

2024/2025 Student Handbook

(Updated August 2024)



Heritage Christian Academy

Academic Excellence with a Biblical World View

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MISSION STATEMENT

HCA exists to assist families in raising their children to have a Biblical worldview. Through exhorting, correcting and encouraging in a loving manner, we prepare students to be used by God to change their world. We challenge them to strive for a life of excellence, even as adults.

CORE VALUES - GOAL

Honor	Honor, respect, and responsibility for self and others
Character	Christian character with integrity
Accomplishment	Academic accomplishment with excellence

OBJECTIVE, PURPOSE, & OPPORTUNITY

Since a child's formal education is a significant part of his mental, spiritual, and physical training, HCA is to be an extension of Christian homes, aiding parents as they strive to obey the scriptural commandments of Deuteronomy 6:5-7a, "You shall love the Lord your God with all your heart, and with all your soul, and with all your strength. And these words, which I command you today, shall be in your heart. You shall teach them diligently to your children..." and Proverbs 22:6, "Train up a child in the way he should go, and when he is old he will not depart from it." Christian education, as an extension of the home, aids parents in mental, spiritual, and physical training of the child with the purpose of helping him discover God's plan and purpose for his life, and to assist the student in becoming equipped to walk out that plan for time and eternity. Training for life is training for the Kingdom.

Heritage Christian Academy was established in 1984 to serve families from all denominations who desire a biblically based education for their children. Our academic curriculum, principles, and moral standards are grounded in the historic Christian faith. We affirm our belief in the Bible as the infallible word of God.

Heritage Christian Academy is a nonprofit, self-supporting educational ministry of Christian Renewal Church. We are a college preparatory program and exceed the standards of the Department of Education for the State of Georgia regarding graduation requirements for college preparatory diplomas.

HCA does not discriminate against any race, color, national or ethnic origin. Attendance at HCA is a privilege, not a right, giving students and their families an opportunity to grow in their understanding of the Lord, the wonder of His creation, His redeeming love, and exciting plan for their lives.

ACCREDITATION

Heritage Christian Academy is fully accredited with excellence by the Georgia Accrediting Commission, which is recognized by the University System of Georgia and the State School Board of Education as an approved accrediting agency. The Academy is a current member of the Association of Christian Schools International (ACSI), Georgia Independent School Association (GISA), and Georgia Association of Private and Parochial Schools (GAPPS).



SCHOOL COLORS - burgundy, black, gray, and white

SCHOOL MASCOT - "Elmer" the Eagle

But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles. they shall run and not be weary; they shall walk, and not faint. Isaiah 40:31

EDUCATIONAL PHILOSOPHY

We believe that:

All children are created by God as unique and distinct individuals.

All children are created with a hunger and need to learn.

All children are capable of learning.

All children must be led in paths of righteousness in order to develop a Christ-like character.

All children have the desire to belong, to be loved, and to be accepted for who they are.

All children develop as the unique individuals God made them to be—some early, some late, some on schedule.

All children have their own learning styles and abilities.

All children must be accepted as they are, loved for who they are, and prepared for life through discipline and instruction to become what God intends them to be, not what we think they should be.

Love Demands, Love Accepts, Love Nurtures, Love Prunes, and Love Never Fails.

Love is patient and kind, not jealous; rejoices in the success and prosperity of others; is not envious; is not arrogant, proud, or boastful; acts as Christ would act; is not selfish or self-centered; does not hold a grudge or take up an offense; is not offended when wronged; does not rejoice in wrong doing, but rejoices in the truth. I Corinthians 13

STATEMENT OF FAITH

The ACSI Statement of Faith is the fundamental basis for the work in the Academy as a nondenominational outreach of the church and is agreed to by all faculty and staff. The Christian Renewal Church Statement of Faith is for the church and is as an expanded statement of the beliefs and practices of the sponsoring church and the Academy administration. Respect for differing Christian doctrinal beliefs which are held by members of various Christian denominations is taught, encouraged, and supported, as well as a general respect for all people and their right to their beliefs. We work together to prepare young people to walk out a life of love and service to God and their fellow man.

ACSI STATEMENT OF FAITH

ACSI STATEMENT OF FAITH. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21). We believe there is one God, eternally existent in three persons—Father, Son, Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30). We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11). We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5). We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29). We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28). We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18). We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27). Acceptable behavior: (1) dressing in conformance with one's biological sex; (2) using the restrooms, lockers rooms, and changing facilities conforming with one's biological sex. We believe that any form of sexual immorality (including adultery, homosexual behavior, bisexual conduct, pornography) is sinful and offensive to God (Matthew 15:18–20). 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). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28–31; Luke 6:31.) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19–21; Romans 10:9–10; Corinthians 6:9–11).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The ACSI Board of Directors holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

STATEMENT OF FAITH AGREEMENT

Parents and Students (Pre-K-12 grades) must initial each statement and sign below in agreement.

MISSION STATEMENT. HCA exists to assist families in raising their children to have a Biblical worldview. Through exhorting, correcting and encouraging in a loving manner, we prepare students to be used by God to change their world. We challenge them to strive for a life of excellence, even as adults. _____

GOAL. HCA prepares young people for life's challenges through academic excellence, training in the principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. _____

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I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE HCA STATEMENT OF FAITH.

PARENT: Signed _____ **Date** _____

STUDENT: Signed _____ **Date** _____

ADMISSIONS POLICIES AGREEMENT

IN MAKING APPLICATION, I HAVE READ, UNDERSTAND, AND AGREE TO THE FOLLOWING: (please initial at the end of each statement)

1. I have examined and endorsed the Mission Statement and Statement of Faith (attached) and desire to work with the school for the total education of my child. I pledge my loyalty and agree to place our child under the authority of the school in administering these guidelines. We desire to support our child's total education with Jesus Christ as the model as stated in Luke 2:52, "Jesus grew in wisdom and stature and in favor with God and men." We understand that HCA teaches the Biblical truths that Jesus is the only Son of God (John 3:16), the only Savior for all mankind (Romans 6:23), and the only way to be reconciled to God the Father (John 14:6). _____
2. Attendance at Heritage Christian Academy is a privilege; not a right. The goal of this school is not to reform, but to instruct students in Christian living, leadership, self discipline, individual responsibility, personal integrity, and good citizenship. Parental permission is granted to Heritage Christian Academy to instruct the student mentally, physically, and spiritually by providing development of Christian character and conduct in accordance with Biblical standards and principles of doctrine. Desiring my child's total education program to be effective, I agree that I will maintain for my child an environment away from school which is compatible with the school, especially in the area of moral standards. _____
3. HCA is a non-profit ministry operating on the principle of faith. Tuition is kept as low as possible to make Christian education available to those who desire it for their children. Tuition and fees may not cover all operating costs. Additional funding must be met with gifts from parents, friends, relatives, foundations and corporations. We understand fund-raising is necessary to keep tuition as low as possible and agree to support these efforts and that we are expected to participate. Parental cooperation is expected in regular, prompt payment of tuition, practical help, and faithful prayer. The application fee and startup fees are nonrefundable if the child is withdrawn for any reason. _____
4. The school has the right to accept or reject any student as it deems advisable. We recognized that the school is not equipped to handle the special educational needs of all children. We understand that the final decision of whether the student's education needs can be met rests with the administration. I understand that HCA is not required to be licensed by the Georgia Department of Early Care and Learning and is exempt from state licensure requirements. HCA is fully accredited by the Georgia Accrediting Commission; however, the school operates under an approved exemption from Georgia's Bright From The Start. _____
5. Discipline is necessary for the welfare of each student and for the entire school. Teachers and administration have full discretion in the discipline of students, within the guidelines stated in the student handbook. Parents will be notified prior to a disciplinary action for a major offense. If our child does not comply with the academic requirements or cooperate with the school standards, HCA reserves the right to discipline the student in a manner consistent with Christian principles of discipline as set forth in the scriptures. _____

Page 1 of 2: Initial _____

Admissions Policies Agreement, Page 2 of 2

The administration reserves the right to dismiss suspend, expel, or otherwise discipline any student. If a student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirits and standards of Heritage Christian Academy, whether or not there is a definite breach of conduct, the student may be dismissed. Additional reasons for dismissal of a student:

- (a) The parents will not cooperate with the school.
 - (b) Tuition is 30 days delinquent without satisfactory arrangements having been made.
 - (c) A general lack of effort makes it inadvisable for the student to remain at the Academy.
6. In full cooperation with HCA, we will do our best to attend the Parent - Teacher meetings and other functions requiring our participation. We recognize that the Bible teaches (Deuteronomy 6) that parents are the primary educators of their children. Therefore we commit to being integrally involved in our children's education. We commit to help maintain peace and harmony within the school. If a problem ever arises, we agree to work closely with the school in helping the student learn how to solve interpersonal problems. We pledge to support HCA and will bring all questions and criticisms directly to our child's teacher or the administrator so that they may be properly dealt with by those in authority. We will follow the principles taught in Matthew 18 regarding conflicts. _____
7. Should a student become ill or suffer an accidental injury of any nature during the time in attendance, the school shall attempt to contact the parent immediately. In the event the school is unable to reach the parent, the school is hereby authorized to secure medical attention and care for the student as may be necessary. The parent and/or guardian shall assume responsibility for payment of said medical attention. _____

Conditions and Terms of Admission

- 1. The decisions of the Admissions Committee are final and individual applications will not be discussed by any Admissions Committee member. Any questions should be directed to the principal of HCA.
- 2. Acceptance of any student is contingent upon the successful completion of the applicant's current grade.
- 3. Students are admitted on a yearly basis. At the end of the first semester all students who are in good academic standing and good social standing will be invited to re-enroll for the following school year. Any decision to offer re-enrollment to students who are not in good standing will be deferred until the end of the school year.
- 4. HCA reserves the right to determine placement of each applicant in the grade judged most appropriate by the Admissions Committee.
- 5. The admission process is not complete until a Registration Contract is signed and the necessary fees have been paid.

I ACCEPT THESE POLICIES AND AGREE TO THEM AS WRITTEN WITHOUT AMENDMENT.

SIGNED: _____
FATHER OR LEGAL GUARDIAN MOTHER OR LEGAL GUARDIAN DATE

Waiver Of Confidential Materials. We understand that the recommendations and evaluations obtained for the purpose of admission to Heritage Christian Academy are confidential (excluding transcripts) and as parents (or legal guardians) we waive our right to them. To the best of our knowledge the information in this application is accurate. We also understand that misrepresentation might invalidate the application process or be grounds for dismissal after enrollment.

SIGNED: _____
FATHER OR LEGAL GUARDIAN MOTHER OR LEGAL GUARDIAN DATE

PARENT INVOLVEMENT

The ultimate success of a student is contingent upon the encouragement each child receives from his parents on a daily basis. We believe that parents have a sacred responsibility and anointing from God to know His best course of action for their children. As such, enrollment at HCA is contingent upon a student residing in the home with their legal guardian.

The Academy is a professional extension of the parents' pursuit of God's will for their children. As such, the Academy works with parents to achieve the goals and realize the aspirations they nurture for their children in an encouraging, loving, and disciplined manner. In order for the home and school to cooperate efficiently, there must be effective communication between the two. To that end, parents should check for notices daily (see below). Parents are encouraged to be involved as classroom volunteers, room mothers and fathers, and volunteers who will assist with field trips, plays, classroom activities, and initiate and implement fundraising for special projects.

Parental Contact

Announcements: Announcements will be sent via HCA's website (www.hcaeagles.net), Facebook, Email, & FACTS group texts.

Report Cards: Report Cards are no longer mailed. Your child's grades may be checked regularly online from the FACTS Portal on the HCA website.

Discipline Notices: Please check the "Conduct" in FACTS regularly.

Inclement Weather: HCA will have school on stormy days if public schools are open. The office is kept apprised of weather alerts and receives notices from the Glynn County School Board, as well as Glynn County Emergency Management. If school is cancelled, parents will be notified by email, radio (90.7 FM, or 104.1 FM), and, if possible, a phone call. Generally, if Glynn Co. schools are closed, HCA closes also.

Parent meetings and regular parent-teacher conferences: The first parent orientation is held prior to the beginning of school. Attending this meeting will ensure that parents are informed about school operation and procedures, thereby, insuring a good start for the school year. Every parent should take advantage of these opportunities as they present themselves. In addition, conferences may be scheduled with faculty by contacting the office or teacher.

Teacher Contact: We recognize that there are times when a parent needs to reach out to a teacher. **It is suggested that you email the teacher FIRST.** He/she will respond to you during their planning time or after school. If there is a pressing matter, please call the school office. A message will be delivered to the teacher who will respond to you as quickly as possible. **Please do not text or message teachers** as they have been instructed not to respond to texts and messages during the school day.

Grievance Resolution

Complaining is destructive to the complainer and to the wellbeing of the school. Remember that the school has reasons for all rules, and they are enforced without partiality. If a child believes that he has been wronged in some way, the parent should consider the incident from an adult perspective and realize that the child's reporting is emotionally biased and may not include all the information.

Students or parents who wish to discuss a difference of opinion with a faculty or staff member are welcome to do so at a time scheduled with that employee. Students or parents who attempt to circumvent the faculty or staff member will be directed by the administrator or pastor back to the staff member with whom they have disagreed. It may occasionally be necessary for the administrator or pastor to mediate a misunderstanding; however, disrespect for any faculty or staff member by any student or parent at any time is strictly forbidden.

If a child comes home complaining about a policy or discipline, please follow this procedure:

1. Support the administration; during school hours, call the staff member who was directly involved in the particular incident for all the facts.
2. If needed, make an appointment to meet with the teacher or staff member to discuss the problem.
3. If the problem is not resolved, make an appointment to meet with the administrator and the staff member involved.

Just as administrators, faculty, and staff members are prohibited by professional and ethical standards from discussing confidential matters concerning students, parents and students should similarly restrain themselves from sharing their complaints. Any family or student who habitually complains will be asked to withdraw from the Academy.

CUSTODIAL ISSUES

The focus of Heritage Christian Academy is the safety and well-being of the students, and our instituted policies are to further these goals.

Custody Documentation

At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at HCA. Parents of enrolled students shall have an ongoing duty to provide any documents any information relevant to a change in current custody or visitation rights to HCA within seven days of change or at the time of reenrollment if school has dismissed for summer break. We require that a copy of the entire Child Custody Documents be submitted at the time of enrollment.

School Records

A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

Dismissal and early releases

No student shall be released to any individual other than a custodial parent unless express written permission is first given to HCA by the custodial parent or a valid legally binding instrument granting release is on file with HCA. All early dismissal requests shall go through the principal's office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

Parent-Teacher Meetings

It is the policy of HCA to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

School Communications

It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes. Both parents may access online announcements, activities, grades, etc., unless by court order, one or the other parent is restricted from such knowledge concerning the student.

FINANCIAL POLICY

Tuition Policy

- Tuition payments will be paid through auto pay per the FACTS system.
- Tuition is annual, but your commitment is one semester at a time.
 - Annual Tuition is drafted on July 1.
 - Semester Tuition is drafted: By August 1 and January 1.
 - Monthly Tuition is drafted on the first of each month.
- Family accounts (extended care, class trips, etc.) are due on the first of each month. A 3% late fee will be assessed to all balances not paid by the 10th.
- An account that becomes 30 days past due can result in the immediate dismissal of the student(s).
- A \$30 fee will be charged to your account for returned checks.

Mid-semester enrollment

If a child is enrolled before the midterm of the semester, the full semester amount is due as the student will receive full credit from HCA for the semester. If a child is enrolled after the midterm of the semester, a prorated amount may be due as the student may or may not earn a full credit.

Withdrawing a Student

Parents must come to the school office and complete a withdrawal form stating reason for withdrawal. After checking to see if there are any outstanding items to be returned (books, supplies, sports equipment or uniforms, fees), grades must be updated and records may be ready and forwarded to the new school in **five business days**.

GENERAL POLICIES/STUDENT LIFE AND CONDUCT

Basic Rules

Heritage Christian Academy is serious about two things: CHRISTIAN CHARACTER and ACADEMICS. The primary role of education is the development of character. Strong academics give children a knowledge base which helps them to live lives that are fruitful and productive. Our four basic school rules are an extension of this life philosophy: **Respect God and honor Him in ALL that you do.**

1. *Always respect others and their property.*
2. *Always be truthful.*
3. *Always do the very best; working as unto God rather than man.*
4. *Always be where you are supposed to be, when you are supposed to be there, doing what you are supposed to be doing.*

General Classroom Rules

Students must obey all staff members promptly and without argument. Anything to be placed in the students' classroom area must be approved by the teacher. Each teacher has his own more specific written classroom rules which have been approved by the Administration. Parents and students should familiarize themselves with those rules. The daily school schedule is as follows:

Preschool 2, 3, 4 – 8:00 a.m. – 2:45 p.m.

Kindergarten, 1st, 2nd, 3rd Grades – 8:00 a.m. – 2:45 p.m.

4th – 5th grades – 8:00 a.m. – 3:00 p.m.

6th – 12th grades – 8:15 a.m. – 3:30 p.m.

We are training up students to be leaders and want to instill discipline and preparedness. The administration is committed to helping our students meet these standards.

Visitors

For the safety of ALL students, Heritage Christian Academy has a **closed campus policy**. Students not attending HCA are not allowed to visit the campus at any time without the permission of administration. In accordance with our closed campus policy, we have a buzz-in check-in station entering the Main School Building and the Upper School Building. ALL PARENTS AND VISITORS MUST ENTER THROUGH THE APPROPRIATE CHECK-IN STATION. Visitors must identify themselves and then be “buzzed in” by the receptionist. *Visitors are expected to dress along the same standard as HCA students while they are on campus: Ladies and girls should not wear tank tops, “short” shorts, short skirts, or low-cut blouses. Men and boys should not wear tank tops, or athletic shorts, but dress similarly to our students.*

All campus doors and gates are locked during school hours and ALL VISITORS must report to the appropriate office upon arrival on campus. **Parents are not to enter the building with your children.** No one will be permitted in the building unless you have a previously scheduled appointment or pre-approved activity.

Students are not to leave the campus during regular school hours without permission from school personnel and a parent. Students must sign in and out in the appropriate office. Dual enrolled students should not be on campus if they do not have a scheduled class.

*** Except as otherwise provided in subsection © of this Code sections, it shall be unlawful for any person to carry or to possess or have under such person's control while within a school safety zone, at a school function, or on a bus or other transportation furnished by a school any weapon or explosive compound, other than fireworks or consumer fireworks the possession of which is regulated by Chapter 10 of Title 25. (refer to page 18)*

Student Parking

Students who have a valid driver's license may drive to school. A copy of the student's driver's license and insurance card must be on file in the school office. Student drivers must park in student parking. Students found to be driving in a reckless manner on the campus will lose their driving privilege for a period of time to be determined by the administrator. Students must come into the building upon arrival.

Spiritual Life

Christian education has the primary goal of developing Christ-like character in the lives of students and encouraging them to develop a personal relationship with Christ. Every student will be required to participate in morning devotions and prayer, standing with respect during pledges to the Bible, Christian flag, and American flag, chapel services, and

Bible or Christian Living courses (small groups) taught as part of the curriculum. All subjects are integrated with biblical teachings, which are taught as God's truth.

Social Relationships

The Academy faculty and staff encourage the development of strong Christian friendships among students during their time at HCA. During the school year, various social activities are planned for upper school students to encourage Christian development in social activities. HCA students may not be married or engaging in sexual relationships or participating in a same-sex relationship of any kind.

Lunch Program

HCA offers a hot-lunch program for students and staff. Monthly menus are posted online and must be ordered and paid online by a specified time. Lunches delivered for students must be left in the appropriate office. Lunches may not be delivered to the lunchroom - gym doors must remain locked. Students who do not have a lunch will need to call home and have something brought to them.

Eagle Bucks are available for purchase in both offices for \$10. These may be used for extra snacks/treats during lunch.

Drinks are not allowed in Classrooms

Only water bottles are allowed in the building - drinks may not be kept in lockers.

Bullying/Cyberbullying

Any bullying is considered inappropriate behavior and is a Category 4 disciplinary offense. Cyberbullying, as well, is followed up at school as serious misbehavior. It is forbidden for a student (or students) to victimize another student. Using mobile devices or social media to threaten, harass, humiliate, or embarrass other students with words, texts, pictures, calls, emails, or videos is deemed inappropriate. Bullying/cyberbullying is a criminal offense and may be reported to local law enforcement.

Social Media/Texting/Emails

HCA students must be careful of their character on and off campus. Any student using vulgar, derogatory, or obscene language will be disciplined. Students must ensure that files stored on their mobile devices do not contain violent, degrading, racist, or pornographic images. The transmission of such images is a criminal offence, and the school will release all such information to local law enforcement. Students may be asked to remove anything from their social media that HCA Administration deems inappropriate.

Campus and School Property

All school property, instructional materials, and furniture should be treated with care and respect. Parents will be billed for any school property broken, destroyed, defaced, or lost by their child.

Non-School Sponsored Activities

The Administrator must approve in advance any promoting, sponsoring, or fundraising for a club, mission, or activity on campus that is not school related.

Abusive Behavior/Sexual Abuse

Abusive behavior is defined as negligence or exploitation of a child or any act that causes physical injury or involves sexual exploitation. Teachers and staff members of HCA will report to the Department of Family and Children Services or the Glynn County Police Department any suspected incident of child abuse, including negligence, physical abuse, or sexual exploitation. HCA prohibits retaliatory behavior against any complainant or participant in the reporting process.

Medications

Any medicine brought from home must be turned in to the appropriate school office. Non-Prescription - HCA keeps some over-the-counter medicines for student use as needed. A consent form authorizing the school to administer medication must be signed by the parent. (see enrollment application) Prescription medication is kept and administered in the reception office of each building; it must have a pharmacy label with the student's name and instructions.

Lockers (when used)

Lockers are school property and are furnished for middle school and high school students at no cost.

- The school is not responsible for damage or theft of any item placed in a locker.
- Padlocks are to be used and the combination turned in at the office (key locks not allowed).
- School employees reserve the right to remove any item from a locker.

Telephones

If a student needs to contact parents during school hours in exceptional circumstances, they will be permitted to use the office phone. If a parent has an urgent need to contact their child, they must call the appropriate school office and their message will be relayed to the student. Telephones in the church and gym are strictly off-limits to students. The school office remains a vital and appropriate point of contact and can ensure that your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons.

Restricted Areas to Students

Before, during & after school: students are restricted from other students' desks, work areas, lockers; staff desks, files, classrooms (when teachers are not present), offices, lounges; any campus parking areas. Students who park their cars at school are not allowed to return to their car during the day without permission from the administration.

TRAFFIC CIRCLE

*"HOP ON, HOP OFF" - Keep the traffic circle moving and proceed safely and cautiously.
It works well if everyone does what they are supposed to do.*

For the safety of staff and students, a **Traffic Circle** through the campus has been established. The traffic comes onto the campus from Robards Road and travels in front of the gym. If you have elementary children, drop them off in front of their building, then travel out back in front of the gym in a single lane. If you have upper school students, drop them off in front of their building. **DO NOT PARK IN THE TRAFFIC CIRCLE.** If you want to walk your student to their building, you must park in the grassy area or parking lot. The pickup procedure is the same.

1. Students who drive may park in the student parking area.
2. No one is allowed to move the cones.
3. Place the academy-issued name place card in the windshield.
4. Keep the traffic moving - If your student is not ready to get out of the vehicle when it is time, you must go around the circle again. You may also park & wait until you see your student; then you may rejoin the traffic circle.
5. You may not park in the pickup line in the afternoons and wait for your student to come out.
6. Please turn right on Robarts Road out of the parking lot and go around the block to ease pulling onto the highway.
7. **Anyone who may also deliver or collect your child at school must be informed of these procedures.**

SEARCH AND SEIZURE

To maintain order and discipline on school property and school-related events and to protect the safety and welfare of students and school personnel, HCA has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Administrator or authorized staff member may search a student's pockets, purse, backpack, gym bag, or other personal property, including electronic devices; student lockers, desks, or other school property; and student automobiles under the conditions described below. To maintain safety and security, HCA has the right to perform random and blanket searches of lockers, desks, other school property, and personal property to review student possessions for health and safety compliance. HCA also reserves the right to perform searches contracted with local law enforcement agencies or approved third parties.

No student may possess any illegal substance*, object, contraband, or weapon*** that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcohol, cigarettes, guns, knives, weapons, incendiary devices, pornography. All items deemed to be illegal, illicit, disruptive, or a general nui-

sance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Head of School or the Head's designated agent, subject to legal impoundment.

Personal Searches

A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Head of School or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

Locker Searches

A student's locker or desk is the property of HCA and is at all times under the control of the school. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any lockers except with a lock approved by the school. Unapproved locks will be removed and destroyed.

Automobile Searches

Students are permitted to park on HCA premises as a matter of privilege, not of right. School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing.

ATTENDANCE POLICY

HCA is bound by Georgia's Compulsory School Attendance Law (O.C.G.A. 20-2-690.1 and O.C.G.A. 15-11-2 (11)(A)(i)) which requires that all children between the ages of 6 and 16 be enrolled and attend school. Please be advised that under this law, any parent, guardian, or other person residing in this state who has control or charge of a child(ren) and who shall violate the law shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence after receipt of this notice will constitute a separate offense. All children enrolled for 20 school days or more in a public school prior to their seventh birthday are subject to the compulsory school attendance law. (O.C.G.A 20-2-150(c)) Any student who during the school calendar year has more than five unexcused absences shall be deemed truant.

TARDINESS

LOWER SCHOOL. Tardiness: Kindergarten – 5th grade students who arrive tardy must report to the office for an admission slip to enter class. **3 tardies = 1 absence**

Excused Tardies: Medical appointments, student illness, or unusual circumstances as determined by the administration. In the case of medical appointments or illness, a note from the physician or parent must be presented upon arrival.

Unexcused Tardies: Arriving at school late without proper reason or documentation.

NOTE: - After the 9th tardy parents will receive a formal letter and student will receive a formal write-up in the file.

- After the 15th tardy parents will be required to meet with the administrator

- After the 24th tardy parents must file an appeal to the Leadership Team to avoid possible retention.

- 30 tardies and the student will be dismissed.

- Elementary absences and tardies accumulate all year.

UPPER SCHOOL. Tardiness: 6th – 12th grade students who arrive at school after 8:15 are considered tardy and must report to the office for an admission slip for class. Students are expected to be seated in the classroom when the bell rings.

NOTE: Students who arrive between 8:15 – 8:35 a.m. will be considered tardy to school and tardy to first period. Tardiness to school and tardiness to class will be handled separately. However, both carry the same consequences. Students who miss more than ten (10) minutes of a class period will be considered absent in that class.

Excused tardies: Medical appointments, illness, or unusual circumstances as determined by the administration. In the case of medical appointments or illness, a note from the physician or parent must be presented upon arrival at school.

Unexcused Tardies: Arriving at school late without proper reason or documentation.

Upper School Consequences:

Beginning with a student's fourth tardy and for each subsequent fourth tardy, the following consequences will be assigned:

- | | |
|--|--|
| 4 tardies = 2 morning detentions | 20 tardies = 3 days in-school suspension |
| 8 tardies = 4 morning detentions | 24 tardies = Appeal is necessary to avoid retention. |
| 12 tardies = 1 day in-school suspension | 30 tardies = Dismissal |
| 16 tardies = 2 days in-school suspension | |

The administration reserves the right to modify or make additions to the consequences at any point in the tardy accumulation process. Recording of tardies will start over at the beginning of the second semester.

NOTE: Detentions are held on Monday - Thursday from 7:45 a.m. to 8:15 a.m. Attendance at detention is mandatory and supersedes any other HCA activity. Students who arrive late to or miss detention will be assigned additional detentions or ISS.

ABSENCES

Classroom attendance is essential to the teaching and learning process. Learning that is lost due to absences and tardiness can never be regained. It is a vital part of each student's training to be present and on time to every class and honors God through the exercise of good stewardship of our time. The school year for students consists of 180 days.

- o Attendance and tardiness records will be maintained for each student in each of his classes.
- o Students who are absent for a day or part of a day, must bring a note explaining the reason within 2 days. *A parent may notify the office of a student's absence, however, the student is required to bring a note within the allotted time.*
- o The absence will be excused or unexcused based on the explanation. If a note is not received within the allotted time, the absence will automatically be considered unexcused. (Notes cannot be accepted late.)
- o An elementary student who is absent less than four hours will be charged with a half-day from school; or more than four hours, a whole day. A student who is absent less than 2 hours on an early release day will be charged with half-day; or more than 2 hours will be charged with a whole day.

Excused Absences:

1. Personal illness or attendance in school endangers a student's health or the health of others.
2. Medical appointments.
3. A serious illness or death in a student's immediate family necessitating absence from school.
4. A court order or by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
5. A student whose parent or legal guardian is in military service, and such parent has been called to duty for, or is on leave from overseas deployment to a combat zone or combat supporting post, will be granted up to 5 days of excused absences per year to visit his or her parent prior to the parent's deployment or during the parent's leave.
6. Any emergency or circumstance which, in the judgment of the Administrator, constitutes a just and sufficient cause for an excused absence from school.
7. All approved School Sponsored Activities are considered part of the school day and do not count against the student's classroom attendance or against absences.
8. College visits (High-school students are permitted two per year and prior approval is required). Because these absences are academic in nature, they do not affect participation in athletics or other extracurricular school activities, but they do count against the student's 5 days per semester.
9. Family trip **with prior approval:**
 - a. Written request given 5-days in advance of trip.
 - b. Grades, attendance, and behavior are considered.
 - c. All assignments are due upon return (incomplete assignments will receive "0").
 - d. Trips will not be excused if the student has missed more than the allotted days allowed.

All other absences will be considered unexcused and all work missed will be awarded a "0" credit.

Suspensions: In-school and out-of-school suspension are considered unexcused and all work due during the time out of class will Not be given credit. However, they may be given the assignments to do as a means of keeping pace with the class.

Absences - High School Classes

Students enrolled in high school classes who amass more than five absences from a class during a semester will not be eligible to earn credit for the class. In situations where a class meets only twice weekly, students who amass more than two (2) absences during the semester will not earn credit for the class. Illnesses or traumas which necessitate hospitalization or extended at home treatment will be treated on a case-by-case basis and medical documentation will be required.

Students who miss more than ten minutes of a class will be considered absent for the class.

Absences – Elementary and Middle School

For students to be excused from school and receive assignments for a non-school sponsored trip, advanced notification is required – consideration is given to grades, discipline, and attendance. All other absences including out-of-school suspensions will be considered unexcused. Assignments missed due to an unexcused absence will receive “0” credit.

- After 5 absences, the parent (or guardian) must meet with the administrator and submit documentation validating each absence to the Attendance Board.
- A student has amassed ten or more absences may be dismissed.

Early Dismissal/Leaving Campus

Students who leave campus must have written permission from parent. Written permission must be submitted to the Assistant Principal for verification upon arrival at school. Phone calls to parents will not be permitted for the purpose of leaving early except for illness. If a student must leave early due to illness, a parent must give verbal permission to school personnel for the student to leave. Students who are not signed out but leave the campus will be considered skipping and referred for disciplinary action.

Afternoon Pickup Procedure

Students will only be allowed to leave with adults who are on their Pickup list. Students will not be allowed to go home with another student unless a written note has been received from BOTH parents. Texts and emails are not considered written permission. Students are not allowed to call home during the day to plan for after-school activities.

Late Admission and Early Departure








Any upper school student arriving late or leaving early must check in or out with the upper school office. In all cases, he must receive a pass to be admitted to class or to leave class early (see above for regulations). Students who have checked out for the day should not reappear on campus unless they are resuming class admission.

Extended Session


Extended Session – Elementary (PK-5 grade). Students arriving before 7:45 a.m. must report to the before-school care program. Students on campus after 3:00 p.m. will report to the after-school program. Fees for this service will be billed to the account.

Extended Session - Upper School (6-12). Students on campus after 3:45 p.m. must report to the after-school program. Students may not “wait on campus” on an after-school activity; they must report to the after-care room. NO EXCEPTIONS. This includes “late” practice. Fees associated with this service will be billed to the account.

When Should I Stay Home?

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100° F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with oozing, drainage or fever	Check with your school district policy	Redness, itching, and/or pus draining from eye	Hospital stay and/or emergency room visit

I am ready to go back to school when I am...

Fever free without the assistance of medication for 24 hours (i.e., Tylenol, Motrin, Advil)	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash or fever and have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
 <i>It's ok to have a runny nose and/or small cough.</i>						

If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

DISCIPLINE

The purpose of discipline is to develop righteous character in each student. Discipline is always to be redemptive, not punitive. Each student is required to conduct himself in a manner that will contribute to a positive learning experience. Most disciplinary situations are handled in the classroom, although parents and the school's administration may also be consulted for help in developing positive student attitudes.

Upper School Discipline Policies

Off Campus Behavior: HCA is the school of choice for many families because of its positive values and principles. For this reason, administration has an obligation to be protective of the school's reputation and image. *Therefore, HCA students are expected to exhibit Christ-like behavior both at school and away from school.*

On Campus Behavior: Students are expected to exhibit exemplary conduct during the school day and at all HCA activities. Respect for authority and an attitude of cooperation should always be shown toward all teachers, administrators, and staff. Students are expected to demonstrate a helpful and respectful attitude toward other students. Each student is expected to behave in a Christ-like manner, to use wholesome speech, and display regard for the safety of himself and others.

All behavior referrals will be recorded in FACTS. Parents are expected to check the “Conduct” regularly. Students who fail to abide by the HCA Code of Conduct will be assigned consequences accordingly:

	Violation	Consequence
Category 1	<ul style="list-style-type: none"> chewing gum, eating in class excessive talking, off-task, inattentive, passing notes, unprepared. 	warning, parental notification
Category 2	<ul style="list-style-type: none"> dress code infraction roughhousing, horseplay inappropriate behavior, disrespect toward other students failure to return forms 	warning, parent notification, parent conference, detention dress code infraction: student will be required to change (and billed for new shirt) or call home for different clothes - regardless of when the infraction was noted.
Category 3	<ul style="list-style-type: none"> lying, forgery, stealing insubordination, disrespect toward adults, profanity, inappropriate PDA inappropriate materials, equipment, use of computer vandalism, inappropriate behavior leaving campus, skipping, disruptive, fighting 	warning, parent notification, parent conference, reduction of grade, referral to administrator, detention, suspension (ISS or OSS). In the case of vandalism, payment for repair or replacement may be required.
Category 4*	<ul style="list-style-type: none"> possession or use of drugs, alcohol, tobacco electronic cigarette, vapes (with or without nicotine) intimidating or bullying, inappropriate physical contact or relationship, sexual harassment <p><i>According to Georgia law, purchase, possession, or receipt of vapor products by persons under 21 years of age is prohibited. Alcohol, drugs and vapes are illegal to have in possession on school property.</i></p>	long term suspension, expulsion, notification of law enforcement
Category 5**	<ul style="list-style-type: none"> possession of a lethal weapon possession of a non-lethal weapon, including, but not limited to stun guns, tasers, batons, night sticks, chemical sprays, pepper spray <p>**Except as otherwise provided in subsection © of this Code sections, it shall be unlawful for any person to carry or to possess or have under such person’s control while within a school safety zone, at a school function, or on a bus or other transportation furnished by a school, any weapon or explosive compound, other than fireworks or consumer fireworks the possession of which is regulated by Chap.10 of Title 25.</p> <p>According to O.C.G.A. § 16-11-127.1, “Weapon means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistics knife, and any other knife having a blade of two or more inches, straight-edge razor, razor blade. Spring stick, knuckles, whether made from metal thermoplastic, wood, or similar material, blackjack, any bat, club, or other bludgeon-type weapon or flailing instrument consisting of two or more ridged parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain or any disc of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of the kind, and any stun gun or taser.”</p>	Expulsion and notification of law enforcement

Cheating/Plagiarism – Including use of Math Apps and Artificial Intelligence (AI)

1st time: Student will receive a zero for the assignment.

2nd time: Student will receive a zero for the assignment and one day ISS.

3rd time: Student will receive a zero for the assignment and three days ISS.

4th & subsequent times: Student will receive a zero and OSS. (length will be at the administrator’s discretion.)

In case of suspected Math App or Artificial Intelligence, it is not unreasonable for a teacher to request the student to show their work or further explain their knowledge of the subject.

Cell phones, Smartwatches, Tablets, & Other Electronic Media

Our school's core values – Honor, Character, and Accomplishment – underpin everything we do at HCA. The inappropriate use of electronic devices (such as mobile phones, Ipads, Smartwatches, etc.) undermines this. Student cell phones are prohibited during school hours. If a parent needs to be contacted while on campus, a call must be placed through the office. The widespread ownership of mobile devices among young people requires that schools take steps to ensure that mobile devices are not used inappropriately at schools. HCA students are not allowed to have mobile devices at school, on field trips, on their person, in their locker, in their backpack, or in their possession in any way - for any purpose.

There are several reasons for prohibiting cell phone usage by students. First, cell phones act as a deterrent from fully engaging in the rich experiences we strive to provide for our students. They are a distraction from learning. Second, our internet filter provides data on what students are trying to access on school devices, but cannot monitor what students are accessing with cellphones. We have no way to be confident that what data, websites, & content students will access on our campus from their phones. Given the varied ages of students on our campus, it is important to have policies that ensure everyone's safety and wellbeing. Third, students do not need cell phones to research for classwork as internet is accessible for them to use. Fourth, if parents need to communicate with students while in our care they are asked to do so through the offices. Eliminating cell phones access can ensure that we know where the student is, what is going on, and who they are leaving with.

Our school is a workplace and mobile devices interfere with the atmosphere and good order of the workplace.

HCA requires:

1. All cellphones and Smart Watches brought into the building are turned off and kept in the upper school office.
2. Kindles, iPods, and tablets are not allowed. Laptops may be used in high school classes only – and only as part of the designated class.
3. The bluetooth function be turned off and not be used to send or receive images or files.
4. ***The school accepts no responsibility for replacing lost, stolen, or damaged devices.***
Parents/guardians should be aware that if their child takes a mobile device to school, it is assumed household insurance will provide the required cover in the event of loss or damage.
5. Mobile devices (including Smartwatches) are banned from all examinations nationally (SAT, ACT, PSAT, ASVAB, all standardized testing). Any student in possession of a mobile device during testing will have their exam disqualified and the student will be responsible for full payment for the disqualified exam.

Any violation of this policy will be handled as follows:

- 1st Offense: One morning detention; parent to collect device at the end of the following school day.
- 2nd Offense: Two morning detentions; parent to collect device in one week.
- 3rd Offense: ISS for minimum of one day; parent to collect item at the end of the semester.
- 4th Offense: Student is considered for expulsion; item is held until the end of the school year.

Electronic Media Usage (computer/Kindles/Ipods/tablets)

MS are not to bring personal computers to school. All school computers are equipped with filters. Each student 6th – 12th grades will receive a personal “code” to monitor their use on school computers. Under no circumstances is this code to be shared with another student. (*Review the Internet Policy in its entirety on pages 29 – 30 and sign the Internet Agreement on page 31, also included in the Application Packet*) We reserve the right to monitor how students conduct themselves on and off campus including social media internet sites. Discipline, when necessary, will be at the discretion of the Administrator. All students must sign a Computer Agreement. Students younger than 9th grade may not bring a laptop to school unless for a high school class and approved by the administrator. Highschool students may use laptops at the discretion of the teacher. There should be no outside communication (including emails to parents) from any electronic media usage at school.

Consequences for violation of computer policy:

- First Offense: Computer privileges suspended for 1 week
- Second Offense: Computer privileges suspended for a minimum of 2 weeks
- Third Offense: Loss of computer privileges through the end of the semester and probation.
- Subsequent offenses: Student will lose computer privileges at the Administrator's discretion.

Toys and Games

Toys, games, etc. are not allowed at school, including Morning Care and After Care. These items cause distraction, often conflict, and interfere with the learning environment. The only exception is “show and tell” days in very young classes as scheduled by the teacher. If items are brought to school, they will be held in the office for the parent to retrieve.

Gum Chewing/Eating/Drinking

Chewing gum is prohibited on campus. Food and drinks are restricted to times and locations; never permitted in class.

Expulsion

Expulsion is defined as (but not limited to) the exclusion of the student from ALL school related events (including sports, social functions, and any and all other activities associated with HCA). This includes off-campus, school-sponsored events. Expulsion is permanent and excludes a student from further admission to the Academy. Failure to adhere to this policy will result in further action taken by the Administrative Team. Expulsion will be used to discipline for certain offenses and for other serious or repeated violations of school policy at the discretion of the administrator. Students who have been suspended three times in a school year are subject to expulsion at the discretion of the administrator.

Disciplinary Appeal Process

1. Parents submit a letter to the administrator explaining the reason for the appeal.
2. The appeal must be filed **no more than five school days after the discipline occurs**.
3. The administrator will present to the Leadership Team.
4. Parents may submit a request to attend a Leadership Team meeting. The meeting will be scheduled only after the Team has been presented with the appeal.
5. Parents will be notified of the decision of the Leadership Team in writing.

NOTE: Parents may not circumvent the process by contacting individual Leadership Team members. Doing so may adversely affect the outcome of the appeal. All communication shall be through the Administrator. Each appeal will be treated on a case-by-case basis.

ACADEMIC POLICIES

Standards of Academic Performance

A primary goal of Heritage Christian Academy (HCA) is to train and equip students for a productive, Christ-centered life as they pass through the various stages leading to maturity. The academic and behavioral standards that are maintained are intended to direct students toward becoming suitably trained and self-disciplined in life and enable them to function honorably in the workforce and community. The academic standards of Heritage Christian Academy are intentionally high. The curriculum is selected from among publishers whose materials will motivate students to achieve their highest possible level. It is the goal of HCA to train students to achieve above the norm on standardized testing as well as excel in college classrooms after graduation. Students attending HCA will be held accountable to the following standards of performance:

Academic Expectations

1. Every student at HCA will be expected to perform to the best of his/her ability. Students will produce appropriate quality in all written work: Writing, Expression, Neatness, Accuracy (according to grade level expectations)
2. Students will come to class daily having prepared themselves for the day's work. (Homework will be assigned on a regular basis according to the grade level of the student as a means of developing good study habits for future academic success)
3. Students will show diligence in completing and returning homework on the date due.
4. In all subject areas, students will work to maintain grades in line with intellect & ability.
5. Under normal circumstances students will maintain at least a "C" average in order to obtain satisfactory achievement. Exceptions may be made to this standard on the basis of a student's special needs.

Process for Maintaining Academic Standards

Students not meeting the above academic standards will be required to submit to the following process designed to assist them in improving their skills and enabling them to comply with the academic standards of the school.

1. An assessment of student academic progress will be made sometime during the first five weeks of each quarter. Parents will be notified of deficiencies within that period of time. A deficiency is determined by any significant reduction in grades and/or performance at any time during the 9-weeks. Students showing a deficiency in their grades within the first five weeks of any 9-week period will have the remaining weeks of the quarter to bring the grades up to a satisfactory level.
2. Students with one or more failing ("F") grades on a report card at the end of any 9-week period will be placed on academic probation for the following 9-weeks.
3. During the probation period, the student will be required to show improvement in effort and performance and will be subject to a prescribed evaluation process to be determined in cooperation among the parent teacher and administrator.
 - a. The student, his parents, and his teacher(s) may have a conference to discuss the student's current academic performance and design a plan for improvement. Additional conferences may be requested by either party as necessary. The plan will be documented in writing and implemented for a specified time.
 - b. The parents and the appropriate teachers will decide to come before or after school for additional help in subjects which are troublesome. Parents may need to seek off-site help as recommended for their student.
 - c. The Student Support Team may be accessed if these measures are unsuccessful.

4. If, after this process, a student continues to fail, parents will be called for a conference with the administrator. Further action may be taken including any of the following:
 - a. Student will be placed on academic probation with a specific plan for improving academic performance.
 - b. The terms of probation will be spelled out in a contractual agreement signed by the student, teacher, administrator, and parents.
 - c. A periodic review of progress will be made during the probation period.
5. Failure to improve academic performance after due process has been administered may result in further action including any of the following:
 - a. Retention – not passed on to the next grade without completing specific requirements that may include completing summer school program.
 - b. Retake class or classes where the deficiency occurs without full retention.
 - c. Expulsion – dismissal from attendance at HCA

Grading Philosophy

Grades are a way of quantifying student achievement. The use of a well-defined meaningful grading scale helps teachers communicate with students, parents, and other educational professionals the level of a student’s achievement for a given section of curriculum. Curriculum, in the context of grades, is the age-appropriate level of subject content that a student should master before proceeding to the next level. Student effort is a factor to be considered in grading but should not be mistaken for actual mastery of subject material or a justification for a significantly higher mastery grade.

Grading Policy

Major Assignments are counted at 35% (ex. tests, projects)
 Minor Assignments are counted at 30% (ex. labs, quizzes)
 Homework/classwork is counted at 25% (ex. homework, notebooks)
 Semester Exam is counted at 10%

Grading Scale

<u>Level of Achievement</u>	<u>Grading Scale</u>	<u>GPA (grade point average)</u>
Excellent mastery of subject	A: 90-100	4.0
Good mastery subject	B: 80-89	3.0
Average mastery of subject	C: 75-79	2.0
Below average mastery of subject	D: 70-74	1.0
Inadequate mastery of subject	F: 69-0	0.0
Incomplete	I	Incomplete

(Work must be completed by the end of the following nine weeks for credit to be awarded.)

Student Progress - Report Cards - Transcripts

Grades are reported every nine weeks. You may log in to the FACTS portal at any time to check your student’s progress. HCA will provide four (4) official copies of transcripts free of charge to juniors and seniors applying to colleges. There is a \$3.00 charge for each additional copy. Juniors/Seniors requesting official digital transcripts must provide an email address.

Homework

We believe homework is a necessary part of an excellent academic program. Parents and students should not view routine homework assignments as unreasonable or punitive. On average a student can anticipate having the following amount of homework per night.

Kindergarten - 15 min; First and Second Grades - 30 min;

Third - Fifth Grades - 45 min. - 1 hour;

Middle School and High school - 1 to 2 hours

Students who neglect to complete and turn in their homework in a timely manner can expect their grades to be adversely affected and may result in failure of the class. Parents should check with their child nightly regarding his homework and communicate any questions to the teacher. Teachers will inform parents if students regularly fail to complete assignments in a satisfactory manner.

Make-Up Work

In cases of excused absences, a student will have one school day for every missed day to complete make-up work. Students are responsible for securing a list of assignments missed and for turning them in on time. Students who have been absent must expect to make up tests and quizzes before or after school to minimize loss of instructional time. Any makeup work not completed during the permitted time frame will result in a zero. Middle school students are issued a homework agenda at the beginning of the year in which to record their assignments. They are encouraged by each teacher to fill in homework information daily. Homework is due on the assigned date. Late assignments may be turned in but will be discounted as follows: 10 points for each day late; after 5 days, assignment will be “0.”

Eighth Grade Early Credits

Qualifying Eighth graders can begin earning high school credits along with their regular classes. High school classes taken while in eighth grade must earn an 85 or higher to earn credit, otherwise the student will take the class again in ninth grade. Additionally, the student must adhere to the attendance policies stated on Page 14-16.

Exams

Period Exams: Oral or written exams may be given to assist in the learning and evaluation process.

Midterm Exams: Midterm exams may be administered to upper school students during regular class time as determined by the teacher and approved by the administrator.

Final exams: Final exams will be administered to upper school students during the last week of each semester.

Counseling and Parent-Teacher Conferences

College, career, and personal guidance and counseling are available for students and families. Any parent who wishes to have a conference with his child's teacher may call the office to make arrangements. Two days per year, one at the end of each mid-term, are set aside for parent-teacher conferences.

Textbooks

Hardback textbooks and some soft-backed texts are loaned to students by the school and should be covered. The full cost of damaged books will be billed to the student's account after the book has been missing for three days. If a new book was ordered to replace it and the other book is found, student is still responsible for payment.

Novels and Supplemental Materials

Effort is made to select good quality books and materials for our students to read. Although reading lists are compiled and recommended by our staff, it is ultimately your decision whether a book is appropriate for your child. Novels and selections that are required reading for a particular class are required by all students in the class. Refer to www.common sense media.org for detailed information on the contents of a book.

FACTS

Check your child's progress online using the FACTS portal.

Transfer Students

Students transferring into HCA will have their transcripts evaluated and a course of study will be planned for them. Transfer students' total number of credits must equal regular graduation requirements. High School students transferring in after their freshman year will be required to obtain 1/2 credit in the Bible Curriculum for each year they are enrolled. Students transferring into the high school program from an unaccredited educational program will have prior course and the validation method will be verified by HCA administration. Credit will be awarded based on prior course grade.

Promotion Policy

K-5th Grade: Students will be retained if they fail two or more subjects. Additionally, students may be retained on the advice of the teacher(s) and administrator if their mastery of core subject is not adequate to prepare them for the next grade level. Promotion is at the discretion of administration. Students requiring retention more than one academic year are not eligible for enrollment.

6th - 8th Grades: Students will be retained if they fail two or more core subjects.

9th -12th Grades: The staff will determine enrollment eligibility for students who fail more than 1 ½ credit units in the year. Students who fail one-and-a-half or fewer credits can make up the credit(s) in summer school but will be re-enrolled under academic probation. All summer school courses must be approved by the administration in advance.

Minimum number of credits necessary for classification as:

- Sophomore: 4.50 units
- Junior: 10.00 units
- Senior: 16.00 units
- Graduate: 23.00 units

Honor Roll - Elementary (K5 - 5th)

A Honor Roll: Students who earn all A's each nine-weeks will be considered on the *A Honor Roll*.

A/B Honor Roll: Students who earn all A's & B's each nine-weeks will be considered on *A/B Honor Roll*.

Honor Roll - Upper School (6th - 12th)

A Honor Roll: Students who earn all A's during the semester will be considered on the *A Honor Roll*.

A/B Honor Roll: Students who earn all A's & B's during the semester will be considered on *A/B Honor Roll*.

Standardized Testing

HCA administers the Stanford 10 and OLSAT in the spring of each year to students Kindergarten – 7th Grade. The following testing schedule is for students Eighth Grade to Twelfth Grade.

TEST	SCHEDULE	STUDENTS
PSAT 8/9	Spring	Grades 8-9
PSAT	Fall	Grades 10-11
SAT	Fall	Grade 12
	Spring	Grade 11
ACT	Fall	Grade 12
	Spring	Grades 11
ASVAB	Fall	Grades 10-12

The cost for these tests is covered in your start-up fees and goes far above anything offered by Glynn County Public Schools and other private schools. Upon graduation, your student will have taken 4 PSAT's, 2 SAT's, and 2 ACT's, as well as 3 ASVAB evaluations. All of these exams are administered during the regular school day, and at no additional cost to you.

Dual Enrollment

Qualifying juniors and seniors may participate in the *Dual Enrollment Program* at the College of Coastal Georgia, Coastal Pines Technical College, & Golden Isles Career Academy. The student's schedule is set at the beginning of each semester indicating the periods in which the student is expected to be on the HCA campus. Dual enrolled students may not be on campus when they are not in a scheduled class. HCA allows students to dual enroll at the discretion of the administration.

Requirements for dual enrollment are:

1. Student must be a junior or senior
2. Student must have a 3.0 HOPE G.P.A.
3. Student must be able to transport him/herself to appropriate campuses.

Eligibility will be re-evaluated each semester. Highschool students are expected to balance HCA classes, extracurricular activities, and college classes. The dual enrollment process is designed to transition students from high-school to college with the support of HCA. This is not a process that should be facilitated or directed by their parents. Students are responsible for working with the HCA administration, college registrars and teachers to exercise and practice responsibility and self-advocacy. Dual enrollment is not for all students.

Junior/Senior Privileges

Juniors/Seniors are scheduled to be at school all day except for the following:

1. Enrolled at classes at the local college, technical school, or career academy.
2. Has completed a Work Release Form which is on file in the school office.
3. Is enrolled in online classes after lunch and has completed their work early (student must check out with teacher-on-duty).
4. Has no graduation requirements to meet for the remainder of the day.

Juniors/Seniors may exempt a final exam if they meet all the following criteria:

1. semester average grade of 90 in the class
2. no unexcused tardies to school
3. no unexcused tardies to the class
4. not served ISS or suspended home
5. no unexcused absences
6. no more than five absences for the semester (excused or unexcused) excluding school activities. In the event of serious illness or trauma which requires hospitalization or home care – each case will be reviewed and medical documentation is required.

Seniors have daily lunch privileges and must have a note on file of permission from their parent. Students who are leaving for lunch cannot leave prior to 11:35 a.m. and must return prior to the beginning of 5th period (12:35). (See "Tardiness," page 14) Students who are dual enrolled or whose day dismisses early are not to be on campus unless they are assigned to a class.

Early Graduation

It is likely that students who participate in Dual Enrollment will fulfill their high school graduation requirements early. While most dual enrolled students choose to continue high school with their original graduation date in order to maximize the use of their dual enrollment credits, some may decide to graduate early. In those cases, the following guidelines apply.

1. Students who meet all high school requirements and **choose to graduate spring (May)** of their third year of high school:
 - a. are not eligible for Valedictorian or Salutatorian honors unless they are declared as a junior prior to their second year of high school.
 - b. will participate in the graduation exercise at the conclusion of their third year of high school.
 - c. may attend the senior trip with the class with which they graduated.
2. Students who meet all high school requirements and **choose to graduate fall (Dec)** of their senior year:
 - a. may participate in the graduation exercise at the end of their senior year (May).
 - b. are deemed alumni at the conclusion of the fall semester (Dec). They may not participate in trips or activities afforded enrolled students following graduation in December including the senior trip at the conclusion of the school year. They may only attend functions and events as other alumni are allowed.

Honor Graduates

Students who have a cumulative high school GPA of 3.4 will be considered honor graduates.

Students who have a cumulative high school GPA of 4.0 or higher will be designated with High Honors.

Valedictorian and Salutatorian: These graduates will be chosen from the graduating class based on grade point average, reputation, and attitude. The valedictorian and salutatorian must have attended HCA for at least their junior and senior years. Circumstances which could disqualify a student from consideration as valedictorian or salutatorian include, but are not limited to: excessive absences or tardies, discipline record, or attitude, and reputation. In the event of a tie, numerical averages as well as ACT and SAT scores will be considered.

Graduation Cords and Stoles

Stoles and cords are presented to HCA graduates who earn them based on academic achievement per Academy guidelines. The only stoles and/or cords allowed at HCA graduation exercises are HCA Beta Club (stole), HCA National Honor Society (stole), HCA Honor Cords (gold), and HCA High Honor Cords (silver).

High School Graduation Requirements

23 credits are required for graduation with a college-prep diploma.

- 4 credits of English/Language Arts
- 4 credits Math – Algebra 1, Algebra 2, Geography, one higher Math
- 4 credits Science- Physical Science or Physics, Biology, Chemistry, a 4th science
- 4 credits Social Studies
- ½ credit Health
- ½ credit Physical Education
- 2 credits Foreign Language
- 1 credit Computer Tech/Fine Arts
- 2 credits Bible
- 1 credit other Elective

HOPE Scholarship Graduates

Students maintaining a 3.0 cumulative average in their core high school subjects will be awarded the Georgia HOPE scholarship. Additionally, by 10th grade ALL high school students are responsible for setting up and maintaining a GA Futures account.

HOPE Scholarship Rigor Requirements

In order to qualify for the HOPE Scholarship, students must have a minimum of four rigor courses prior to graduation in the following areas:

1. *Advanced Math, such as Advanced Algebra and Trigonometry, Math III, or equivalent or higher course taken at an eligible high school or taken for degree level credit at an eligible postsecondary institution;*
2. *Advanced Science, such as Chemistry, Physics, Biology II, or an equivalent or higher course taken at an eligible high school or taken for degree level credit at an eligible postsecondary institution;*
3. *Advanced placement courses in core subjects;*
4. *International baccalaureate courses in core subjects;*
5. *Courses taken at a unit of the University System of Georgia in core subjects where such courses are not remedial and developmental courses;*
6. *Advanced foreign language courses taken at an eligible high school or taken for degree level credit at an eligible postsecondary institution.*

HCA rigors courses offered:

<i>Spanish 2</i>	<i>Statistics</i>	<i>Chemistry</i>	<i>Pre-calculus</i>
<i>Physics</i>	<i>Advanced Algebra</i>	<i>Biology 2</i>	<i>Civics (Constitutional Theory)</i>
<i>College level courses (as approved)</i>			



HCA Dress Code

updated 06.11.24

Students are expected to adhere to HCA dress code at school, and at all school associated events on or off campus. There are a limited number of exceptions to this rule such as:

- All field trips on which students are to wear an HCA t-shirt (class color) with jeans/shorts.
- Academic competitions where students will be required to dress as a team in traditional school uniform as found in consignment or ordered from approved Lands End items.

It is impossible to anticipate every possibility in the area of dress. As situations present themselves and fashion trends change, we will modify the code as deemed necessary. However, when questions arise concerning appropriateness of dress, the decision of administration is final.

If any student is found to be 'out of dress code', a parent/guardian will be called to bring appropriate clothing. If a parent/guardian is unable to bring the needed item(s), the student will be provided with what is needed and the student's school account will be billed.

Basic Guidelines for All Students PK4 - 12th Grade

Students' clothing at school and all school-related events (on and off campus) must be:

- Modest;
- Neat, clean, safe, properly fitting (no visible undergarments, including bras) and in good repair (no rips or frays, even if manufactured that way);
- Gender appropriate.

Shirts/Sweaters/Sweat Shirts

- HCA t-shirts ONLY. ONLY HCA printed t-shirts are the only t-shirts permitted.
- Collared golf shirts with small logo only.
- Girls can wear dressy blouse (blouses are defined as loose upper garments, typically with a collar, buttons, and sleeves).
- Sweaters/sweat shirts are permitted. **T-shirts and sweatshirts must be HCA printed only.**
- * Preschool will have modifications at administration and teacher discretion; HCA t-shirts only in Pre-K as well.

Footwear

- Clogs/sandals (with a heel strap), athletic, casual or dress shoes are permitted.
- Rubber-soled athletic shoes are required on the gym floor.

PE Uniform (6th - 12th grades)

Students in 6th - 12th grades enrolled in a PE class must order the PE uniform (black shorts and black athletic

t-shirt) at <https://323sports.com/GHQS-B0Y4/>.

Grooming and Jewelry

- Hair must be well-groomed and of a natural color. (Hair may be dyed brown or blonde for example, but not blue, green or an unnatural shade of red, etc.) Extreme hair coloring and bleaching are prohibited. No mohawks, dreadlocks, mullets or similarly distracting cuts are allowed.

Not Allowed

- Printed shirts/sweatshirts (other than HCA spirit wear)
- Athletic pants (including sweat pants) and athletic shorts
- Oversized pants that hang off the body or drag the floor
- Leggings are never permitted.
- Cut-offs
- Undershirts as outer garments
- Sleeveless shirts (tanks or spaghetti straps) as outer garments
- Halter tops, off-the-shoulder tops and tops that expose the midriff even when arms are raised
- Rolling of waistbands of shorts/skirts
- Flip flops or any shoe without a heel strap
- Crocs and similar types of shoes
- Hats and sunglasses indoors
- Headbands or other headdresses that are costumish (animal ears, wreaths, etc.)
- Sheer fabrics (inlays and otherwise)
- Tattoos-permanent or henna (or similar process)
- Any garment that makes implicit or explicit reference to:
 - Alcohol or drugs
 - Secular bands
 - Racially insensitive comments (including the rebel flag)
 - Symbols, pictures or any reference to a religion other than Christianity
 - Sexual innuendo

Female Specific Guidelines - In addition to the guidelines above, female students must also adhere to the following:

- Slacks & jeans.
- Shorts, skirts, dresses, skorts, and jumpers not shorter than 3 inches above the front and back of knee are allowed.
- Makeup and heels higher than one inch are not allowed for girls 5th grade and below.
- Piercing jewelry is only allowed in the ears -up to two piercings per ear.
- Hair may not be shaved or 'buzzed' close to the scalp -even in part.

Male Specific Guidelines - In addition to the guidelines above, male students must also adhere to the following:

- Slacks, jeans or shorts (no Chubbies or similar styles) are appropriate. Shorts must be no more than 3 inches above the knee cap.
- Hair must be cut off the collar and no longer than the eyebrows even when brushed straight forward. No braids, twists, buns, pony tails, etc. are allowed.
- Facial hair must be neat, short, clean and conservative.
- Piercing jewelry is not allowed on males.



Athletic Policy

Heritage Christian Academy recognizes the importance of offering a well-balanced, comprehensive athletic program to its students. Of utmost importance to the academy, however, is the academic education of each student with which we are entrusted. For this reason the Academy has set certain policies and guidelines to insure athletic participation does not interfere with academic achievement. HCA will follow the rules and regulations as described by the *Georgia Association of Private and Parochial Schools (GAPPS)*.

Academic Eligibility

Students are allowed to participate in the Varsity Sports Program in grades 8th through 12th. Students must pass all subjects the semester immediately preceding participation. (Fall participation is contingent on Spring Semester grades; spring participation is contingent upon Fall Semester grades.) Any student who fails a class is ineligible for the entire next semester (Unless the class is made up in summer school). All students participating in athletics must take four subjects during the semester of participation. Any student failing a subject on a report card will become ineligible until the next reporting period. To be eligible to play, students must be on track for graduation (based on the graduation date set upon entering high school) as follows:

1. Upon entering: 10th grade - 4.5 units; 11th grade - 10 units; 12th grade - 16 units,
2. Fifth year high school students are not allowed to participate in athletics.
3. Retention (in any form) of students for sports is not allowed.

Academic Responsibility

Normal participation in a game or event should not affect the students' presence or promptness at school the day following the game or event. Athletes who report to school late will receive an unexcused tardy as well as consequences from their coach. Involvement in sports is an extracurricular activity and athletes are still responsible for completing their homework with a one-day grace period, meaning that homework is not due the day immediately following the game. This means that if players must miss the last one or two periods of the day, all missed class work and homework is to be completed with the one-day grace period. Students must be responsible to obtain assignments from the teacher ahead of time. They must speak to their teacher before school, lunch break, or other time when the teacher is not instructing class.

Attendance Requirements

1. No student will be allowed to practice or participate in athletic activities on a school day if they have not been in attendance at least half of the school day. (exceptions must be approved by the administrator)
2. A student who leaves school early, must Speak to the coach personally or leave a note with the Athletic Director for him/her. The student may not send a message with another student.
3. No student will be permitted to practice or participate in athletic activities on a school day if they have served ISS, detention, or suspension on the day of the practice or event.
4. If a student misses a regular season game for any reason (other than documented illness, death, or emergency as deemed appropriate by the coach and administration) they will be benched one game for every game missed. In cases of unavoidable family travel, at least two-weeks prior notice to the coach is required for an appeal of excused absence.
5. Allowable reasons for absences or tardies: family commitment, religious obligation, academic responsibility, other reasons may be discussed with the coach personally.

Consequences for tardiness to practice

- 3rd unexcused tardy = not dressing and/or traveling for the next event.
- 4th unexcused tardy = not dressing and/or traveling for the next event.
- 5th unexcused tardy = dismissal from the team.

Consequences for absences to practice and games

- 1st unexcused absence = dress out, but not play at the next event
 - 2nd unexcused absence = do not dress or travel with the team to the next event
 - 3rd unexcused absence = dismissal from the team.
6. We finish what we start. A student who commits and begins on a team must complete the regular season and post season competitions in order to participate in interscholastic competitions in the next season. Ex: If a student fails to complete a fall season sport, they are ineligible for winter sports.

Students will not be allowed to participate in practice or an athletic event unless he/she has been in attendance of at least four classes on day of the practice or event, even if the absence is excused. Students will not be allowed to participate in practice or an athletic event if they have served ISS or been suspended home on the day of the practice or event.

Medical Requirements

Prior to participation in a sport, each student must have a physical examination and doctor's release to play. Physical exams are valid for one year. A medical form and emergency release must be signed and on file in the office in order for a student to participate in any sport. Students may not practice or play with the team until the physical has been completed.

Team Cuts

All eligible students are encouraged to "try out" for team sports. It is not reasonable, however, to expect all sports to have availability for all students. Constraints such as uniforms and logistics must be taken into consideration when putting together certain teams. For that reason, "cuts" are to be expected. The following guidelines will be followed in order for "cuts" to be done in a manner that is fair to all players.

- The coach will announce at the first practice how many players will be allowed on the team.
- No player will be cut before the conclusion of the 2nd day of practice.
- No more players may be cut after the 5th day of practice.
- In deciding between similarly gifted players, favor will be given to the older player.

Team Practices

- Practices should be as convenient as possible for students and their families. The need for study time should be of the utmost priority when scheduling practice sessions.
- Practices are for HCA students ONLY. No students are allowed to participate in practice with any team until they have been accepted for admission to HCA.
- Players cannot be required to participate in any out-of-season program as a condition of in-season play. Camps, scrimmages, etc. can be offered, but never required.
- Team practices are never scheduled on Wednesdays or Sundays. The only exception is if a game is scheduled on Thursday, a practice may be held on Wednesday and dismissed by 5:00 p.m.
- **Coaches are to end practice by 7:30 p.m. on the evening preceding a school day.**
- Students are not to remain on campus between school dismissal and practice (except in afterschool care). Parents are responsible for collecting their children from school and then returning them for practice.
- Practice is prohibited during mid-term and final exams.

Dress Code (Boys and girls)

- Athletes must wear HCA game day shirts and warm-ups to and from games. Warm-ups are ordered at the beginning of the year (NO EXCEPTIONS). Athletic shoes must be worn with game day attire to school and to games.
- Students may not wear jeans or shorts at any time, even on the ride home.

Coaches are expected to enforce the dress code. They will check each player prior to leaving for the game. Any player in violation will be required to change before leaving or will not be allowed to go. If players are in violation at the game, they will not even be allowed to sit on the bench.

Spectators - Parents and other visitors should dress respectfully while on our campus or visiting campus. Students are expected to dress modestly and neatly as we wish to convey positive attitudes and images of our school.

Travel Code

Transportation of players to and from the games will be the coach's responsibility. The team will ride with the coach to the game, remain with him/her while away and return home with the same coach unless parent is present to take custody of the child or written permission is given for the student to be released to another adult in attendance at the away game. (Phone calls or texts will not be accepted). The parent or responsible party must sign the athlete out with the coach before leaving.

- Driver(s) of vans to games and practices is to be the coach or other approved adult at least 21 years of age. Drivers MUST be pre-approved by the Academy Administrator.
- Seat belts are to be worn at ALL times by EVERY passenger on the vans -- even adults.
- Vans will travel together at all times. If one needs to stop, they all stop.
- Coaches will refuel vans and supervise students in cleaning them upon returning to school.
- All drivers will adhere to speed limits and all traffic rules, maintaining a safe distance between vehicles.
- Only team members are allowed to ride on the vans. No other students may ride with the team.
- Non-playing students that plan to attend a game are discouraged from signing out of school early and are unexcused if they do (unless they are leaving with a parent to go see a sibling play).
- **No music with expletive language is to be played on the vans.**
- Parents, family, and friends are encouraged to attend games as often as they can. These people are allowed to drive in caravan with school vans, but they may not get in between the vans or ride too closely.

General Policies

All adults will be supportive of the rules and policies set by the Academy. Adults are expected to lead by example. No roughhousing or horseplay is permitted on the vans, on the campus of the away game or in any restaurant or other establishment while on an athletic trip. Leave everything (vans, gyms, locker rooms, etc.) better than you found it. Clean up after yourselves. Parents, coaches, teachers, etc. should take all concerns or issues directly to the coach or teacher in charge in a humble and right spirit. If the situation is not resolved, then an appeal can be made to the administrator. Overnight trips with students must be well-chaperoned. One adult for each hotel room. Teams are to sit together at all meetings and events. They are not to be divided into smaller groups even under the supervision of multiple adults. Official's decisions are final and should be accepted as such. Complaining and criticizing will only make things worse for our team. It is up to the coaches to make appeals concerning questionable calls. Cheering for our team should always be done with good sportsmanlike conduct, not malice or rudeness. Parents and players must sign the **HCA Sports Code of Ethics**. Athletic Fees MUST be paid prior to the first day of practice.

Internet Use Policy

Policy Statement. Users of the campus network and computer resources have a responsibility not to abuse the network and resources and to respect the rights of others. This policy provides guidelines for the appropriate and inappropriate use of information technologies.

Policy Purpose. The purpose of the Computer and Network Usage Policy is to ensure an information infrastructure that promotes the basic missions of Heritage Christian Academy and/or Christian Renewal Church. Computers and networks are powerful enabling technologies for accessing and distributing information and knowledge. As such, they are strategic technologies for the current and future needs of the campus. Because these technologies give individuals the ability to access and copy information from remote sources, users must be mindful of the rights of others to their privacy, intellectual property and other rights. This Usage Policy codifies what is considered appropriate usage of computers and networks with respect to the rights of others. With the privileges to use the information resources of these entities come specific responsibilities outlined in this Policy.

Summary. Users of campus information resources must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. This policy covers appropriate use of computers, networks, PDA's and other systems and the data and information contained therein.

1. POLICY SCOPE AND APPLICABILITY

A. **Applicability** – This policy is applicable to all campus students, faculty and staff and to others granted use of the campus information resources. This policy refers to all campus information resources whether individually controlled or shared, standalone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by either entity of the campus. This includes but is not limited to word processing equipment, personal computers, workstations, mainframes, minicomputers, PDA's and all associated peripherals and software, regardless of whether used for administration, research, teaching or other purposes.

B. **Locally Defined and External Conditions of Use** – Individual units within the institution(s) may define "conditions of use" for information resources under their control. These statements must be consistent with this overall policy but may provide additional detail, guidelines and/or restrictions. Where such "conditions of use" exist, enforcement mechanisms defined therein shall apply. These individual units are responsible for publicizing both the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

C. **Legal Process** – The campus does not exist in isolation from other communities and jurisdictions and their laws. Under some circumstances, as a result of investigations, subpoena or lawsuits, either entity of this campus may be required by law to provide electronic or other records or other information related to those records or relating to use of information resources.

D. Definitions

Campus – The term campus as used herein refers to Heritage Christian Academy Inc. and Christian Renewal Church both separately and jointly, its buildings and grounds, holdings, properties, assets, fixtures and systems both physical and ideological.

PDA or PDA's – Refers to personal digital assistants and all portable electronic devices that in any way transfer, store, or retrieve data from a campus information system or network.

2. POLICIES

A user of campus information resources who is found to have purposely or recklessly violated any of the following policies will be subject to disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action.

A. **Copyrights & Licenses** - Computer users must respect copyrights and licenses to software and other on-line information.

1. **Copying** – All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into or from any campus facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

2. **Number of Simultaneous Users** – The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

3. **Copyrights** – In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed.

4. **Plagiarism** of computer information is subject to the same sanctions as apply to plagiarism in any other media.

B. **Integrity of Information Resources** - Computer users must respect the integrity of computer-based information resources.

1. **Modification or Removal of Equipment** – Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

2. **Encroaching on Others' Access and Use** – Computer users must not encroach on others' access and use of campus information systems. This includes but is not limited to the sending of chain-letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a campus computer or network; and damaging or vandalizing campus computing facilities, equipment, software or computer files.

3. Unauthorized or Destructive Programs – Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users must not use network links for any use other than permitted in network guidelines. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, as well as criminal action.

4. Academic Pursuits – This Institution recognizes the value of research in the educational process and that at times that research may extend outside the boundary of what is acceptable by this policy. Student activity in this area must be under the direct supervision of his/her instructor and must be done with the permission of the system administrator. The administrator may restrict such activities in order to protect campus and individual computing environments, but in doing so will take account of legitimate academic pursuits.

C. Unauthorized Access – Computer users must refrain from seeking to gain unauthorized access to information resources or enabling unauthorized access.

1. Abuse of Computing Privileges – Users of campus information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the campus or not. For example, abuse of the networks to which the campus belongs or the computers at other sites connected to those networks will be treated as an abuse of campus computing privileges.

2. Reporting Problems – Any defects discovered in system accounting or system security must be reported to the appropriate system administrator so that steps can be taken to investigate and solve the problem.

3. Password Protection – A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the appropriate authority.

D. Usage – Computer users must respect the rights of other computer users. Most campus systems provide mechanisms for the protection of private information from examination by others. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information is a violation of campus policy and may violate applicable law. Authorized system administrators may access computer users' files at any time for maintenance or security purposes. System administrators will report suspected unlawful or improper activities to the proper authorities.

1. Unlawful Messages – Use of electronic communication facilities (such as email or chat rooms instant messaging, or systems with similar functions) to send fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or campus policy is prohibited.

2. Mailing Lists – Users must respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin-boards). The user of an electronic mailing list is responsible for determining the purpose of the list before sending messages to or receiving messages from the list. Subscribers to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the list's purpose. Persons sending to a mailing list, any materials which are not consistent with the list's purpose will be viewed as having sent unsolicited material.

3. Advertisements – In general, campus electronic communication facilities should not be used to transmit commercial or personal advertisements, solicitations or promotions.

4. Information Belonging to Others – Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.

E. Political, Personal and Commercial Use – This institution is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. It also, at times, may be a contractor with government and other entities and thus must assure proper use of property under its control and allocation of overhead and similar costs.

1. Political Use – Campus information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, and may be used for other political activities only when in compliance with federal, state and other laws and in compliance with applicable campus policies.

2. Personal Use – campus information resources should not be used for personal activities not related to appropriate campus functions, except in a purely incidental manner.

3. Commercial Use – Campus information resources should not be used for commercial purposes, except in a purely incidental manner or except as permitted under other written policies. Any such commercial use should be properly related to campus activities, take into account proper cost allocations and other overhead determinations and provide for appropriate reimbursement to the appropriate institution for taxes and other costs the entity may incur by reason of the commercial use.

3. CONSEQUENCES OF MISUSE OF COMPUTING PRIVILEGES

A. Cooperation Expected – Users, when requested, are expected to cooperate with system administrators in any investigation of system abuse. Users are encouraged to report suspected abuse, especially any damage to or problems with their files. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions.

B. Corrective Action – If system administrators have persuasive evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they should pursue one or more of the following steps, as appropriate to protect other users, networks and the computer system.

1. Provide notification of the investigation to the appropriate entity's administrative head, as well as the user's instructor, department or division chair, or supervisor.

2. Temporarily suspend or restrict the user's computing privileges during the investigation. A student may appeal such a suspension or restriction and petition for reinstatement of computing privileges through the appropriate entity's administrative head. Staff and faculty members may appeal through applicable dispute resolution procedures.

3. Inspect the user's files and/or other computer-accessible storage media.

4. Refer the matter for possible disciplinary action to the appropriate authority.

C. Legal Compliance – In cases involving a violation of statutory law the facts, circumstances, and applicable evidence may also be referred to the appropriate law enforcement agency for possible judicial remedy as well.

4. **STUDENT HONOR CODE AND FUNDAMENTAL STANDARD.** Unless specifically authorized by a class instructor, all of the following uses of a computer are examples of possible violations of the Honor Code:

- Copying a computer file that contains another student's assignment and submitting it for credit;
- Copying a computer file that contains another student's assignment and using it as a model for one's own work;
- Collaborating on an assignment, sharing the computer files and submitting the shared file, or a modification thereof, as one's individual work. In addition, student misuse of a computer, network or system may violate fundamental standards. Examples would be, but are not limited to theft or other abuse of computer time, including unauthorized entry into a file, to use, read, or change the contents; unauthorized use of another person's identification or password; use of computing facilities to send abusive messages; or use of computing facilities to interfere with the work of another student or the work of a faculty or staff member. For cases involving a student, referring the case to the student's principal is the recommended course of action. This ensures that similar offenses may be considered for similar punishments, from quarter to quarter, year to year, and instructor to instructor. It also allows the detection of repeat offenders.

Internet Use Agreement and Waiver

The student and parent/guardian must sign this agreement after they have discussed these rights and responsibilities together.

It is understood that Internet access for students is a privilege, not a right.

All users of the Internet agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Heritage Christian Academy's Internet Use Policy. I also understand that all security problems must be reported to the technology coordinator and not shared with other users. Furthermore, I will strive to apply Philippians 4:8 to my electronic communications, internet and systems use.

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the Internet will result in the suspension or revoking of these privileges.

Examples of unacceptable use include but are not limited to the following:

- using the Internet for any illegal activity
- degrading or disrupting system performance
- vandalizing the data of another user
- wasteful misuse of finite resources (ink, paper, etc.)
- attempting to circumvent filtering measures
- attempting to evade security measures
- invading the privacy of others
- using an account owned by another - with or without that user's permission
- posting information not meant to be made public
- posting rude or inappropriate messages or images
- downloading viruses or attempting to circumvent virus protection programs
- Internet chatting
- Internet e-mail; this includes checking, sending or receiving of e-mail unless specifically given permission

STUDENT

By signing this AGREEMENT AND WAIVER FORM, the student agrees to abide by these policies.

I understand that the only purpose for HCA networks and internet connection is educational.

I understand that violation of these policies will result in revocation of Internet privileges.

I understand that HCA and/or Christian Renewal Ministries reserves the right to monitor all activity on the campus systems by direct observation or any electronic means.

I agree not to participate in the transfer of material which may be considered treasonous or subversive via the HCA internet systems.

I have read and understand the HCA Internet Use Policy and agree to abide by this Internet Use Policy and the HCA Code of Ethics.

I understand if I violate this policy, my privileges can be terminated and I may face other disciplinary measures.

Student (print) _____ Signature _____ Date _____

PARENT

As the parent/guardian of the student signing above, I have read this HCA Internet Use Policy and discussed it with him/her.

I grant permission for my son/daughter to access the Internet and I understand that there may be unacceptable and controversial material on the Internet that may be accessed despite all precautions.

I release HCA and/or Christian Renewal Ministries and all other organizations related to the system's internet connections from liability or damages that may result from the use of the network.

I understand that my son/daughter will be held liable for violations of this policy and I accept full responsibility and liability for the results of my child in regard to the use of the internet.

I have read and understand all statements herein concerning HCA Internet Policy and Code of Ethics.

Parent (print) _____ Signature _____ Date _____