admonition of the Lord*" (Ephesians 6:4).

## **STATEMENT OF FAITH**

1. We believe in the Bible as the only authoritative word of God. It is eternally reliable in all matters of Christian faith and practice.
2. We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.
5. We believe that God wonderfully and immutably created each person as a male or female, and that these two distinct, complementary genders together reflect the image and nature of God.
6. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139).
7. We affirm that salvation is by grace through faith in our Lord Jesus Christ.
8. We affirm that repentance from personal sin toward God, faith in our Lord Jesus Christ, and regeneration by the Holy Spirit is necessary for salvation.
9. We affirm the resurrection of both the saved and the lost—those who are saved to the resurrection of life and those who are lost to eternal punishment.
10. We believe in the spiritual unity of believers in our Lord Jesus Christ.
11. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

As a non-denominational school, we welcome families from a wide variety of churches. Other than the eleven points listed above, HCA does not take a position on the many issues that have traditionally differentiated denominations.

## **PURPOSE / CORE VALUES**

1. The purpose of such an education is to instruct and discipline children in God's law and reverential fear, to use this means to effectually draw children unto Himself that they may confess Him and live to His glory. (Hebrews 7:25; Isaiah 26:13; Romans 10:8-9; Philippians 1:21a; Galatians 2:20; 2 Corinthians 8:15; Romans 14:8a; Deuteronomy 6:4-9; Ephesians 6:4b)
2. The purpose of such an education is to give instruction and discipline so God's children may learn to walk in God's law and to shine with Christian virtues. (Deuteronomy 5:33; 8:6; 10:12; Psalm 1; Psalm 86:11; Ephesians 4:1; Ephesians 5:8-10, 15-17; 1Thessalonians 2:10-12; Matthew 5:16)
3. The purpose of such an education through Godly instruction, precepts, wisdom and understanding, is to develop their God-given minds that they may be able to rightly discern and judge all things for themselves. (Hebrews 5:14, 6:1; Daniel 1:4; Psalm 119:66; Philippians 1:9-10; 1 John 4:1-2)
4. The purpose of such an education is to require the disciplined exercise of God-given talents. To assist in determining God's call in their vocation and to prepare them to use these talents to the utmost excellence, and to honor and glorify God. (Romans 8:28-30; Galatians 5:13; Ephesians 4:1, 14-16; 1 Thessalonians 4:7; 2 Timothy 1:9; 1 Peter 2:9; Romans 11:29; 2 Peter 1:3-8; Isaiah 25:3a; Hebrews 13:18)
5. The purpose is to give this instruction and discipline, not only to meet human needs with excellence but preeminently to labor to the greater glory of God, honoring the name of Christ, that there might be faith, true knowledge and personal holiness in generations to come. (Colossians 1:29-30; 1 Timothy 4:8-12; 2 Timothy 2:20-21; Romans 10:17; Galatians 5:6; Colossians 2:7-12; Hebrews 13:7; 2 Peter 1:1-8; Psalm 51:6; Psalm 111:10; Proverbs 1:1-5; Proverb 4:5-11; Jeremiah 9:23; 1 Corinthians 2:1-8,13; Psalm 93:5; 2 Corinthians 1:1-8; 2 Timothy 2:21)

## **SCHOOL BOARD/ADMINISTRATION RELATIONSHIP**

Heritage Christian Academy School Board has the responsibility for the establishment, guidance, and spiritual headship in the operation of the school. The Board is the policy setting body of the school, with the school administrator having the responsibility for the implementation of the policies. A full Board consists of 21 members. Board members serve an initial term of three years and may be re-elected to serve an additional three years by a 75 percent vote of the Board according to the by-laws. The Board members are selected by the standing Board from among qualified persons with an interest in Heritage Christian Academy.

## **SCHOOL/PARENT RELATIONSHIP**

It must be made clear that God places the immediate responsibility for such training upon a child's parents, promising to give divine guidance to those who seek it. Parental cooperation plays a strategic part in the success of such training at school. The nature of parental discipline in a child's formative preschool years and the strong influence of daily training at home can be neither



erased nor replaced by training at school. The school can only supplement proper home training. Though the school is directly responsible to God for its leadership in the lives of students, it remains essentially a service to parents in aiding them to fulfill their responsibilities before God. It must give due respect to the position God has given parents, realizing that the ultimate choices regarding the child's education belong to the parents. However, it is vitally important that students learn to recognize and respect other authority God places in their lives. Administrators, teachers, and coaches need to be recognized in this light and their authority supported by parents. Parents should make every effort to uphold the authority of the teacher in the classroom.

Parental cooperation plays a strategic role in the successful educational process at school. The school can only supplement proper home training. The Board Policy Manual (4.005-1) states that the administration reserves the right to suspend a student and the school Board expel a student at any time if we feel that the student's and/or parents' actions and attitudes are an improper influence on HCA, including, but not limited to, excessive gossip and inappropriate use of social media.

### **MATTHEW 18 PRINCIPLE**

In our relationships at HCA, we recognize differences or disagreements may arise from time to time. As a school, we strive to follow the Scriptural principle outlined by our Lord Jesus in Matthew 18:15-17

*“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”*

Should a disagreement with your child's teacher arise, your first response should be to meet individually with the teacher. Most issues can be resolved at this level. It is also important to keep the issue between those involved (i.e., do not discuss the issue with other teachers, parents, or on social media sites). If the issue cannot be resolved, a meeting with the Headmaster, teacher, student, and parents would be in order. Lastly, a meeting with a Board committee and the previously stated persons may be scheduled. In all situations, it is important to maintain Christian charity and to avoid gossip.

### **SCHOOL BOARD/PARENT RELATIONSHIP**

Anyone may address the board regarding non-classroom related matters by contacting the Headmaster and requesting to be put on the agenda of the regularly scheduled board meeting.

### **NON-DISCRIMINATORY STANDARDS**

HCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## TUITION AND FEES

The family of students accepted for enrollment assumes responsibility for full annual tuition and instructional fees unless written notification of withdrawal is received in the school office by deadlines as agreed upon in the financial agreement.

No final evaluation, results of any achievement tests, the student's transcript, or diploma will be released until all financial obligations have been met. Upon enrollment parents, will receive more detailed information regarding the payment of tuition and fees.

## EXPECTED STUDENT OUTCOMES

### **Spiritual:**

<sup>9</sup> *If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. <sup>10</sup> For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved.*

*Romans 10:9-10 New International Version (NIV)*

The student will:

- Understand and experience a personal relationship with God through faith in Jesus Christ as Savior and Lord.
- Apply biblical worldview throughout all aspects of his/her life.
- Be able to articulate and defend his/her faith.
- Honor and respect the Bible as God's authoritative Word, and understand and apply basic biblical principles to daily life.

### **Respectful:**

<sup>19</sup> *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; <sup>20</sup> you were bought at a price. Therefore honor God with your bodies.*

*1 Corinthians 6:19-20 New International Version (NIV)*

The student will:

- Explain what it means to be an image bearer of God and live in accordance with His biblical standards at school, in family/personal relationships, and within the community.
- Recognize that each individual (even the unborn) is uniquely created in the image of God and is loved by God and therefore of great worth.
- Exhibit grace, humility, and love when relating to those who do not share the same worldview.
- Maintain and understand a lifestyle of purity in regard to anything (e.g. substances and activities) that can be harmful to the body, spirit, or mind.

### **Responsible:**

<sup>20</sup> *We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God.*

*2 Corinthians 5:20 New International Version (NIV)*

The student will:

- Commit him/herself to moral, mental, visual, and physical purity.
- Demonstrate a servant's heart, exhibit justice and mercy in his/her relationships, and resolve conflict in a God-honoring way (Matthew 18 principle).
- Prepare for the responsibilities and privileges of being a voting citizen of the United States.

- Understand the worth of every human being as created in the image of God.

**Effective Communicators:**

<sup>29</sup> *Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.*

*Ephesians 4:29 New International Version (NIV)*

The student will:

- Communicate in a way that displays excellent written and oral communication capabilities.
- Develop and utilize a rich vocabulary that will enhance communication.
- Exhibit the ability of learning to read and reading to learn.
- Be able to articulate and defend his/her Christian worldview using apologetics, while having a basic understanding of opposing worldviews.
- Have an appreciation of the languages and cultures of other people groups that lay the foundation for dispelling prejudice and building cross-cultural relationships.

**Good Stewards:**

<sup>3</sup> *Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves,* <sup>4</sup> *not looking to your own interests but each of you to the interests of the others.*

*Philippians 2:3-4 New International Version (NIV)*

The student will:

- Develop and demonstrate a servant's mindset, seeking to emulate Jesus Christ as he/she strives to meet the needs of others through Christian service.
- Have an appreciation for the natural environment and practice responsible stewardship of God's creation, as a result of careful decision-making.
- Be a good steward of his/her finances, time, and all other resources.
- Understand and utilize his/her spiritual gifts, personal strengths, and talents, applying these to leadership and service.
- Work to enhance the community in which he/she lives through good citizenship and value the importance and benefit of belonging to and being involved in a local church.

**Persevering:**

<sup>9</sup> *Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.*

*Galatians 6:9 New International Version (NIV)*

The student will:

- Work to the best of his/her ability in all tasks, committed to bringing glory to God through his/her work.
- Persevere through hardship until all given tasks are complete.
- Value opportunities for growth and learning in challenging work.
- Work well in collaboration with others; using the strengths/input of others to accomplish tasks.

**Pursuant of Excellence:**

<sup>14</sup> *But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it,* <sup>15</sup> *and how from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus.* <sup>16</sup> *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness,* <sup>17</sup> *so that the servant of God<sup>[a]</sup> may be thoroughly equipped for every good work.*

*2 Timothy 3:14-17 New International Version (NIV)*

The student will:

- Commit to engage God’s Word in a way that trains his/her mind and transforms his/her heart, studying with purpose, patience, prayer, and humility.
- Demonstrate the ability to accurately and succinctly apply a biblical worldview to daily life and decision-making.
- Analyze, evaluate, and interpret information to solve a problem.
- Be prepared in all academic disciplines (e.g., reading, writing, speaking, listening, thinking, mathematics, laboratory-based science, social studies, Bible) and are committed to lifelong learning.
- Know how to utilize resources including technology to find, analyze, synthesize, and evaluate information.
- Show an appreciation of literature and the fine arts and understands how these studies express and shape his/her beliefs and values.

## **ACADEMICS**

### **CURRICULUM**

We are guided by the following general concepts in curricular matters:

We are absolutely committed to academic excellence and retaining traditional Christian values.

- We are not bound to a standard curricular package (i.e., A BEKA) but remain open-minded to review all publishers to assure the best academic curriculum for each subject.
- We will always attempt to balance any content conflicting with the Christian worldview with an appropriate Christian perspective.
- We believe that through the fear and honor of the Lord come wisdom and the ultimate learning opportunity.
- We have established an Education Committee composed of teachers, board members, and other interested individuals for ongoing text recommendations, review, and selection.
- We believe that any concern regarding the quality of Christian education will be dismissed by review of standardized comparative studies.
- We are committed to offer a well-rounded educational experience including both academic and extracurricular activities such as athletics, music, art, and language.

### **GRADUATION REQUIREMENTS**

Graduates must have the following credits:

- Bible – 4 credits (this does not apply to transfer students)
- English – 4 credits (English I, II, III, or AP Language and Composition, English IV or Dual credit ENG 101 or ENG 161, or ENG 102) \*English must be taken both fall and spring of the senior year.
- Math – 4 credits (Algebra I, Geometry, Algebra II, Pre-Calculus, College Prep Math Dual Credit MT 150, or AP Statistics)
- Science – 4 credits (Biology, Introduction to Chemistry and Physics, Chemistry, Physics, AP Chemistry and/or Dual Credit BIO 130)
- Social Studies – 3 credits (American Government/Geography, World History, and U.S. History or AP U.S. History)
- History of Fine Arts – 1 credit

- Professional Careers – ½ credit
- Health and Physical Education – ½ credit each
- Introductory Spanish – ½ credit (does not apply to transfer students)
- Spanish I & II – 2 credits
- Personal Finance – ½ credit
- Elective – 1 or more credits
- Advanced Computer Literacy – ½ credit
- AP Course Options – AP Language & Composition, AP Literature, AP U.S. History, AP European History, AP Chemistry, AP Statistics
- Other Dual Credit Courses available at HCC – AHS 115, CIT 105, Com 181, SP 101, SP102, PSY 110
- Community Service Project\* – (75 hours minimum = 1 credit) (Transfer students must have 20 hours per year at HCA.)

## GRADUATION PARTICIPATION

Students must complete the HCA graduation requirements in order to participate in the graduation ceremony and receive a diploma. If a student fails one course, he/she will be allowed to participate in the graduation ceremony but will not receive his/her diploma until the course is completed with a passing grade. If a student fails more than one course, he/she will not be allowed to participate in the graduation ceremony and will not receive a diploma until all courses are completed with passing grades. The requirements include completion of the community service credit.

The diploma given by Heritage Christian Academy represents the completion of a challenging college-preparatory course of study. Our diploma has received recognition among institutions of higher learning nationwide. In order to maintain our integrity and respect for all students, the requirements for graduation must be completed in order to receive a diploma from Heritage Christian Academy.

**The valedictorian will be notified once all final grades are entered and averaged. Students with a GPA above a 4.0 will be announced at graduation. In the case of a tie for valedictorian and/or salutatorian, the administration will look at all numerical grades including quarter grades, course load/credits, and ACT composite scores while in high school to determine one individual for valedictorian and one for salutatorian. Dual Gatton/HCA graduates are invited and encouraged to participate in the HCA graduation ceremony and all senior activities. Gatton graduates, however, will not be selected as HCA valedictorian or salutatorian due to the differences in curriculum.**

## PRE-COLLEGE CURRICULUM

Entering freshmen at public universities in the Commonwealth of Kentucky will be required to have completed the following pre-college curriculum. Some colleges and universities may require more than just the minimum.

<i>4 English</i>	<i>4 Science</i>
<i>4 Math</i>	<i>2 years of the same Foreign Language</i>
<i>1 Health and Physical Education</i>	<i>3 Social Studies</i>
<i>1 Humanities</i>	<i>1 Computer Literacy</i>

## **GRADE SCALE**

Grades are reported at midterm and at the end of each nine-week grading period.

Grading is as follows:

A = Excellent	90-100	X = Excellent
B = Good	80-89	S = Satisfactory
C = Average	70-79	N = Needs Improvement
D = Poor	60-69	F = Failure
F = Failure	0-59	

Quarterly grades (1<sup>st</sup>-12<sup>th</sup>) will be averaged using 50 percent for tests and 50 percent for daily work. Daily grades may include homework, quizzes, projects, class participation, class work/assignments, etc. It is at the discretion of the teacher to determine the weight given for areas in the daily average.

Quarterly exams will be administered to all middle school students in each core subject. The quarterly exams will count as two test grades and will be averaged with the current quarter grades.

Quarterly exams will be administered to all high school students at the end of the first and third quarters in each core subject. The quarterly exams will count as two test grades and will be averaged with the current quarter grades.

Comprehensive semester exams (December) will be administered to ALL high school students in each subject (exams may be given in elective courses). Students who maintain an "A" for each quarter and on quarterly and semester exams will be exempted from the (May) comprehensive semester review and exam. The semester exams will be averaged as 20 percent (10 percent for each exam) of the final yearly grade.

Recognition of scholastic achievement is based on a student's grade point average (GPA) and/or letter grades at the end of each nine-week grading period. Outstanding Honor Roll represents a 4.0 GPA (all A's), whereas Honor Roll represents a GPA of 3.0 to 3.99 (all A's and B's).

## **TRANSFER STUDENTS (Enrolling at HCA anytime during their high school careers)**

All transfer students will be required to meet the current graduation standards. The Board Policy Manual (4.014-1) says that transfer student courses taken as advanced level/weight elsewhere which HCA does not offer will be weighted the same as our regular courses. This will also be included in the final grade point average when recognizing valedictorian and salutatorian. In order to be considered for valedictorian or salutatorian, transfer students must have attended HCA for a minimum of two years.

## **PROMOTION/RETENTION POLICY**

### **Elementary and Middle School (1<sup>st</sup> - 8<sup>th</sup> Grade)**

Students will be promoted to the next grade level upon mastery of instructional goals and objectives as prescribed by the current grade level. Elementary and middle school students who fail two or more core subjects (Bible, language arts, math, reading, science, and social studies) may be considered for retention. All subject work is considered, with emphasis placed on mastery in math and language arts. The administration and teacher(s), after consultation with parents, and other support personnel deemed necessary, will determine whether the student will benefit most

by being promoted or retained. In cases where retention is recommended, parents will be notified of the possibility after the 2 second nine-week period.

### **High School (9<sup>th</sup>-12<sup>th</sup> Grade)**

High school students are required to complete seven credits each school year and an elective course (seniors may complete fewer). High school students may be considered for retention upon failing two or more courses at the conclusion of each school year. The administration and teacher(s), after consultation with parents and other support personnel deemed necessary, will determine whether the student will benefit most by being promoted or retained.

### **SPECIAL NEEDS SERVICES/INCLUSION POLICY**

Heritage Christian Academy is not able to offer learning accommodations to all students in all situations.

Heritage Christian Academy will strive to identify learning difficulties and use teacher-differentiated instruction to accommodate special student needs when possible in the regular classroom. Referrals to professional counseling/testing programs will be made as needed.

Christian County Public Schools seek to serve all children with disabilities. If you or your student's teacher feel your child may need testing for services, please contact the Christian County Schools Director of Special Services at 270-887-1314 to discuss the need for an evaluation. If your student is determined eligible for specially designed instruction, the Christian County Public Schools will design a program for your child in the public-school setting. Heritage Christian Academy will determine if the student will be successful in the current learning situation. Heritage Christian Academy is not equipped to serve all students in all situations.

### **TEXTBOOKS**

The school supplies textbooks. Fees are collected to rent textbooks and pay for consumable workbooks and other instructional materials. Students should keep books protected. Students are required to return books at the end of the school year in satisfactory condition. In case of loss or unsatisfactory condition of textbooks, students will be billed for the cost of replacement. All bills must be paid before final report cards and/or diplomas are released.

### **LIBRARY BOOKS**

Books loaned from the library must be returned or paid for before a student can receive his or her final report card.

### **MUSIC**

HCA provides a variety of music educational experiences, both through vocals and instrumentation. Grades will be given based on quizzes, class participation, and participation in special performances, which may be after school and off campus.

Students may try out for solos and speaking parts at the discretion of the director. Failure to attend practice or learn a given part may result in a student losing that part. Students may sometimes be allowed to participate in musicals without being in a music class.

## **ATTENDANCE**

### **SCHOOL HOURS**

- K3-K4 – 8:00-3:00.

- K5-12<sup>th</sup> - 7:50-3:00
- School office hours are from 7:30 a.m. to 3:30 p.m.

Students should arrive early enough to be prepared and in the classroom before the start of school. Students in grades K3-5<sup>th</sup> who arrive before 7:45 should report to the Extended Learning Program in the lunchroom. Students in grades 6<sup>th</sup>-12<sup>th</sup> should not arrive before 7:30 a.m., and must go straight to the gymnasium if they arrive before 7:45 a.m.

In order to gain the most from school, students must be regular in attendance. There will always be sound reasons to excuse a student from school, but it must be understood by parents and students alike that the fewer interruptions in the normal operations of the school, the greater the profit to the student. Parents and students are asked to make every effort to cooperate with the school in this matter. If possible, dentist and doctor's appointments should be scheduled outside of school hours. If any student misses more than ten days of school per semester for excused and/or unexcused reasons, he/she may be required to meet with a Board committee and repeat that grade. Extended illnesses, surgeries, or emergencies will be dealt with on an individual basis. If a student misses more than three consecutive days for an illness, a doctor's excuse may be required. Once a student has reached five absences in a semester without a doctor's excuse (this does not have to be consecutive days), a doctor's excuse will then be required for the remaining days of the ten allotted. If a doctor's excuse is not provided, the student will receive an unexcused absence and teachers will be notified by the attendance clerk to **assign zeros for missed assignments, quizzes, projects, and/or tests, that are taken, due, or assigned on that day**. Once a student has missed five days (do not have to be consecutive days) without a doctor's excuse, the attendance clerk will notify the parent and/or guardian of the required doctor's excuse for the remaining days of the ten allotted. In the case of a family death or family terminal illness, exceptions will be made to this policy. If there is an extended student medical illness, a doctor's excuse would automatically be provided by the healthcare professional.

When a student is absent for any reason, he/she must report to the school office for an admittance slip upon returning to school. The student must have a written excuse from his/her parent, guardian, or doctor stating the cause of the absence before consideration will be given to granting an excused absence. A student will be granted one day of grace to submit required documentation to receive an excused admittance slip. If proper documentation is not turned in by the second day after returning to school, the absence will be considered unexcused. To avoid confusion, we request that the parent or guardian call the school in the morning of the day the student is to be absent. A school official may call on the morning the student is absent if a call has not been received by a parent. After illness due to a contagious disease, the returning student must have a written statement from a medical doctor indicating the condition is no longer contagious.

## **EXCUSED ABSENCES**

Absences are excused for the following reasons: personal illness, death in the family, medical appointments, dental appointments, and funerals. Any other instances will be reviewed on a case-by-case basis. *Excused and pre-approved absences are included in the ten-day limit per semester.*

## **UNEXCUSED ABSENCES**

Any class or activity missed for unexcused reasons during the school day will result in a "0" for that class session or activity missed. If a student is absent, regardless of the reason, it is the student's responsibility to find out all missed assignments. Additionally, students who fail to get an admittance slip from the front office upon their return to school will be considered an unexcused absence and will receive "0's" for all assignments on day(s) absent. **(Students eligible to attend Merit Day activities but choose not to participate will be considered as unexcused**



absences.) Any student with an unexcused absence may not participate in any extracurricular activities on that day. This includes the day on which an unexcused absence occurs due to the accumulation of unexcused tardies (6) or unexcused half absences (2).

### **TARDY/EARLY DISMISSAL**

The following tardy/early dismissals will be excused: Youth conferences, car breakdowns (student drivers must have parents notify the school), HCA sporting events (early dismissal only), illness, medical appointments, funerals, driver tests, dental appointments, and traffic accidents. All other reasons will be unexcused. Any student entering the building after 7:50 a.m. (elementary, middle and high school) will be considered late and must report to the office for an admittance slip. **Every 3 late arrivals will result in a demerit check.** When a student arrives after 8:00, that student will be considered **tardy**. A tardy will be recorded as excused or unexcused for attendance purposes. If a carpool driver arrives late for an unexcused reason, all passengers are considered unexcused as well.

- Late arrival from school start time to 9:00 = 1 tardy
- Arrival after 9:00 = ½ day absence
- Departure before 2:00 = ½ day absence
- Departure after 2:00 = 1 early dismissal (will be recorded in the same category as a tardy)
- **Six excused and/or unexcused tardies or early dismissals will equal one absence in that category (excused/unexcused). This will be applied to the ten-day limit per semester.**

“Tardy” can also apply when a student is not prepared when class begins (though repeated offenses may result in after school detention), and must return to his or her locker for a resource needed for that class. Incomplete or missing homework is addressed through after-school detention.

Middle and high school students not involved in any after school programs and/or receiving help from a teacher must be off campus by 3:30 p.m. Students are not allowed in the halls or classrooms unless they are with a teacher. All students staying after school for a scheduled activity should be in that location by 3:10. Students are not allowed to stay at school for an activity that starts later than 3:30 (for example, a ball game with a 4:30 start time). Violations will result in appropriate disciplinary action.

### **CLOSED CAMPUS**

Students must remain on campus for the school day unless the parents/legal guardian or the person designated on the official form signs the student out. Parents/legal guardians are not authorized to sign their children out to purchase food at any time during the school day. Students are not allowed to make phone calls to place orders for food outside of the school. ***Students using delivery apps must place the order prior to the beginning of the school day.*** Only alumni and family members are allowed to visit during lunchtime. Students having a “guest” eat with them may invite one (1) classmate to join them at lunch.

### **MAKE-UP WORK**

Students are responsible to contact the teachers for scheduling any make-up tests or quizzes. The student has one day to make up homework for each missed day. Students on pre-approved absences of more than 1 day will need to collect work before the absences begins and

submit the completed work **on the day that they return**. Each incomplete assignment, quiz, and/or test will be recorded as a “0”. Students absent one day or more will contact the office to get work. Please call early in that day to ensure sufficient time to collect assignments. Homework can be picked up after 3:15 p.m.

### **COLLEGE VISITS**

High school students are allowed three college visits per year. Students missing school for college visits will be considered on institutional leave, counted present, and responsible for make-up work. Proof of the college visit must be brought to the office upon returning to school.

### **WITHDRAWAL PROCEDURES**

If for any reason a student must be withdrawn from school, the school office must be notified in writing at least two days in advance so that the withdrawal can be properly processed. Parents are asked to refer to the terms of the payment agreement at the time of withdrawal.

### **EXTENDED LEARNING PROGRAM**

The extended learning program is provided before and after school at the HCA Hopkinsville campus for full-time students, including preschool. The hours are from 6:45 a.m. to 7:45 a.m. and 3:00 p.m. to 5:30 p.m. daily. Students arriving at school before 7:30 a.m. and those not picked up by 3:15 p.m. will be sent to the extended learning program and charged the appropriate rate starting at the 3:00 time.

The following are the Extended Learning Program prices:

<u>Weekly Rate (am &amp; pm)</u>	<u>Hourly Rate (am &amp; pm)</u>
Exceeding 6.5 hours	Less than 6.5 hours
1 Child \$48.00	1 Child \$7.50 per hour
2 or more \$55.00	2 or more \$8.50 per hour\

Parents must pre-register students for the extended learning program. Parents will be billed every month. If an extended learning bill becomes delinquent, the child will no longer be allowed to stay in the extended learning program until the bill is paid. Please keep payments current. Accounts paid after the 15<sup>th</sup> of the month will be assessed an additional \$25.00 late fee. All accounts more than 30 days past due will be considered delinquent. Additional information on this program is available in the school office.

## **STUDENT DRIVING POLICY**

All student drivers must purchase an HCA parking permit at a cost of \$50 per year. These can be purchased in the front office. Vehicles will be towed at owner’s expense if the permit is not visibly displayed. If a student purchases a permit during the second semester, they will be refunded \$25 at the end of the school year when the permit is returned to the office. All others will receive a \$5 refund at the end of the school year when the permit is returned to the office.

Student drivers must provide the following information to the school office:

1. Copy of a valid Kentucky driver’s license
2. Copy of a valid vehicle registration form.
3. Copy of current auto insurance card.

Students must agree to the following:

1. Purchase and display the HCA parking permit.
2. Permits cannot be shared or exchanged with other drivers.
3. Obey all traffic rules and regulations.
4. Park in the designated area only.
5. Students are not allowed to sit in their vehicles. They must come in the school upon arrival. Students must exit the parking lot when dismissed.
6. Return to their cars only when leaving school for the day.
7. Transport only members of his/her family to and from school unless other passengers are listed on the Student Release Form.
8. No loitering around, on, or in anyone's car at any time while on school property.
9. Reckless driving on school property is an automatic demerit and may result in the loss of driving privileges to school.
10. When needed, students may be permitted to drive on field trips within Hopkinsville but must have written permission from the parent of the driver and the riders.
11. The school has a closed campus policy. (See page 11.)

**Any violation of the student driving policies will result in disciplinary actions and/or loss of driving privileges on school property.**

## **TELEPHONE**

The school phones are business phones and may be used by students only in emergency situations. **The office will relay messages to the student from parents in case of emergency or instructions regarding transportation when necessary.**

## **VISITORS**

Parents are always welcome in the school. If a visit to the classroom is desired, however, parents should make an appointment with the teacher and upon arrival, parents should come by the school office first instead of going directly to the classroom. It is the desire of the administration and faculty to be of service to both parents and students. Checking in the school office first will provide extra security for the students. Students from other schools are not allowed to visit friends during the school day without prior approval of the administration. Alumni are welcome to visit, but must stop at the office to receive a pass.

## **CODE OF CONDUCT FOR STUDENTS**

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). The building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Heritage Christian Academy, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is Biblical and pleasing to God. As partners in the discipline process, it is important that the faculty and administration of the school and the parents/guardians work cooperatively for the good of the students. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17, NIV). In the best interest of the entire school community, the general guidelines for student conduct shall apply on campus, off campus, during school hours, and after school hours. The conduct of every student is a reflection of Heritage Christian Academy at all times and, therefore, is subject to disciplinary action.

The general guidelines for student conduct are listed as follows:

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their persons and property. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and 1 Thessalonians 5:12-13.)
3. Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20.)
4. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
5. Refrain from a public display of affection on campus. As students, you are expected to conduct yourselves in a discreet and Christian manner. Therefore, while on campus, you should follow a "hands-off" policy.
6. Leave all annoying or dangerous items such as knives, water pistols, lighters, and matches at home. Computers, I-pads, DVD players, audio and video recorders, and cameras are not allowed at school. Also, pagers and cell phones are prohibited in class. **Cellular devices must stay in purses, backpacks, gym bags, or lockers (not in pockets) and turned "OFF" when entering school in the morning until 3:00 p.m.**
7. **Do your own work** – do not give or receive help on tests or homework unless the teacher has explicitly granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of

sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.

8. Plagiarism will not be tolerated. Plagiarism is a very serious offense. The definition of *plagiarism* is “the use of another writer’s ideas or words without giving the writer credit for them.”
9. All school rules apply on all field trips and on all school-sponsored events both on the school campus and away.
10. Practice appropriate use and conduct of social media. No student, parent, or guardian shall impart negative comments or images regarding HCA, faculty, staff, students, or any affiliation with HCA. No student shall use social media for bullying, intimidation, or threats.

## **DISCIPLINE**

Heritage Christian Academy follows God’s Biblical approach to discipline. Discipline and the Bible not only go hand in hand, but God’s Word and discipline form the solid bedrock foundation needed for parents, teachers, and students to succeed in life. Discipline is necessary for the school to function smoothly and for teachers to provide a safe, structured, Christ-centered learning environment. God has blessed us with His Word to direct us in what to believe, how we should live our lives, and respect others regardless of race, color, or creed.

Discipline is necessary for character and spiritual development and to teach students they are responsible and accountable for their actions and attitudes. If discipline policies are clearly understood and strictly enforced by parents, administrators, and teachers, students will develop respect toward others, develop strong honorable character traits and a positive attitude that will enhance self-esteem. A student’s accountability for good behavior in class teaches them submission to authority and self-control. Requiring a student to be prepared for class and to complete required assignments on time teaches him/her responsibility and consistency. Adherence to the dress code is extremely important. It not only teaches the student submission to authority but attention to detail as well as not giving in to peer pressure. The dress code makes students aware of appropriate or acceptable attire, which shows consideration and decency for others.

Discipline is not punishment. It is a form of positive reinforcement and remedial corrective action taken to overcome unacceptable behavior. At Heritage Christian Academy, we discipline out of love and concern for each student. We use discipline as a positive rather than negative approach to making your child a better student, citizen, and Christian. We use positive caring encouragement and the merit system to help achieve the desired results. In essence, discipline trains the students to honor and respect others.

### **DISCIPLINE FILE**

A behavior file to include detention slips, demerits, discipline conferences, etc. will be maintained on a continuing basis. The accumulation of infractions will be used to help determine action taken by the administration in terms of re-enrollment. Defiance of school policies may be grounds for probation with a stricter discipline policy, or for student to withdraw and/or not re-enroll.

### **K3, K4, AND K5 DISCIPLINE**

Kindergarten teachers will use treats (i.e. M&Ms, stickers, Skittles) as rewards for good behavior. Parents will be informed if a child consistently misbehaves. A parent – teacher conference may be requested by the teacher or parent, if deemed necessary, to discuss behavior.

### **DETENTION - GRADES 1-12**

Detention will primarily be given for *lack of preparedness for class*. Detention is after school, Monday, Tuesday, Thursday, and Friday, from 3:05 to 3:50.

Each classroom teacher, grades 1-12, will be responsible for assigning after school detention on the same day the infraction occurred. The office will notify the parents about the detention.

Detention will be given for, but not limited to, the following:

- failure to return low graded papers signed by parents/legal guardians
- homework not completed, misplaced, or lost
- being unprepared for class (paper, pencil, or textbook, etc. when that resource has been left at home.)
- sleeping in class

Students who have been assigned detention on days when there is an extracurricular activity must report to detention. This includes away games. There will be no exceptions. If a student misses or skips a detention, he/she will be required to serve two days of detention. It is at the discretion of the teachers to determine the assignments for detention. Students may have to write essays or reports, clean classrooms, hallways, bathrooms, empty trashcans, or pick up trash around the school's property. **Three detentions will result in a demerit check,**

### **CHECK SYSTEM**

Each classroom will have a basic set of rules for classroom behavior conducive to learning. The student will be familiarized with these basic rules. A check system administered by the teacher will be carried out so that disciplinary action is administered fairly. We ask that parents encourage their children daily in their attitudes and actions.

### **DEMERIT CHECKS**

Demerit checks are given for unacceptable behavior.

Demerit checks will be given for, but not limited to, the following:

- gum chewing (except when given explicit permission)
- talking without permission
- not staying seated at specified times
- disrupting class
- disrespect
- three times late to school
- three detentions
- public displays of affection
- misbehavior in chapel has a value of three checks (talking, sleeping, horseplay, etc)
- misbehavior under the supervision of a substitute teacher has a value of two checks

- cell phone violations during school hours (1<sup>st</sup> offense-parent will pick the phone up in the front office; 2<sup>nd</sup> offense-parent will pick the phone up in the front office at the end of the school year.)
- unacceptable lunchroom behavior (i.e., throwing food, etc.)
- minor damage to school or student property

When checks are given, the teacher will let the student know verbally that it is being issued and in writing to the parents on a demerit check form. This form must be signed by the student and a parent, and then **returned to the issuing teacher the next day**.

**Grades 1-5** – Demerit checks, tardies, and detentions are erased at the start of each nine-weeks.

**Grades 6-12** – Demerit checks, tardies, and detentions are erased at the start of each semester.

**Demerits accumulate throughout the current school year for all grade levels**

## DEMERITS

In the case of deliberate, willful, or flagrant violations, or in other inappropriate situations, corrective action will be taken immediately.

Demerits can be given for, but not limited to, the following:

- using profanity – verbal or written
- being disrespectful
- dishonesty
- disobedience
- defiance
- threatening or fighting, depending on the severity of the situation
- skipping class
- student driving rule violations
- plagiarism
- vandalism, destroying, or defacing school or student property

## CHEATING

Cheating is an extremely serious offense and will not be tolerated in a Christian school. Whether a student copies another's homework, copies answers from a test, plagiarizes someone's work, or uses another student's flash/jump drive in computer class, it is cheating! If someone knowingly allows another to use their work or flash/jump drive, it is cheating!

- 1<sup>st</sup> offense – 1 demerit and a "0" for the assignment
- 2<sup>nd</sup> offense – 2 demerits and a "0" for the assignment
- 3<sup>rd</sup> offense – 3 demerits, "0" for the assignment, and expulsion

## DEMERIT ACCUMULATION FOR ALL GRADES

### 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades

5 demerit checks = meeting between student, parents, teacher(s) involved, and principal and/or headmaster. Notification through email.

10 demerit checks = 1 demerit – student misses merit day – meeting with parents, student, teacher(s), and principal and/or headmaster.

### **4<sup>th</sup> and 5<sup>th</sup> grades**

3 demerit checks = meeting between student, parents, teacher(s) involved, and principal and/or headmaster. Notification through email.

5 demerit checks = 1 demerit – student misses merit day – meeting with student, parents, teacher(s), and principal and/or headmaster.

### **6<sup>th</sup> – 12<sup>th</sup> grades**

3 demerit checks = meeting between student and headmaster. Parents notified through email.

5 demerit checks = 1 demerit – student misses merit day – teacher will notify parent of demerit - meeting with student, parents, and headmaster, if desired.

## **DEMERIT CONSEQUENCES FOR ALL GRADES**

An accumulation of demerits will result in the following actions:

- **Two demerits** = two-day in-school suspension and a meeting between the student, parents, teachers involved, and the headmaster.
- **Three demerits** = three-day in-school suspension and a meeting between the student, parents, teachers involved, and the headmaster.
- **Four demerits** = four-day in-school suspension and a meeting between the student, parents, teachers involved, and the headmaster. Notification sent to the Board of Directors
- **Five demerits** = automatic expulsion.

## **IN-SCHOOL SUSPENSION**

Students will serve suspension at school in isolation from their classroom. Parents are not allowed to check students out. While serving in-school suspension, students will complete all class work and/or take tests during suspension. Students will receive grades for their work. Students who are serving in-school suspension will not be allowed to participate in extracurricular activities during the suspension period.

**Parents will be charged for a substitute teacher (\$90/day) to monitor their child while serving in-school suspension. Parents may come and monitor their child for in-school suspension in lieu of the \$90/day fee.**

## **EXPULSION**

In situations where an individual places other in *physical danger through an assault, fighting*, and/or threatening with an object that can cause serious bodily injury, there will be an immediate expulsion. Possessing dangerous or illegal items (i.e. guns, knives, fireworks, improvised explosive devices, alcohol, drugs, etc.) may justify immediate expulsion.

## **BULLYING, HARASSMENT, INTIMIDATION**

Bullying is defined as a conscious, willful, deliberate, hostile *act repeated over time, in which there is a significant imbalance of power* by one or more people with the intent to have a *negative* physical or mental effect on the person so targeted. *This definition includes, but is not limited to, speech of ill intent, actual or perceived, toward a personal characteristic such as race, national origin, physical attribute, socioeconomic status, physical or mental ability or disability.*

Harassment means *repeatedly* physically touching or attempting to touch a person by striking, shoving, kicking, or otherwise touching his/her body, or by engaging in conduct that causes alarm or to seriously annoy such person (*this includes physical aggression*).



Intimidation is defined as an act or acts designed to pressure a person to react in a particular manner or to perform some act in a particular manner, through the threat of physical force or some other form of coercion.

*While each of these behaviors has its own definition, behaviors, at times, overlap into multiple categories, and therefore any behavior that matches the descriptions provided whether from one specific category or from an overlap between categories will be subject to the same consequences.* These acts are not restricted to being on campus during school hours; this applies to each student twenty-four (24) hours a day, seven (7) days a week. *This means that such acts performed not only in person, but also by phone, electronic device, or through any social media will be subject to discipline. Likewise, any conduct that substantially creates a significant disruption of the learning environment is subject to consequences.*

*For any behavior that matches the criteria outlined above will result in consequences beginning with out-of-school suspension, which is recorded as an unexcused absence with every assignment for that day receiving a zero, up to expulsion.*

At Heritage Christian Academy, we *expect* our students to respect, love, and treat others like they would like to be treated. When dealing with bullying, we reinforce what the Bible teaches us. (Romans 12:18-19, Matthew 5:44-45, Psalm 138:7, Romans 12:20-21, Deuteronomy 31:6, James 4:11-12)

If you believe that you are a victim of bullying, harassment, or intimidation you should immediately report this conduct to the teacher, or school administrator. The incident or conduct will be investigated by the teacher or designated representative of the Headmaster. Results of the investigation shall be forwarded to the Headmaster. Law enforcement may be contacted, if appropriate.

## **RESPECT OF PEERS AND/OR PROPERTY OF OTHERS**

Heritage Christian Academy promotes an atmosphere that reflects basic scriptural principles. A student's conduct should measure up to that normally expected of a follower of Jesus Christ. Honesty, courtesy, reverence, dependability, cleanliness, trustworthiness, and respect for authority are qualities marking a Christian. Scoffing and mocking which are common in today's society, are condemned in scripture and will not be tolerated. Respect will be shown for both school personnel and fellow students (Proverbs 3:34, 14:6, 22:10, II Peter 3:3). Behavior in hallways and classrooms is formal, and, therefore, students are expected to maintain a formal demeanor. In acting responsibly, the student needs to observe all of the school's rules and respect the rights and property of others. The scriptures teach that "whatsoever you do, work at it with all your heart, as working for the Lord, not for man" (Colossians 3:23). There are specific items that arise as culture changes that are not mentioned in this handbook. If there is any question regarding the acceptability of these trends for the HCA student, the administration should be consulted. The school does not thereby condone behavior and appearances which are not mentioned.

## **DISCIPLINE COMMITTEE**

A Discipline Committee of the Board may become involved at the discretion of the Headmaster. A student may be expelled at any time, with Board approval, if in the judgment of the administration it is felt that HCA can no longer help the student, or the student's attitudes and behavior are an improper influence on the student body.

## **CONTROLLED SUBSTANCES AND WEAPONS**

Heritage Christian Academy maintains a policy of complete intolerance for the use, possession, sale, or transfer of any controlled substance, alcoholic beverage, tobacco product, or electronic/vapor cigarettes. HCA maintains a policy of complete intolerance for the possession of weapons or the possession of pornography.

As used in this policy, “controlled substance” means any substance, real or simulated, as defined in the drug laws of the Commonwealth of Kentucky. Use of any medication according to a valid prescription shall not constitute a violation of this policy. However, policies regarding prescription medications must be followed. (See pages 26-27)

Violation of this policy shall result in a decision by the Headmaster concerning consequences up to and including expulsion. In addition, any violation of this policy that is a violation of state law shall immediately be referred to proper law enforcement authorities.

This policy extends to all school property and vehicles, all school-related activities and travel to and from those activities, and the area within 1,000 yards of the school.

Any student reasonably suspected of being under the influence of drugs or alcohol at school or at a school-related activity shall be subject to medical screening at the expense of his/her parents or guardians. Any student reasonably suspected of being under the influence of drugs or alcohol at school shall be subject to immediate suspension at the discretion of the Headmaster.

If a student is allowed to remain in school following a determination that he/she has a substance abuse or alcohol issue, the student shall be required to undergo counseling or treatment for chemical/substance abuse at parental expense. In addition, as a condition for continued enrollment, random drug screenings at parental expense will be conducted.

## **PARENT RESPONSE**

Parent cooperation and support of the discipline policy and procedures will ensure the success of the student. Each demerit form has space provided for parent cooperation by describing the action taken at home in support of Heritage Christian Academy. In cases of repeated misbehavior, the parents will be notified and expected to cooperate with the school in administering proper discipline.

**The administration reserves the right to suspend a student and the school board expel a student at anytime if we feel that the student and/or parents’ actions and attitudes are an improper influence on HCA (Board Policy 4.005-1). Any suspension also includes a zero for any assignment on that day.**

## **ITEMS NOT ALLOWED IN SCHOOL**

Parents are asked to monitor what their children bring to school. Items inappropriate for the school environment include but are not limited to:

- toys
- electronic games
- audio or video players/recorders (unless given permission by teacher)
- I-pads, computers, DVD players, I-pods (unless given permission by teacher)
- cameras of any kind (unless given permission by teacher)
- laser pointers

- any kind of cups or bottled drinks (only allowed in at lunch)
- energy drinks
- inappropriate outside reading material (books and magazines)
- weapons or any dangerous or illegal items
- tobacco products, e/vapors, alcohol, drugs, etc.

**Cellular devices must stay in purses, backpacks, gym bags, or lockers (not in pockets) and turned “OFF” when entering school in the morning until school dismissal.**

## **MERIT DAY**

It is our policy to encourage self-control and positive actions within our student body. To encourage this, each student will be working toward merit days to be scheduled at the end of each semester. Students in grades 1 through 12 with no demerits will be allowed to participate in merit day. Teachers have been encouraged to use positive rewards. Please encourage your student to have a positive attitude. **Students eligible but choose not to attend merit trips will be given an unexcused absence, and this will count toward the 10-day semester limit. This also means that the student will not be allowed to participate in extra-curricular activities on that day. Students may only attend the merit trip with their grade level. No school age siblings are allowed to attend different grade level merit trip.**

**Elementary students will participate in an in-house merit day at the end of the first and third nine weeks. At the end of the second and fourth nine weeks, qualifying elementary students will be rewarded with a merit trip.**

**Students not permitted to participate still must attend school and will be given assignments to complete. Students who do not attend school must make up those 7 hours through detentions. Work will be completed under teacher/staff supervision.** Parents are asked to please work with the school in this matter.

**While demerits stay on record for the entire school year, a demerit received during the first semester does not disqualify the student from attending the second semester merit trip, providing no additional demerits are received during the second semester.**

## **STUDENT PREGNANCY POLICY**

Heritage Christian Academy is a school that has a discipleship program for Christian students who want the encouragement, teaching, and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. HCA is the light to the community and not only its policies but also its people must bear witness to Christ. We want to teach all God’s nature – holiness and purity along with love, forgiveness, and restoration. We also want to teach personal responsibility. We do not condone sexual immorality, and we believe abortion to be against God’s law. Recognizing that it is the responsibility of both parents and the Christian school to educate students about the Biblical principle of sexual purity before marriage, and that pregnancy in and of itself is not sin, but can be the result of sin.

It is the policy of the HCA, that when any student becomes pregnant, or causes another individual to become pregnant, shall, upon verification, be suspended immediately until a decision by the administration is reached on conditions of continued enrollment or immediate expulsion. Extenuating circumstances, such as rape, will be considered on a case-by-case basis.

It is the policy of HCA to deal with each pregnant student on an individual basis. To make a general policy to govern the spectrum of issues inherent in these cases would be ineffective. Each case will be judged on the basis of its merit, and the following items will be taken into consideration:

- Attitude (one of repentance vs. hostility)
- Home Support
- Church Support
- Academic Performance
- Contractual Fulfillment (Home, Church, School)
- Discontinuance of Sexual Sin
- An approved plan of Christian counseling

The school will not host any kind of celebration. In addition, certain privileges will necessarily be denied (such as attendance at class) but pregnancy in and of itself will not automatically exclude a student from completing his/her coursework at home. HCA will support and affirm the decision to choose life for the baby and help in any way possible

Once the baby is delivered, the student would be allowed back in class. Furthermore, while either of the parents is a student, the mother and/or father must agree to the following stipulations:

- The baby will not be brought onto school campus during school hours.
- Upon returning to school, there will be a meeting and the school will work in partnership with the family to determine attendance at other school-sponsored activities.

## **SCRIPTURE PASSAGES ON DISCIPLINE**

Proverbs 12:1 – Whoever loves discipline loves knowledge, but he who hates reproof is stupid.

Proverbs 13:18 – Poverty and shame will come to him who neglects discipline, but he who regards reproof will be honored.

Proverbs 19:20 – Listen to counsel and accept discipline, that you may be wise the rest of your days.

Proverbs 23: 12-13 – Apply your heart to discipline and ears to words of knowledge. Do not hold back discipline from the child, although you strike him with the rod, he will not die.

1 Timothy 4:7-8 – On the other hand, discipline yourself for the purpose of godliness; for bodily discipline is only of little profit, but godliness is profitable for all things, since it holds promise for the present life and also for the life to come.

## **DRESS CODE**

(Grades 1-12)

The intent of the dress code is to convey the values of **modesty**, **uniformity**, and **professionalism** at Heritage Christian Academy. The type of clothing we wear can influence our

attitude and behavior. The following dress code represents the acceptable mode of dress for our school and its activities. It is not our desire to be legalistic, but we recognize that some guidelines are in order. **School clothes should be neat, clean, and modest.** Please talk with your child about his/her attitude toward the dress code. Too much concern with clothing or dressing to impress others is not scriptural (1 John 2:15-17). We desire an attitude of “what would please Jesus?” rather than “what can I get away with?”

Clothes should have no words or lettering except in the case of small brand labels. Any words or pictures with advertising are inappropriate.

If parents or students have questions about the suitability of any clothing or style, please ask your administrator for assistance. The administration reserves the right to determine the appropriateness of clothing and appearance in all situations.

**Students who are reminded multiple times about having a shirt tucked in or wearing a belt or similar offense will receive a demerit check. Students who arrive at school dressed inappropriately will not be allowed to attend class until they are dressed appropriately. The absence will be recorded as unexcused and the student will receive a zero for any assignment in that class on that day.**

### **Shirts**

- 1) Long or short sleeves, button-styled oxfords
- 2) Long or short sleeves, polo style knit
- 3) Official HCA-approved t-shirts that have been purchased from HCA. This includes HCA team sports t-shirts and any t-shirt purchased from the school in past years. (P.E. t-shirts and Conference/Athletic tournament shirts are excluded.)
- 4) **All shirts must be tucked in at all times. Shirts must be modest and the second button on the shirt must be buttoned. Shirts must have buttons (SHIRTS WITH ZIPPERS OR V-NECK STYLE ARE NOT ALLOWED IN 6<sup>th</sup> – 12<sup>th</sup> GRADE).**
- 5) **NO** sheer/see-through shirts or blouses.

### **Pants**

- 1) **Solid** navy, black, gray, or khaki pants (**shades of brown**) (example: Dockers) made of chino or corduroy. **Denim and athletic pant material is not allowed.**
- 2) All pants should be worn to fit (example: not oversized or skintight). No skinny, stretchy, spandex or legging style pants, including flared leggings (brand or color does not matter).
- 3) Middle/High School: Leggings, spandex, etc., are NOT to be worn.

### **Shorts (All Students)**

- 1) **Solid** navy, black, gray, or khaki (shades of brown) walking shorts made of chino or corduroy.
- 2) Shorts must be 2 inches above the knee or for MS/HS students have at minimum, an 8-inch inseam.
- 3) Elementary: Leggings can be worn under dress code skirts, jumpers, and skorts.
- 4) Middle/High School: Leggings, spandex, etc., are NOT to be worn.

### **Skirts/Jumpers/Skorts**

- 1) **Solid** navy, black, gray, or khaki (shades of brown)

- 2) Length should be no more than two inches above the knee while standing.
- 3) Elementary: Leggings can be worn under dress code skirts, jumpers, and skorts.

### **Dresses**

- 1) Bottom/skirt portion of the dress must be solid navy, black, gray, or khaki (shades of brown).
- 2) The top portion of the dress must be polo or oxford style with a collar and buttons.
- 3) Lengths should be no more than two inches above the knee while standing
- 4) Elementary: Leggings can be worn under dress code dresses.
- 5) Middle/High School: Leggings, spandex, etc., are NOT to be worn under dresses.

### **Belts**

- 1) Belts are to be worn if loops are available/visible.
- 2) All belts must fit in the loops.
- 3) Belts worn as a fashion accessory can only be worn over shirts that are tucked in.

### **Sweaters**

- 1) All students may wear crew neck, V-neck or Cardigan style sweaters with an ***approved HCA-shirt underneath that is tucked in.***
- 2) Fleece pullovers and sweater material pullovers are permitted– no nylon or athletic material.
- 3) Vests of fleece or sweater-style material may be worn as long as they are solid and an HCA approved shirt is worn underneath and tucked in.

### **Jackets**

- 1) Students may **only** wear HCA-approved jackets, HCA hoodies, HCA pull-over jackets, and HCA sweatshirts. These must be purchased through the school or a school approved vendor (G&S or Fancloth provide such jackets)
- 2) No other type of jacket or sweatshirt may be worn in the classroom. Students are permitted to keep jackets in their lockers or cubbies.
- 3) Jackets may not be tied around necks or waists.

### **Shoes**

Appropriate footwear includes casual/dress shoes or boots, tennis shoes, or sandals.

### **Caps/ Hats**

No head apparel, including sunglasses, combs, or bandanas may be worn inside the school facilities.

### **Athletic Teams**

- 1) Athletic teams which have team warm ups may wear those on game days. If team does not have team warm ups, student athletes must abide by the expectations of the dress code regarding pants and shorts.
- 2) Team jerseys may be worn on game day, but must be tucked in.

### **Extremes**

Extremes of an individual's personal appearance are to be avoided at all times. These include but are not limited to:

- 1) Hair color should be a natural shade. No Mohawk haircuts. (Boys – the back of the hair must not touch the collar of a regular t-shirt, the sides of the hair must not be below the ear lobes, the front of the hair must not be below the eyebrows when combed down straight toward the nose. Once a student has been notified of the hair length, he has 5 school days to correct the length or receive a demerit check on each successive day.)
- 2) Boys cannot wear headbands.
- 3) Jewelry: No earrings for boys. Girls are limited to two pairs.
- 4) Make-up should not be extreme. (Boys are not allowed to wear make-up.)
- 5) No visible tattoos (temporary or permanent) or body piercings.
- 6) Clothing should be free of holes and frayed edges.

### **DRESS-DOWN DAYS**

On dress down days, shorts should be no more than two inches above the knee and sleeveless shirts are only allowed for 1<sup>st</sup> - 3<sup>rd</sup> grades. No inappropriate wording, pictures, or designs which promote non-Christian lyrics or behavior will be accepted. No leggings, spandex, or flannel pants may be worn. **There can be no holes in jeans. No tight-fitting skinny jeans.** The administration reserves the right to determine the appropriateness of all clothing.

### **DRESS CODE AT SPECIAL SCHOOL EVENTS**

Students are expected to uphold standards becoming of a group of young people who profess to know and follow Christ. At all functions and activities after school hours (i.e. sporting events, PTF functions, etc.), dresses, skirts and shorts lengths should be no more than two inches above the knee while standing. This includes but not limited to, senior night, graduation, club inductions, and all sports banquets. Parents are expected to monitor the dress code of their students at all school-related events.

**Teachers are asked to dress professionally but are not required to follow the STUDENT DRESS CODE.**

## **EXTRACURRICULAR ACTIVITIES**

### **HCA SOCIALS**

#### **Middle School Socials**

Only 6<sup>th</sup>-8<sup>th</sup> grade HCA students can purchase tickets. Guests from other schools must be in 6<sup>th</sup>-9<sup>th</sup> grade. Sophomores, juniors, or seniors may not attend a middle school social. See High School Socials for dress code criteria.

#### **High School Socials (excluding prom)**

Only 9<sup>th</sup>-12<sup>th</sup> grade HCA students may purchase tickets. Guests must be in the 8<sup>th</sup> grade - 20 years of age. Some socials will be casual dress while others will be semi-formal. This is voted on by the Student Government. Length of shorts, skirts, or dresses can be no more than two inches above the knee as stated in the school dress code policy. Shirts or dresses should not be revealing in any way. Girls' shoulders must be covered at all times. No strapless or string tops will be permitted without a cover for the shoulders. Any student arriving in a dress determined by the sponsor to be inappropriate will be required to leave and will forfeit his/her ticket price.

### **Prom**

Only 11<sup>th</sup>-12<sup>th</sup> grade HCA students may purchase tickets. Guests must be in 9<sup>th</sup> grade - 20 years of age. Boys must wear a tuxedo or a suit with a tie.

Girls' dresses can be no more than two inches above the knee, measured from the bottom of any opaque fabric (does not include any sheer overlay). Slits in the dresses, beginning at the bottom of the dress, should not go higher than two inches above the knees. Backs may not be open below the natural waist. No two-piece dresses will be allowed. The midriff must be completely covered- no sheer fabric or openings, from the side seam forward. There shall be no nude fabric creating the illusion of skin. No nude fabric in the area from the underarms down to two inches above the knee. No plunging, low-cut necklines. Dresses should not be revealing in any way.

Due to the variety of body types and the specific fit of each individual dress, judgements are made based on the individual wearing the dress, not a catalog image or someone else wearing the dress. **ALL DRESSES MUST BE PRE-APPROVED BY THE PROM SPONSOR TWO WEEKS PRIOR TO THE EVENT.**

### **CONDUCT AT THE SOCIALS (MIDDLE AND HIGH SCHOOL)**

Students are expected to exhibit proper dance, without suggestive or inappropriate movements. No one should have his/her hands below the waist or lay his/her head on their partner. Student government sponsors can determine any type of dance to be inappropriate. Any student who does not adhere to the dress code, dance rules, or proper conduct will be told to leave. A home-schooled student can only attend a social as a guest of an HCA student. Guests who do not attend HCA are required to return a signed permission slip from their parent(s) one week prior to the social. The HCA office may call the school where the student attends to inquire about any possible behavior problems. Students from other schools may be denied entrance to our socials.

## **LUNCHES**

Students will have the option of bringing their lunches or using vending machines in the cafeteria. These vending machines are stocked with a variety of foods. In addition, students will have opportunities to order from various food vendors on select days. Families may choose to pay for lunch orders by the month, week, or day. To order lunches by the day, the student must turn in an order form no later than 9:00 a.m. ***the day prior*** to the order. No orders will be taken after this time.

A monthly lunch calendar including prices will be available on our website and sent home each month. Additionally, the lunch menu will appear each week in the *Warrior Weekly*.

Parents/legal guardians are NOT authorized to sign their children out for lunch. Students may not leave campus. ***Students using a delivery app must place the order prior to the beginning of the school day.*** We have a closed campus policy. (See page 12). Only alumni and family members are allowed to visit during lunch.

Student Clubs will occasionally serve lunch as fundraisers on Mondays and Fridays. These will be included on the lunch menu in the *Warrior Weekly*.



In an effort to keep tuition lower and to teach Godly character, students will be required to help clean the lunchroom. We feel students must learn the importance of cleaning up after themselves. Everyone needs to take pride in what God has given us. It is important for students to learn humility and a Christ-like of serving.

### **LUNCHROOM SPECIFIC RULES**

- No throwing of any object (this includes tossing trash into the trash can from a distance).
- No touching or taking another student's food without permission.
- Students should not be out of their seats continuously.
- Students are not allowed to leave the lunchroom without permission from a lunchroom worker.
- Students are required to clean up after themselves.

Violations of rules in the lunchroom are subject to disciplinary action.

### **CLEANING POLICY**

In an effort to keep tuition lower and to teach Godly character, students will be required to help the faculty and staff with cleaning the gym, classrooms, and lunchroom, vacuuming, and outdoor maintenance of the school property. We feel students must learn the importance of cleaning up after themselves. Everyone needs to take pride in what God has given us. It is important for students to learn humility and a Christ-like spirit of serving.

## **MEDICAL POLICIES**

### **ILLNESS**

To help keep our school healthy, students should not attend school with any of the following symptoms:

- Fever of 100 degrees or more
- Diarrhea or vomiting
- Severe coughing causing the child to become red or blue in the face, making a whooping sound, a sore throat, or difficulty swallowing, difficult or rapid breathing
- Conjunctivitis (pink eye)
- A skin rash that has not been identified by a doctor as non-contagious
- Evidence of head lice or other parasites
- Evidence of infection

If a student is found to have these symptoms at school, the parents will be called to take the student home. Students not picked up will not be allowed to return to class and will wait outside the school office.

### **HEAD LICE**

If a student is found to have head lice or nits, they will be sent home for treatment and removal. Treatment includes washing with Nix or RID and the removal of all nits after shampooing. The student is not to return to class until approved by the HCA school nurse. When

a student is found to have lice, students who have been exposed will be checked and the parents notified.

## **MEDICATIONS**

Students are not permitted to carry ANY medications on their persons on school campus. This includes over-the-counter and prescribed medications. Prescription medications must be left in the school office in the original container with the Pharmacy label attached. A “Permission Form for Prescribed Medication” must be on file in the office. Any changes in administering the medication must be presented in writing as instructions from the physician or a copy of the prescription. The school does not provide over-the-counter medication. Students need to bring their own over-the-counter medications to the office and complete a permission form. NOTE: Students may obtain approval from the school nurse to carry a prescription inhaler for diagnosed asthma with a note from their pediatrician/physician.

If a physician has prescribed a student Ritalin (or a Ritalin-type drug), the student is required to take the prescribed dose while in school. It is required that parents agree to adhere to this policy as a criterion for admission.

**Prescription medication** must be left in the school office in the original container with the pharmacy label attached. Any changes in the medication (dosage, time, and route) must be presented in writing as instructions from the physician or submit a copy of the prescription.

**Over the Counter** drugs can only be given no more than three (3) consecutive days without written orders from the student’s primary care physician. The front office does have a supply of adult and children’s Advil, Tylenol, Benadryl, Tums, and cough drops. They are available to the students on an as needed basis throughout the year for a fee of \$5 per student, per year. The parent/guardian must sign the Over-The-Counter agreement before any medication can be administered.

**Emergency Medication** will be administered per the physician’s order. A current emergency plan of action has to be on file in the front office from the physician who prescribed the emergency medication.

**Note:** Students may obtain approval from the school nurse to carry a prescription inhaler for diagnosed asthma with a note from their pediatrician/physician.

## **WEATHER RELATED SCHOOL CLOSINGS:**

In case of inclement weather or other local emergencies, listen to WNKJ (89.3 FM), WHOP (1230 AM or 98.7 FM) or TV channel 5. Since we do not provide bus service, HCA will not necessarily follow public school weather related closings. It is our intent to hold classes even when there is inclement weather. Parents may use their discretion in determining if it is unsafe to drive. Students will not be penalized for tardiness or absences on these days.

## **PHONE CALLING SYSTEM**

We have a phone calling system in place that, when activated, will call your phone with information primarily regarding school closings, but at times will information about other events. Unless previously changed, your home phone number will be used. If you do not want your home

phone used, please advise us of the phone number you would like us to use including area code. If you do not want to receive an automated phone call, please let us know, and your number will be removed from this list.

## **NON-TRADITIONAL INSTRUCTION DAYS (NTID)**

In an effort to avoid extending the school year, the Board approved the use of Google Classroom. This allows for the continuation of learning when school cannot be in session due to unforeseen circumstances (i.e., inclement weather, flu, etc.). The ultimate result is less loss of instructional time and an increased ability to learn new content. Additionally, this plan will reduce make-up days having to be added to the school calendar. At the beginning of the school year, K5-12<sup>th</sup> grade students will be assigned a G-mail account and password. This account will remain active as long as the student attends HCA. All assignments will be posted on this account.

When a calling post message goes out regarding the closing of school, you will be told to check Google Classroom. The assignments are designed to be completely independent, but teachers are available at designated times on these days should a student need assistance with their assignments. The assignments will be due upon the return to school with a two-day grace period should there be a hardship getting the assignment submitted or if there are any questions regarding the assigned work.

## **CAMPUS EVACUATION PROCEDURE**

A Campus Evacuation will occur if the campus is deemed unsafe and uninhabitable by civil authority or by administration. This will usually be the result of an earthquake, extensive campus fire, bomb threat, chemical threat, or local police action.

The following procedures will be followed during Campus Evacuation:

1. The office will sound an alarm.
2. Teachers are instructed to follow the route for their class designated on the exit drill posted in their room.
3. One reliable student will be designated to help monitor to ensure proper execution of this drill.
4. All windows will be shut, doors closed, and lights turned off in each classroom.
5. Each teacher will take attendance sheet and/or grade book to conduct a roll call.
6. All students will walk in line briskly to designated holding area. **NO TALKING AND NO RUNNING.**
7. One teacher will be designated to search restrooms.
8. Students who drive may be allowed to drive home if the situation is safe for them to get to their car on campus.

### **LONG TERM**

9. If we will be evacuated for longer than 30 minutes, we will walk with the students to the YMCA. The reunification teams will set up there to follow our request and release process.
10. Parent-Student reunification will be in front of the main entrance of the YMCA facing the Eagle Way By-pass.

**NO ONE IS ALLOWED BACK IN THE BUILDING UNLESS INSTRUCTED TO DO SO.**

# **HERITAGE CHRISTIAN ACADEMY ATHLETIC MANUAL**

## **MISSION**

The mission of the Heritage Christian Academy (HCA) athletics program is to provide students with an opportunity to participate in a quality sports program. The HCA athletics program aims to develop students' characters and athletic abilities.

## **VISION**

The Heritage Christian Academy (HCA) athletics program exists to offer competitive athletic opportunities for all students. Through the athletics program, student athletes can pursue excellence in sportsmanship and achieve their goals by developing characters and disciplines that reflect the heart of Christ. The athletics department champions a culture of safety for athletes, operates with effective communication, and places a high value on accountability. As a result, it promotes a consistent method for following the policies and processes of the HCA athletics program.

## **PHILOSOPHY OF COMPETITION**

The philosophy of competition is crucial, especially within a Christian school. Heritage Christian Academy's (HCA's) participation in an athletic association (currently the KHSAA) and with nearby schools presents an opportunity for students with specific athletic skills to be involved in competition. Participation in any event should be done in order to win. However, players should abide by rules of play and demonstrate the conduct set forth by HCA.

Due to the competitive nature of middle and high school programs, all individuals may not be able to participate in the sport of their choosing due to set team limits (i.e., the maximum number of players allowed per team). Additionally, being chosen as a member of a team does not guarantee equal playing time. Athletes and parents must understand that participation in a game is only one aspect of being a part of a team. Contributions made in practice, as well as on the bench, will play significant roles in a team's success. Participation in game conditions is determined by ability, attitude, and practice ethics. Starting, playing time, etc. is solely at the discretion of coaches.

## **Coaches**

### **Code/Guideline for Coaches' Conduct**

Heritage Christian Academy athletics program's stated mission is to develop students' character and athletic ability through participation in sports. To accomplish that mission, athletic activities should be examples of the meaning of Christian sportsmanship. In order to provide guidance with

a goal that the behavior of anyone and everyone involved in the program will not detract from the students' enjoyment of athletics, the following "code of conduct" is mandated as a guideline for coaches, assistants, and volunteers:

When a coaching vacancy occurs, the athletic director will employ a search process to find a coach who exhibits Christian character, possesses appropriate knowledge of the sport, and who agrees with the values of the athletic program of Heritage Christian Academy.

**Parents as Coaches:** Experience has shown that parents coaching a team containing their own child often results in either real or perceived conflicts of interest; therefore, preference is to not have a parent as a coach. However, when circumstances result with Athletic Director concluding that a parent as coach is the best option, the Athletic Director shall submit to the Headmaster an explanation of efforts made to search out coaches and why another option is not available. Parents allowed to be interim coaches. This policy may apply to relatives other than parents depending on the facts and circumstances (as determined by the Athletic Director and submitted to the Headmaster).

## **Other/Outside Requirements**

Additional requirements or restrictions not stated in this manual may apply due to state or federal laws and the Department of Education's regulations. Further rules may apply to Heritage Christian Academy (HCA) as a member of an athletic league, conference, or association.

## **Determination of Team and Number of Players**

Coaches, in consultation with the athletic director, will submit, as part of their season plans, a number limit for teams if pre-season signups indicate that demand is greater than the number of team positions available.

An appropriate number of available team positions can be determined by, but not limited to, the following factors: the mission, vision, and philosophy of competition previously described in this manual, prior experience of coaches and the school regarding optimal team numbers, and expected losses due to injury, transfer, behavior, and/or inadequate grades.

The potential effect on the current year and future years should also be considered when determining a number limit for teams. A final determination regarding a number limit for teams should include the following considerations: a sport's makeup of players by grade, the levels carried by a sport (i.e., middle school, junior varsity, and varsity), and the nature of a sport (E.g., contact sports should avoid extreme age differences.).

When it is determined that signups for teams exceed set number limits, coaches will submit a tryout schedule to the athletic director for publication to students and parents. As previously stated, being chosen as a member of a team does not guarantee equal playing time.

## **Transfer Students**

A transfer student is eligible to play on the fifteenth (15<sup>th</sup>) day after enrollment at Heritage Christian Academy (HCA), pending verification that the student was in good standing with his/her previous school and sports team. The requirements contributing to a previous “good standing” report must be similar to the requirements within the HCA athletics program. If the sport in question was subject to a tryout (as mentioned earlier), the transfer student will be subjected to a similar tryout to determine if he/she makes the team. Practice attendance requirements, sports fees, and fundraising fees (without proration) must be fulfilled during the fifteen (15) days after enrollment, or eligibility will be delayed until such is fulfilled. The athletic director will determine the eligibility of the student based on league compliance.

## **Advancing a Player (“Playing Up”)**

Certain sports have a setup where the same groups practice together (e.g., the junior varsity basketball team and the varsity basketball team), and this allows players to participate on more than one team. It is at the discretion of a coach, through the “play to win but not at all costs” philosophy, to use eligible players for both teams. If a sport has a different coach for the junior varsity team and the varsity team, and the coaches do not agree on such use of eligible players, the opinion of the varsity coach will prevail.

A more complicated issue involves teams with separate practices and coaches (e.g., middle school teams versus junior varsity/varsity teams). This manual cannot set a rule that will contemplate all the possibilities of sports, numbers, and levels of competition. However, a player should not be “stretched” between two teams, and the preference should be for the player to be with his/her teammates of similar age and grade. Temporary exceptions can be made when an upper-level team is shorthanded due to unforeseen circumstances such as losses due to injury, transfer, behavior, and/or inadequate grades. In such cases when playing up would benefit the upper-level team (e.g., avoiding game or tournament cancellation), the coach of the upper-level team and the athletic director may approach the coach of the lower-level team with his/her request for a younger player or players to play up upon agreement that the parent(s) of said player(s) may be contacted with the request.

There may be rare situations when a younger player is considered qualified to play up on a “permanent” basis. Such a situation would require the coach of the younger player, the coach of the older players, and the athletic director to agree that the younger player would not be engaging in an appropriate level of competition to advance his/her skills. Additionally, playing for an upper-level team would need to enhance the skills of the younger player without he/she being exposed to an elevated level of physical danger. The upper-level team would also need to benefit from the addition of the younger player.

# RESPONSIBILITIES OF STUDENTS

## Sports Fees and Requirements

Heritage Christian Academy (HCA) sports programs are self-supporting. They are funded primarily through sports fees, athlete fundraising, community donations, and event revenue. Sports fees and/or fundraising requirements are tentatively determined by the athletic director. However, meetings with coaches, parents, and boosters help evaluate additional expenses (e.g., added games, tournaments, uniforms, and equipment). The following requirements will apply:

- A parent/guardian must sign a sports permission slip allowing his/her student to participate.
- Each athlete must have a recent physical on file with the athletic director that is designated for the current school year.
- The first installment of fees is due two (2) weeks prior to the first scheduled game, and the second installment of fees is due two (2) weeks following the conclusion of the athletic department's fundraiser.<sup>1</sup>
- Sports fees are non-refundable the day of the first scheduled contest.
- No student may participate in scheduled games unless tuition and fees are current and/or paid in full.

## Student Athletes as School Representatives and Related Travel

Heritage Christian Academy (HCA) athletes represent the school and the Lord Jesus Christ. School policies related to Christian values apply to all athletic activities, including travel to and from events. Students are expected to behave responsibly at all times on road trips. This includes showing respect for other students, coaches, referees, and members of opposing teams. Students are to avoid the usage of profanity, drugs, alcohol, and tobacco at all times (i.e., at school events and outside the school). Consequences for their usage range from a demerit to expulsion, depending on the severity of the situation. The following rules apply:

- Student athletes traveling to an away game must have parent/guardian approval. A completed permission slip must be on file with the athletic director.
- Student athletes not participating in away games may not leave school early with their team unless approved by the headmaster and parents.
- Student athletes are required to ride the bus. If all seats are filled, the athletic director may make other travel arrangements for the student(s).
- Student athletes must abide by the rules set forth in the Bus Policy.
- Parents should pick up their student athlete(s) on time after an event. Coaches will remain at the facility until all student athletes are picked up.
- Room assignments are at the discretion of coaches.
- Curfew and bed check times are determined and enforced by coaches.
- Student athletes are expected to be on time for devotionals, meals, & departures.
- Student athletes are responsible for their share of room costs and any incurred charges

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\*<sup>1</sup> Each sports team will have one optional fundraiser led by the athletic department. Additionally, each sports team will have at least one mandatory fundraiser led by its booster club.

(e.g., movies, video games, room services, phone calls, etc.)

- Student athletes should contact their coach or other adult in case of an emergency.

## **Bus Policy**

The following guidelines apply:

- Seating assignments will be made by the athletic director or coach(es). The number of students per bus seat/bench will not exceed a seat/bench's intended design. Final seating decisions are made by the athletic director or coach(es). Boys and girls may not sit on the same seat/bench.
- Coaches will ensure students clean the bus upon return to the school. This includes picking up trash, cleaning windows, etc.
- Students should remain seated at all times.
- Students not on time for departure will not be able to play in the away game. Exceptions must be approved by coaches.
- Use of music and video players, as well as chewing gum, is at the discretion of the coach(es) riding the bus. If granted permission to use electronic devices on the bus (i.e., music and video players), students must use headphones.
- The bus is only for athletes and coaches (coaches' spouses and families). Rare exceptions may be allowed.

## **Practice**

The following guidelines apply:

- Practice is mandatory.
- Only team members are allowed at practices. Other students, parents, or individuals are not allowed in the gym, ball field, etc. unless coaches determine their attendance to be appropriate or necessary.
- Players may not practice or play on a team that is starting to practice for its season if they are already on another team. For example, if a soccer player is going to play basketball, and the basketball season has started, the soccer player may not practice basketball until the soccer season is over. However, coaches must give that player time to practice with the upcoming team before all cuts are made. Finishing a current sports season will not affect potential playing time for a following sports season.

## **Academic Requirements**

- Per KHSAA – a student who is failing 2 or more classes at the weekly grade check is ineligible for 7 consecutive days starting the Monday following the weekly grade check.
- Per HCA – a student who is failing 1 or more classes at the midterm report or at the end of the nine weeks is ineligible for 7 consecutive days starting the Monday following the grade report, and then may only be eligible when the grade is above a passing score at the next weekly grade report.

A student receiving an “Incomplete” (I) on a midterm report or nine weeks report is deemed ineligible until relating work is completed, receives a grade, and is signed by the teacher who gave the work.



All ineligible athletes must attend practice but are not allowed to play in games until eligibility requirements are met. Additionally, they may not leave school early for away games, or be absent from school to attend an away game (ex. a tournament in which the team leaves on Thursday and will be absent from school on Friday.)

## **Unexcused Absences and Tardies**

If a student is checked out early or has an unexcused absence or tardy on the day of practice or a game, he/she will not be able to participate.

## **Demerits**

When a student receives demerits, the following consequences will apply per sports season:

First (1<sup>st</sup>) demerit = Two (2) consecutive game suspensions

Second (2<sup>nd</sup>) demerit = Three (3) consecutive game suspensions

Third (3<sup>rd</sup>) demerit = Dismissal from team

For the first (1<sup>st</sup>) and second (2<sup>nd</sup>) demerit, the student must attend practices and exercises, but is not allowed to play in a game. A “game” is considered any and all games played during a day. For example, a student who plays on both a junior varsity team and a varsity team would miss both games for two (2) or three (3) days as required. Student-athletes will still be accountable to the in-school consequences for demerits as out-lined in the code of conduct above.

## **Dress and Appearance**

The following guidelines apply:

- The school dress code will apply for travel to and from games. The team warm-up is acceptable attire to and from home games and for away games that lack dressing facilities. Any team **not** possessing a team warmup must adhere to the dress code expectations with the exception that a team jersey may be worn as long as that jersey is tucked in.
- No caps or hats may be worn. No pajama pants may be worn.
- Hair will not be of a length or style that interferes with a player’s vision or is a distraction to himself/herself.
- Students not adhering to these policies will not be allowed to travel with the team. Repeated offenses can lead to a demerit.

## **Quitting**

If a student quits a sport after the season has started, he/she will turn in all equipment and cannot participate in the next sport until the parent(s) and athlete have met with the athletic director and approval is granted. A student who quits with prejudice (i.e., in an open dispute with a coach, not following a coach’s directive, or quitting in the middle of a practice or game) cannot

participate in the next sport until the parent(s) and athlete have met with the athletic director and headmaster and approval is granted.

### **Game Attendance by an Ineligible Player**

The head coach will decide if an ineligible player will or may attend a team's game(s). If the ineligible player is allowed or required to attend the game(s), then that player will sit with and accompany the team, as would an eligible player.

However, the ineligible player will not be in uniform and must abide by the school dress code. An ineligible player will not otherwise be allowed as a spectator for the team's game(s). An ineligible player may not leave school early for away games.

# **RESPONSIBILITIES OF PARENTS, FAMILIES, AND OTHER SPECTATORS**

## **Heritage Christian Academy Family/Parents/Spectators Code of Conduct:**

The following guidelines apply:

- Set an example for students by showing outstanding sportsmanship. Participate in an event by watching, cheering, and supporting efforts of all participants. Keep athletic events fun. Remember, the sport/game is for the student athletes; their participation in and enjoyment of the sport is most important and is negatively affected by inappropriate behavior in the stands.
- Respect the authority of all game officials. Do not harass, abuse, or berate officials during or after an event. Do not enter the court/playing field without an official's permission. Remember, "Officiating is the most difficult sport."
- Respect the athletic director, coaches, and assistants. Do not criticize a coach publicly. Do not coach from the sidelines; let the coach do his/her job, even if disagreements occur. Discuss any concerns with the athletic director. If concerns cannot be resolved, the athletic director will decide upon and coordinate a meeting with the coach(es) and/or headmaster. Lastly, for remaining unresolved issues of a serious nature, meeting of a Board committee may be scheduled by the headmaster.
- Respect all players. Cheer in a positive manner. Encourage your team; do not berate the other team.
- Do not use foul or abusive language toward anyone for any reason.
- Get involved with booster organizations and promote the athletics program in a positive way.
- Represent Heritage Christian Academy and the Christian values it upholds.

## **LETTER JACKET POLICY**

### **Guidelines and Recommendations**

The following guidelines and recommendations have been established and set forth for the athletes of Heritage Christian Academy (HCA) for the sole purpose of unification and understanding of the policies of this school. The following guidelines and recommendations apply:

- A letter (H) is only available to athletes of Heritage Christian Academy (HCA) who have participated in established varsity-level sports. To be awarded a letter (H) by a coach of HCA, an athlete must have participated in fifty percent (50%) of a varsity sport's activity.
- A student will not be able to purchase a letter jacket until his/her freshman year of school, regardless of when he/she receives a letter (H).

- Letters will be awarded to students only at sports banquets. Students will receive a certificate of participation yearly and a letter (H) once. After receiving a letter (H), students will receive a chevron patch, each denoting a year of participation in a certain sport. Each participant will also receive, at the end of the junior year, shoulder numbers depicting his/her graduation year.
- Lost or misplaced letters will only be replaced under the approval of the athletic director. Verification of the letter (H) will need to be declared by the athletic director. If the athletic director approves the re-issuing of the letter (H), it can be replaced at the student's expense.
- Each coach will provide the athletic director with a list of students who will receive awards each year. This will be on file with the athletic director. The athletic director (not the coaches) will order the appropriate awards.
- Students will only receive one letter (H) for sports participation. Inserts will be given depicting the appropriate sport(s). Guidelines have been established as to where each insert can be placed.
- A master list of students who can purchase a jacket will be on file with the athletic director.

**The following guidelines apply for the letter jacket:**

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- The letter jacket must be purchased through the school (athletic director).
- There are two approved styles:
  - The traditional, short-waisted style with a knit collar, cuffs, and waistband (for gentlemen)
  - The hooded style, like the traditional, but not banded at the waist (for ladies)
- The letter jacket will be solid navy with navy snaps and pockets. Students can choose either leather sleeves or wool sleeves. If a student chooses to have leather sleeves, there will be an added expense.
- The trim pattern on the jacket will be a navy cuff with a two-pattern stripe. There will be two (2) gray stripes with teal accent trim on each side of the gray.
- The student's letter (H) is sewn only on the left side of the jacket.
- The student's given name can be monogrammed only on the right side of the jacket. There will be no nicknames or initials on the jacket. The student's last name can appear only on the back of the jacket.
- Shoulder numbers will be applied only to the right shoulder.
- No other patches, symbols, etc. will be applied to a jacket unless approved by the athletic director.