



Secondary School Parent & Student Handbook 2019-2020

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Parents and Students of Heritage Christian Academy,

Welcome to the 2019-2020 school year at Heritage Christian Academy!

Education is a team effort, and we know that students, parents, teachers and other staff members all working together can make this a wonderfully successful year for our students. The Heritage Christian Academy Parent & Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. It is our hope that this document will help clarify what is acceptable, expected, and required of our students. The goal of HCA is to provide an environment that will ultimately lead to academic success, while providing the opportunity for our students to become Christ-centered and, therefore, well prepared to serve the Body of Christ and their fellow man as servant leaders in our world. This goal can only be attained when the school works in partnership with families.

We are excited about the 2019-20 school year and look forward to partnering with you in our mission to prepare young people to become Christ-centered future leaders.

In Christ,

Dr. Brad Helmer

Foundational Statements

Mission Statement

Heritage Christian Academy is a biblically based, college-preparatory private school that desires to work in partnership with families from across the body of Christ to establish a strong educational and biblical foundation that equips students to become Christ-centered leaders who will impact the world.

Vision Statement

Providing an education that is Christ centered, college preparatory and family focused.

Non-Discrimination Statement

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

HCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, or other school-administered programs.

Statement of Faith

1. We believe in the verbal inspiration of both the Old and New Testaments, i.e. that the very words of the original Scriptures are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge. (2 Timothy 3:16-17; Isaiah 40:8)
2. We believe in one God, eternally existing in three equal persons: Father, Son and Holy Spirit. (2 Corinthians 1:21-22; Ephesians 4:4-6)
3. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished deity and genuine humanity in one person forever. (Luke 1:35; Matthew 1:23; John 1:1,14)
4. We believe that God the Holy Spirit is a personal being who convicts the world of sin, regenerates, indwells, empowers, guides, bestows spiritual gifts on believers, and seals

believers eternally for God. (John 16:8; Titus 3:5; 1 Corinthians 3:16; Acts 1:8; Romans 8:14; 1 Corinthians 12:4; 2 Corinthians 1:22)

5. We believe that man was created by a direct act of God in His image, not from previously existing life; all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; all men have inherited a sinful nature. (Genesis 1:27; Romans 3:23; Ephesians 2:1-3; Romans 5:12-13)
6. We believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God. (1 John 2:2; John 3:16; Romans 3:22)
7. We believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ, eternally secure. (Ephesians 2:8-9; 2 Corinthians 5:17; John 10:27-29)
8. We believe that Jesus Christ rose from the dead, and that He ascended into heaven, where He continually ministers as our great High Priest and Advocate. (Luke 24:1; Hebrews 4:14; 1 John 2:1)
9. We believe that this age will be consummated by the literal, visible, bodily return of Jesus Christ to this earth. (Hebrews 9:28; Revelation 22:12)
10. We believe in the resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. (Acts 24:15; John 3:16-18)
11. We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to the world. (Matthew 28:19)
12. The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purpose of Heritage Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Trustees is Heritage Christian Academy's final interpretive authority on the Bible's meaning and application.
13. 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. (Ps 139.)

Statement on Marriage, Gender and Sexuality

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejections of one's biological sex is a rejection of the image of God within that person. HCA recognizes a student's gender as that which is denoted on the student's original birth certificate as presented from a recognized

authority of the State of Texas or other such governing body authorized to issue birth certificates for their citizens.

2. 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. (Gen 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 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.
3. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
4. We believe that in order to preserve the function and integrity of Heritage Christian Academy as a local Body of Christ, and to provide a biblical role model to its members and the community, it is imperative that all persons employed by HCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)
5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
 - a. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Heritage Christian Academy.

Historical Foundation

In 1995, a dream inspired by God was made manifest by a community of believers who stepped out in faith and worked together to breathe life into Heritage Christian Academy. In August 1995, HCA held its first day of classes with students, K4- 9th grade. Each year a grade was added until its charter class graduated in 1999. In the fall of 2003, HCA acted on a dream to secure its own facilities for K4 - 12th grade students.

Positional Foundation

A publication of the Council for Democratic and Secular Humanism, entitled Free Inquiry, is premised on the belief that man should search out the multitudinous truth sources available to him. They would consider that exercise to be the goal of academic pursuit.

Heritage Christian Academy, however, is predicated on the Bible as objective, propositional, revealed truth from God. As such, it is considered the foundational document a priori statement upon which the academic curriculum is premised. (All instruction begins with the claim that the Bible is the only inerrant, infallible, God-breathed Word.) Free inquiry is allowed as students attempt to search appropriate, consistent interpretations of passages and search for the diverse

application of the principles ascertained; no leeway is given in the assumption that there are truth claims or truth sources beyond the personal revelation of the living God.

In all academic departments of our school, the Bible and its truth is central in focus. Students are allowed to search for a variety of interpretations within the guidelines of legitimate Biblical interpretation but are not given the option of alternate truth sources. As deemed appropriate in curriculum areas, what HCA would consider to be “unfavored sources of knowledge” are presented in a subject area(s) for the purpose of enlightening the student with regard to the error(s) made in the unfavored sources which is often presented by the educational systems as truth. An example of this would be those who teach the Darwinian theory of evolution as science as opposed to creationism as faith. HCA presents evolution as the science of one faith, secular humanism, as contrasted to creationism, the science of another faith, Christianity. Evolution would be presented as the science of a philosophical worldview with a bias against the revealed God of the universe while creationism would be shown to be both scientifically sound as well as Biblically true.

This position is consistent both with the school’s published philosophy and Statement of Faith. HCA holds the Bible to be the only inerrant, infallible, authoritative, revealed Word of God. This propositional truth is adhered to in every area to which programs of the school speak—including history, science, literature, philosophy, theology, etc.

Philosophy of Education

The Philosophy of Education at Heritage Christian Academy is directly related to our Mission and is an expansion of that document.

An Independent Private School

The independent status of Heritage has allowed HCA (families, faculty, board of trustees) to create a policy governed school that is truly non-denominational. The parents, students, school board, administration, and faculty of Heritage Christian Academy come from a cross section of area churches.

For Heritage Christian Academy the terms independent and non-denominational are not just organizational descriptors. Being independent allows us to ask and answer the question “What’s best for the students?” without the answer being subject to limitations or considerations imposed upon the school by the needs or beliefs of a single governing church. Being non-denominational allows the school to respect and honor the home churches wherein the families of Heritage Christian Academy fellowship and serve.

Biblically Based

There are three distinguishing characteristics of a biblically based, distinctively Christian education:

Internalization refers to the morality, character and spiritual condition of the people involved in the school and particularly of the administration and faculty. For Heritage to describe itself as “biblically based” it must be staffed with people themselves who are “biblically based”.

By this we mean people who:

Are beyond question born again believers;

Know that their personal lives, and the daily quality of their relationship with the Lord Jesus Christ will affect students for generations to come;

Study and use the Scriptures as their guide for life, their source for wisdom and strength, and the standard by which all things must be judged.

In short, these must be people who have “internalized” the Word of God and have allowed the grace of God to produce a living curriculum within them that is evident to all.

Integration is the blending of biblical principles with traditional subject matter areas. It is the tools with which biblically based people create a truly Christian, truly biblical, Christian school.

Within all disciplines there are elements that can point students in the direction of their Savior and Creator. The task of the Christian school teacher is to help students discover those elementary and “integrate” applicable scriptures and scriptural principles with what they are learning in math, science, literature, and indeed all subjects taught within the school. In order for students to develop a Christian worldview, all subjects must be taught, not only by Christians, but from a Christian frame of reference.

Inculcation is the discipleship process whereby the values and beliefs of one generation are continually placed before, and directly taught to, the next generation. An education that purports to name the name of Christ must disciple students by directly involving them with the Word of God and placing before them who the Word of God calls them to “be” and what that Word calls them to “do” in their daily lives.

Through inculcation we endeavor to create a foundation and elicit a response. The foundation is a thorough knowledge of the Bible; the response is the development of character and lifestyle consistent with that knowledge.

The school’s endeavor takes the form of opportunities: Bible class, chapel, community service, mission trips, staff relationships, and positive peer relationships. All of these venues provide students with the opportunity to acquire a thorough knowledge of the Bible and make decisions that shape who they are in Christ today and for the rest of their lives.

- Through internalization we provide students with the developmental influence and role model impact that can only come from mature, born again Christian adults.
- Through integration we want students to discover the hand, heart, and mind of Christ throughout the universe of creation and thought.
- Through inculcation we endeavor to create a foundational knowledge of the Bible and a lifestyle consistent with God’s Word.

Family Focused

An internalized, integrated and inculcated Christian education is attainable only when the school is working in partnership with families. Partnership with families implies a shared commitment to the success and life of the school beyond that which impacts our own child or classroom.

Partnership implies going the extra mile, benefit of the doubt, mutual respect and civility, allocation of resources, access, accountability, and communication. This sense of “we’re in this

thing together' on the part of families, the faculty, administration, and the school board is how "partnership" finds its greatest expression in our school.

College Preparatory

The phrase "college prep" is very often used as a descriptor for the academic standard for many private and Christian school environments. Unless "college prep" is defined in the context of a particular school's mission it will often be misunderstood.

So what does HCA mean when it refers to itself as college preparatory?

Our guiding assumption is that every student (average, gifted, learning differenced, and all combinations thereof) who walks through our door is college bound and it is our job to provide students with the opportunity to be well prepared to gain entrance and be successful at the college of their choice. Not all of our students will go to highly competitive universities, but for those who can, the education they receive at HCA will be an empowering factor towards obtaining that goal. Education that bears the name of Christ must equip, not hinder.

Success in college involves innate ability, but to a greater degree it requires

- basic academic skills
- advanced academic opportunities
- a strong work ethic
- motivation
- the ability to think
- self-discipline
- ability to acquire knowledge independently and
- a love of learning

HCA will provide all students at all grade levels with developmentally appropriate opportunities to acquire the knowledge and values necessary for success throughout their school years up to and including college. Students who apply themselves to all that we ask of them and who avail themselves of all that we provide for them will indeed be well prepared to make the transition from HCA to college and university level achievement.

We believe that preparing students to fulfill God's call in all aspects of their lives means we must create a balanced environment that is sensitive to the needs of the whole person.

Partnership with Christian Families in the Body of Christ Implies...

Responsibility

Before God created governments, churches or any other institution, He created the family. Parents are charged with the primary responsibility of the comprehensive well-being of their children. Parents delegate only a portion of that responsibility to a school. HCA accepts the responsibility to educate any one child when, on the basis of informed consent, that child is enrolled as a student.

Informed consent can only exist when parents thoroughly examine the totality of HCA prior to enrollment and have obtained a clear understanding of what HCA expects and provides. Conversely, partnership can only be said to exist when HCA is attempting in good faith to carry

out its responsibility: creating an environment of opportunity wherein the mission statement can become a reality for every student entrusted to our care.

Consistency

Partnership between HCA and the family implies some degree of consistency with what is taught at school, what is taught in the family's church, and what is actually practiced at home.

Consistency (shared standards, beliefs and practices) among the family, the church and the school is an empowering factor in the life of a child.

Parents will often consider enrolling a child in Christian school for reasons that are important to them, but have no relationship to the school's mission (why it exists). The greater the degree of consistency, however, the greater the likelihood that the child will experience HCA as a positive and empowering environment.

Without consistency, there is no partnership. Parents must examine not only HCA, but their own beliefs, expectations, and standards of right and wrong to determine whether or not HCA is the right school for their family. For its part, HCA must do its best to represent the school in a realistic and informative fashion, and, to the degree possible, assess the level of consistency that would exist between the school and the enrolling family.

The Needs of the Whole Person

Children and young people have spiritual needs. Therefore, HCA will work in partnership with Christian families to lead our students to a secure, saving and growing knowledge of and relationship with the Lord, Jesus Christ. In the elementary school, emphasis is placed on evangelism - reaching children for Christ. In the middle and upper high schools, the emphasis is on discipleship of the student believer.

Children and young people have intellectual needs. Therefore, HCA will work in partnership with Christian families to provide our students with developmentally appropriate instruction across the full range of intellectual abilities: knowledge, comprehension, application, analysis, synthesis and evaluation.

Children and young people have social needs. Therefore, HCA will work in partnership with Christian families to provide our students with opportunities to develop healthy relationships within the Body of Christ (fellow believers) and with community and society at large.

Children and young people have emotional needs. Therefore, HCA will work in partnership with Christian families to foster a secure environment that creates and reinforces an awareness within our students that they are loved and respected in all circumstances and by all faculty and staff.

Children and young people have physical needs. Therefore, HCA will work in partnership with Christian families to provide our students with athletic and fitness opportunities that emphasize the human body as the temple of the Holy Spirit with the implications this brings regarding health, fitness and lifestyle choices.

Children and young people have creative needs. Therefore, HCA will work in partnership with Christian families to provide students at all grade levels with developmentally appropriate fine arts

opportunities that cultivate and develop their talents while guiding them to an understanding of God as the ultimate source of creative gifts and abilities.

Christ-Centered Leaders

In the book of Daniel we see the account of the three captive Hebrew young people. These young people are described as being widely read in literature and science, quick to comprehend and able to learn. They are also described as wise. These young people had received an excellent education in the context of honoring Jehovah. When it was demanded of them that they worship the god of the prevailing culture, no compromise could be found in their hearts. They remained true to the God of their fathers. In the end, they assumed leadership roles in the midst of a society that did not understand them, but needed what they had to offer.

We believe that all of our students are “Daniels” in training. We believe that our graduates will serve the Body of Christ and their fellow man as Christian leaders and role models in the midst of an increasingly secular society.

Heritage Christian Academy does not represent a guarantee. We provide an opportunity. We provide an education that is distinctively Christian in a school that works in partnership with Christian families. We prepare children and young people for college by providing a high standard for instruction, achievement, and character. We prepare them to fulfill God’s call in all aspects of their lives by recognizing and addressing the needs of the whole person.

In the end, HCA recognizes that “unless the Lord builds the house, the workers labor in vain.” Despite our best efforts and the efforts of those Christian families who partner with us, the only way our mission will be accomplished in the lives of our students is by the grace and favor of our Savior. May His countenance continue to shine on Heritage Christian Academy as it has since the founding of our school.

Core Values Stated/Implied By Our Statement of Faith, Vision, Mission and Philosophy

1. The Bible is the inspired, authoritative, and infallible Word of God and will be taught as such.
2. All truth is God’s truth.
3. Our Christian distinctive will not be compromised or de-prioritized.
4. Three characteristics of an education that is distinctively Christian:
 - a. Internalization: developmental influence and role model impact imparted by mature, born again Christian adults.
 - b. Integration: the blending of biblical principles and scripture with traditional subject matter areas.
 - c. Inculcation: the discipleship process whereby the values of one generation continually placed before, and directly presented to, the next generation.
5. Christian education is attainable only when the school is working in partnership with families.
6. Parents are charged with the primary responsibility of the comprehensive well-being of their children.
7. All children admitted to HCA are considered college bound.
8. Education that bears the name of Christ must equip, not hinder.

9. HCA will provide students at all grade levels with developmentally appropriate opportunities to acquire the knowledge and values necessary for success throughout their school years up to and including college.
10. HCA must be a balanced environment that is sensitive to the needs of the whole person.
11. Children and young people have spiritual, intellectual, social, emotional, physical, and creative needs.
12. The greatest need that our children have, relative to HCA, is to know that they are loved and respected by all staff in all circumstances.
13. HCA will address these needs by working in partnership with parents to create an environment of opportunity.
14. All of our children have the potential to serve the body of Christ and their fellow man as Christian leaders and role models.

Ethical Foundation

The Christian educator should strive to create an atmosphere that will nurture to fulfillment the potential of each student in Christ Jesus.

The educator is responsible for standard practices and ethical conduct toward students, professional colleagues, parents, and the community.

The Code is intended to govern the profession, and the Administration and/or the School Board shall determine interpretations of the Code.

The educator who conducts his affairs with conscientious concern will exemplify the highest standards of professional commitment.

Principle I: Professional Ethical Conduct

The Christian educator should endeavor to maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.

1. The educator shall not intentionally misrepresent official policies, procedures, or beliefs of HCA and shall clearly distinguish those views from his personal attitudes and opinions.
2. The educator shall honestly account for all funds committed to his charge and shall conduct his financial business with integrity.
3. The educator shall not use institutional or professional privileges for personal or partisan advantage.
4. The educator shall fully subscribe to the vision, mission, and philosophy of HCA.
5. As an employee of HCA, the educator shall manifest a positive role model patterned after that of Jesus Christ.

Principle II: Ethical Conduct toward Students

The Christian educator, in accepting that position of responsibility, should measure success by the progress of each student toward realization of his potential as an effective citizen able to abide by Biblical truths and stand alone as a servant/leader for Jesus Christ.

1. The educator shall deal considerately and justly with each student and shall seek to resolve problems, including discipline, according to School Board policy, administrative procedures, and state laws.
2. The educator shall not intentionally expose the student to remarks of disrespectful, discourteous, or sarcastic nature.
3. The educator shall not reveal confidential information concerning students unless disclosure serves professional purposes or is required by law.
4. The educator shall make reasonable effort to protect the student from conditions detrimental to learning, health, or safety.
5. The educator shall endeavor to present facts without distortion.

Principle III: Ethical Conduct toward Parents and Community

The Christian educator, in fulfilling citizenship responsibilities in the community, should cooperate with parents and others to improve the school.

1. The educator shall not interfere with a colleague's exercise of citizenship and political rights and responsibilities.
2. The educator shall make reasonable efforts to communicate to parents information that should be revealed in the interest of the student.
3. The educator shall endeavor to understand community cultures and relate the home environment of students to the school according to sound Biblical perspectives.
4. The educator shall manifest a positive role in school/public relations.

Principle IV: Biblical Position on the Employee as Role Model

Heritage Christian Academy uses only the Bible as its basis for faith and practice (II Tim. 3:16-17); all employees are required to be born again, to be active in an evangelical church, and to live lives pleasing to Christ as Lord (Col. 3:17). As such, acceptance of employment at Heritage Christian Academy is a ministry position.

As an educational institution, HCA requires that every employee manifest by precept and example the highest Christian virtue and personal decorum, serving as a role model to pupils (I Tim. 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the abuse of alcohol, tobacco, illicit drugs, pornography, gambling, and the use of vulgar and profane language (Col. 3:17; Titus 2:7-8; I Thess. 2:10, 5:18, 22; James 3:17-18).

The HCA employee agrees that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirement of being a role model. Please refer to the Statement of Faith and Statement on Marriage, Gender and Sexuality.

Statement of Cooperation with Agencies and Authorities

Heritage Christian Academy, as noted in the Mission Statement and Philosophy, seeks to work in partnership with parents. This partnership does not exempt us from the law of the land and does not exclude the school from the necessity of complying with directives from agencies and authorities established to protect and serve the community.

Heritage Christian Academy will proactively cooperate with any lawfully established authority that has determined a need to send a representative of that agency onto our campus or who has come to our campus at our request. In situations involving Child Protective Services, Heritage Christian Academy will never confirm or deny that the school or any of its employees has filed a report with that agency.

Proactive cooperation with authorities will include, but not be limited to, agencies concerned with health and safety issues, law enforcement, building and fire inspections, and child welfare. Communication with specific families regarding the presence or actions of such a representative (police officer, case worker, etc.) while they are on our campus will be determined by the parameters set by the representative on site.

HCA is required to report any indication of child abuse to the proper governmental authority of the State of Texas when HCA has cause to believe that a student's physical or mental health or welfare has been or may be adversely affected by abuse or neglect. HCA is expected by its families to communicate with them regarding the wellbeing of their children

The observing staff member shall, as legally required, inform the proper governmental authorities if s/he has cause to believe that the student's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect.

While there is always a possibility of error, care will be taken to err on the side of student safety.

It bears repeating that HCA personnel never confirm or deny that a report to any governmental authority originated from HCA.

Accreditation

Heritage Christian Academy is accredited through the **Accreditation Commission of the Texas Association of Baptist Schools (ACTABS)**, the **Association of Christian Schools International (ACSI)**, and **AdvancEd**. HCA is on record with the Texas Education Agency as an approved nonpublic school through Texas Private School Accreditation Commission (TEPSAC).

Financial Policies and Procedures

The Business Office of HCA exists to serve our families as they seek to fulfill their financial obligations as noted in the Contract of Enrollment. Business Office hours are from 7:30 a.m. to 4:00 p.m. on school days. Other times are available by appointment only.

Tuition and Fees

All tuition and fees are paid by electronic bank draft through FACTS on the 5th or the 20th of the month once the Online Enrollment Process is complete. HCA does not accept credit or debit cards for tuition or fees.

Enrollment fees are drafted on the 20th of the month following the completion of the enrollment process. Curriculum, technology and activity fees are drafted on April 20th or the 20th of the month following the completion of the enrollment process, whichever is later.

Athletic fees are paid via PayIt online forms through FACTS.

There are three (3) Tuition Plans:

1. One Payment – drafted on April 20th or the 20th of the month following the completion of Online Enrollment, whichever is later.
2. Two Payment – 1/2 due April 20th or the 20th of the month following the completion of Online Enrollment, whichever is later, and 1/2 drafted on November 20th.
3. Equal Monthly Payments that begin on May 5 or May 20th or the 5th or 20th of the month following the completion of Online Enrollment and end on April 5th or April 20th of the current school year.

FACTS charges a nominal fee that will be deducted once you set-up your account during the Online Enrollment process.

Refunds

Tuition for the entire school year is required even though the student never actually enters school in August, or even though the student withdraws, is expelled, or for any other reason fails to continue in attendance at the Academy for the school year.

Enrollment fees are NON-REFUNDABLE.

Curriculum fees are NON-REFUNDABLE after May 31st.

Activity fees – the portion of the Activity fee that has not been used, as determined by the HCA Business Office, will be refunded.

Athletic fees are NON-REFUNDABLE.

Discounts

3rd Child Discounts – families with 3 or more students attending HCA will receive 10% off of their youngest student's tuition. Families are expected to pay the full tuition amount for their first two students.

Referral Discounts – 10% off your youngest child's tuition for every new family that enrolls, pays their fees and begins paying tuition. The new family must include the HCA family's name on the Referral section of the Online Enrollment form.

The discount will be paid as follows:

If the referring family paid tuition in full – a check will be issued on November 20th.

If the referring family paid tuition in two payments – the November 20th FACTS draft will be decreased by 10% of the referring family's youngest student's tuition.

If the referring family is paying through monthly FACTS bank draft, the drafts beginning in November – April will be reduced by the referral discount divided by the number of FACTS payments remaining. (Example: November 20 – April 20 = 10% divided by 8 months)

If the referring family is receiving any discounts, the 10% will be calculated on the final tuition amount that the family is being charged. Tuition less discounts = Net tuition times 10%.

Past Due Balances

The Contract of Enrollment signed by the family and the school calls for timely payment of tuition and allows for the assessment of late fees by the business office. Past due accounts are required to be reported to the Head of School on a monthly basis. Pro-active communication with the Business Office regarding anticipated difficulty in making agreed upon payments is highly recommended.

Exceptions to any of the above may be submitted in writing to the Business Office for consideration.

Financial Aid

Tuition assistance based on financial need is available on a limited basis. The application is part of the Online Enrollment process and there is an application fee assessed by the evaluating company. Families, if approved, should not expect aid amounting to greater than 50% of the total tuition. Financial assistance equaling less than 50% of the total tuition may result from the report recommendation generated by the application process. All fees are due at 100%.

Family Accounts

The family account of all students participating in extracurricular activities must remain current. Once the family account of a student participating in extracurricular activities becomes thirty (30) days past due, the student(s) will not be allowed to participate until the account is brought current; or, in the event of extenuating circumstances, the family submits a written plan, acceptable to administration, that details how and when the account will be brought current.

School Academic Policies and Procedures

Heritage Christian Academy offers a college preparatory curriculum. Although recognized as rigorous enough to prepare serious students to compete academically in public and private universities in Texas and throughout the United States, it does not guarantee that our graduates will gain admission into any college or university he or she desires.

In order to take full advantage of the curriculum we offer, students must be self-motivated, self-disciplined, and have a desire to learn. Parents can assist their children by providing encouragement and a quiet atmosphere in the home that is conducive to study in the evenings and on weekends. It is our belief that educating young people requires cooperation between the student, the parents, and the teachers. Parents and students need to prayerfully consider involvement in extracurricular activities taking into consideration the amount of time needed for academics.

GPA

Each student's grade point average (GPA) is computed every semester and a cumulative GPA record is kept onsite. A student who transfers to HCA receives credit for courses taken at previous school(s), but the grades received from those courses are not counted as part of the cumulative GPA. Grades earned outside of HCA, including summer courses, are not considered for grade point average. All grades received remain part of the permanent record.

The semester grade in all Heritage sponsored dual credit will receive an extra weighted .75 points. Semester grades for **honors** classes receive an extra weighted .50 points.

To be eligible for Valedictorian and Salutatorian a student must have attended HCA since the 5th day of their sophomore year. GPA's are calculated to the hundredth place to determine Valedictorian and Salutatorian. Only two awards will be given. A tie for Valedictorian will result in Co-Valedictorians. These awards will be determined after the fall semester of the senior year.

Transfer students should consider that colleges and universities may use all grades, not just those earned at HCA, in computing GPA.

College Academic Counseling

The counselor's office provides the following services:

- Academic counseling, which includes scheduling
- College preparatory counseling, which involves the organization of the student's program of studies, the prerequisites for most colleges, providing information about the college entrance testing program (PSAT, SAT, ACT), and facilitating the college application process
- Career counseling, which includes information about basic course requirements for specific careers

Any questions regarding a student's program of academic studies should be directed to the counselor's office. By appointment, a student may visit the counselor before, during, and after the school day.

Eligibility

Students are encouraged to excel academically at Heritage. The eligibility system is a reminder to students to maintain a healthy balance between academic and extracurricular activities.

If at the end of each 9 week grading period, a student has one F, he or she is considered **ineligible** for a minimum of 2 weeks. At the end of these two weeks, the student's grade will be checked to verify a passing semester average (quarter grade + current grade must equal or exceed a semester average of 70.) If, after two weeks, the student's grade in that course is not passing, he or she will remain ineligible for one additional week. Grades will be checked on one-week intervals until a passing semester average is attained. At that time, the student may resume participation in extracurricular activities.

For classes that only meet for 1 semester, the **ineligible** period will last for a minimum of 2 weeks.

An **ineligible** student will not be allowed to participate in extracurricular activities (scrimmages, games, cheerleading, fine arts events, contests, etc.) An **ineligible** student is allowed to practice for only one hour each day, may not travel with the team, suit out, or sit on the bench during the game.

It is the student's responsibility to know his or her eligibility status at all times. Even the last week of a grading period may cause a student to become **ineligible**.

Students must be enrolled in at least **four HCA** accredited academic courses in order to be a full time student and participate in TAPPS athletics and other extracurricular activities.

The family account of all students participating in extracurricular activities must remain current. Once the family account of a student participating in extracurricular activities becomes thirty (30) days past due, the student(s) will not be allowed to participate until the account is brought current; or, in the event of extenuating circumstances, the family submits a written plan, acceptable to administration, that details how and when the account will be brought current.

Grading Scale

7th and 8th grades are calculated on a yearly basis using the following grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
69 - Below	F

Current High School GPA Scale for graduating classes of 2020, 2021, and 2022 – based on a 4.0 scale

70-72	1.67
73-76	2.00

77-79	2.33
80-82	2.67
83-86	3.00
87-89	3.33
90-92	3.67
93-96	4.00
97-100	4.33

****New Grading Scale: To Be Implement in Fall 2019 for the Class of 2023 and Beyond**

Beginning in the fall of 2019 with the freshmen class (Class of 2023), HCA will use a 5-point grading scale for all courses. As with the original grading scale, an additional .5 and .75 points will be added to Honors and Dual-Credit class grades respectively.

Grading Scale for Classes of 2023 and Beyond

Grade	Regular	Honors	Dual-Credit
70	2.0	2.5	2.75
71	2.1	2.6	2.85
72	2.2	2.7	2.95
73	2.3	2.8	3.05
74	2.4	2.9	3.15
75	2.5	3.0	3.25
76	2.6	3.1	3.35
77	2.7	3.2	3.45
78	2.8	3.3	3.55
79	2.9	3.4	3.65
80	3.0	3.5	3.75
81	3.1	3.6	3.85
82	3.2	3.7	3.95
83	3.3	3.8	4.05
84	3.4	3.9	4.15
85	3.5	4.0	4.25
86	3.6	4.1	4.35
87	3.7	4.2	4.45
88	3.8	4.3	4.55
89	3.9	4.4	4.65
90	4.0	4.5	4.75
91	4.1	4.6	4.85
92	4.2	4.7	4.95
93	4.3	4.8	5.05
94	4.4	4.9	5.15
95	4.5	5.0	5.25
96	4.6	5.1	5.35
97	4.7	5.2	5.45
98	4.8	5.3	5.55
99	4.9	5.4	5.65
100	5.0	5.5	5.75

Graduation Requirements and Credits (for graduates 2020)

Subject

Current Requirements

English English I, English II, English III, English IV	4
Math A math course must be taken each year of high school, and must include Algebra I, Geometry, and Algebra II	4
Science A science course must be taken each year of high school, and must include Biology, Chemistry and Physics	4
Social Science World Geography, World History, US History, Government/Economics	4
Bible One year of Bible for each year of attendance at HCA	4
Foreign Language Spanish I, II, III, IV (dual credit) and ASL I, II, III, IV	2
Computer	0.5
Fine Arts Art, Choir, Drama, Praise Team	1
Speech	0.5
Health	0.5
Physical Education	1
Electives	1

Graduation Requirements and Credits (for graduates 2021 and beyond)

<u>Subject</u>	<u>Requirements</u>
English English I, English II, English III, English IV	4
Math	4

A math course must be taken each year of high school, and must include Algebra I, Geometry, and Algebra II

Science	4
A science course must be taken each year of high school, and must include Biology, Chemistry and Physics	
Social Science	4
World Geography, World History, US History, Government/Economics	
Bible	4
One year of Bible for each year of attendance at HCA	
Foreign Language	2
Spanish I, II, III, IV (dual credit) and ASL I, II, III, IV	
Computer	0.5
Fine Arts	1
Art, Choir, Drama, Praise Team	
Physical Education	1
Electives	3

Beginning 9th grade (2016-2017), a maximum of 2 athletic credits and 4 elective credits will be counted towards the GPA.

Students transferring to Heritage will receive Honors credit (not GPA) for the following designations on their transcript: Pre-AP, Pre-IB, H, AP, IB, Dual Credit

Students in grades 7 and 8 who do not have a passing grade at the end of the year in all core courses must meet with a grade placement committee.

Graduation with Honors

Graduation with Honors requires:

- a cumulative 3.75 GPA for all coursework taken at Heritage Christian Academy;
- five or more honors credits (at least one of those credits must be earned through a Dual Credit course);
- 3 credits in the same foreign language.

Dual Credit Course

- Dual Credit participation is determined in conjunction with HCA approval and Collin College, University of Texas-Austin On-Ramps and LeTourneau University

- Participating colleges will provide HCA with a final semester grade, which will be included on high school transcripts.
- Dual Credit courses follow the college calendar and policies.

Incomplete

In grades 7-12, students receiving an “I”(incomplete) at the end of a quarter grading period receive an extension equal to the number of days missed to make up the missing work. If the work is not completed within the allowed number of days, the student will receive a zero for the assignment(s) not completed, and the zero(s) will be averaged in with his or her other grades for a final grade in the course. Extenuating circumstances are to be presented to the administration for consideration.

P.E. Requirements

Physical Education graduation requirement of 1.0 credit may be met through school sponsored athletics, cheerleading, dance, athletic training or off campus PE classes approved by administration.

Students may receive high school physical education credit for non-school sponsored athletics with prior approval from the counselor and athletic director. To count as credit, these activities need to be organized and supervised and meet minimum time requirements. In order to obtain credit, students need to pick up a form from the counselor’s office and have the activity sponsor/coach sign the form certifying the student’s participation each quarter grading period. All off-campus PE credits will be recorded as Pass/Fail and not included in the student’s GPA.

Online Courses

Online courses may be taken through an approved provider to broaden or enrich HCA course offerings. Online courses may not be taken in substitution of an existing course instructed at HCA.

Credit Recovery Policy

In order to continue enrollment at HCA, students may accrue a maximum of 2 credits through credit recovery.

Probation

Academic probation is designed to give notice to both students and parents that the student’s enrollment at HCA is in jeopardy because of the lack of academic achievement.

* All students new to HCA are on academic probation their first year. Their grades in all classes will be evaluated at the end of each semester to ensure a grade of 70 or higher is achieved.

*If a student is failing in 2 or more classes after a semester he/she will be placed on academic probation for the following semester. Students who fail 2 or more classes while on probation may be asked to leave the school. Parents will be notified to attend a meeting with the Principal and Counselor regarding their student’s probation.

Progress Reports/ Report Cards

The purpose of progress reports is to communicate the student's academic strengths and weaknesses during the recent grading period. The reports are designed to provide positive feedback, as well as inform parents of an academic problem or behavioral concern. Progress reports are always available by viewing the student's Gradebook Details on FACTS.

As noted previously: Although a student may have a passing grade on the mid-term progress report, it is possible to finish the grading period (9 weeks) with a failing grade. It is the student's responsibility to know his or her academic standing at all times.

Report cards for students in grades 7 through 12 are available on FACTS for parents after each nine-week grading period. Parent conferences are encouraged and may be scheduled by the principal, the teacher, or the parent. A parent should feel free to request a meeting if necessary. He or she may do so by calling the school secretary at (972) 772-3003.

Schedule Changes

Students may request to add or withdraw from a course within a designated time frame, with the approval of the parent/guardian, secondary counselor and secondary principal.

Schedules will be available at orientation prior to the first day of school. Students may request to drop or add a class during the first five days of school. Courses scheduled to meet both semesters may not be dropped at the end of the first semester. Before a student may add/drop a course, a Course Drop/Add form, found online must be printed, then signed by the parent/guardian, secondary counselor and secondary principal.

MakeUp Work

For major projects\major assignments:

- One Day: 20 points off
- Two Days: 30 additional points off
- Three Days 0
-

For projects or assignments not classified as "major", teacher discretion applies to points deducted, if any. Please note syllabus.

- It is the student's responsibility to secure make-up work for the time missed from school.
- For work assigned during the absence, students are allowed the same number of days to make up assignments as the number of days he or she was absent. For example, if a student missed one class then he or she needs to turn in the assignment the next time the class meets. If a student misses two classes, the student must turn in assignments the second time the class meets.
- For work or tests assigned before the absence, the student must be prepared to turn in the work or take the test on the day he or she returns to school.
- Assignments will be made available for pick-up in the office after school. HCA requests that parents not ask for make-up work for a one or two day absence since the student will be given the same number of days he/she has been absent to complete missed work upon arrival at school.

- The Monday before eligibility will be the last day for accepting make-up work. Eligibility will be determined at 4:00 pm on scheduled eligibility Tuesdays and go into effect on Wednesday. If a student's grade is not passing, that student is ineligible for a minimum of two weeks with all restrictions in place.

Make-Up Tests

Students who miss a review for a test due to absence are not excused from taking the test at the scheduled time. Students who are absent the day of a test but present the next school day must make up the test that day.

Immediately upon returning to school after an excused or approved absence of two or more days, the student (secondary) or parent (elementary) is responsible for approaching the teacher to arrange for make-up test(s).

Students may be required to come in before school, at lunch, or after school if so requested by the teacher. Rarely are make-up tests given during the regular class period.

Do not set students out in the hall or in any unsupervised location for the purpose of making up a test.

Semester Exams

- Comprehensive exams are given in all academic courses at the end of each semester.
- A separate grade for the semester examinations will appear on the report card. Semester examinations count for 10% of the semester average.
- The first semester grade is determined by the average of the grade for the first quarter (45%), the second quarter (45%), and the semester exam (10%).
- The second semester grade is determined by the average of the grade for the third quarter (45%), the fourth quarter (45%), and the semester exam (10%).

Semester Exam Exemption Guidelines

Only Seniors are eligible for exam exemptions, and only in the Spring semester.

To earn an exemption, Seniors must meet the following criteria:

- Seniors must have a grade average of **90** with no more than four absences for the semester per class.
- Grades will be calculated approximately two weeks prior to the first scheduled exam to determine exemption.
- Absences will be counted prior to the 1st day of exams.
- There are no exam exemptions for dual credit classes. Exam requirements are determined by the college professor.
- All exemptions are subject to Principal approval.
- Semester exams are on ½ day schedules. Make arrangements to pick up your student at the end of the testing schedule.
- Students who have been placed on academic or disciplinary probation are ineligible for exam exemptions.

- There are no exemptions for semester projects or papers.
- **Being exempt from a semester exam is a privilege, not a right.**

Standardized Testing

The Iowa Tests will be taken by 7th grade students during the month of April.

8th, 9th and 10th grade students will take the ACT practice test.

9th, 10th and 11th grade students will take the PSAT.

11th grade students will take the ACT.

Credit Recovery

Students may earn a **maximum of three** (3) semester class credits from 9th -12th grades through an accredited summer school or by credit recovery under the following conditions:

- The course was completed but failed at HCA.
- A course is not offered at HCA (requires HCA approval).

Other conditions concerning summer school and credit recovery courses are as follows:

- Students who fail the fall/first semester of a core academic subject will be required to regain credit the following spring/second semester and complete the course with a final grade posted by the last day of that spring/second semester. Students who fail a spring/second semester core academic subjects will be required to regain credit during the summer with a final grade completed and posted on our before August 1st. Parents are responsible for paying for the credit recovery courses.
- Courses must be approved by the administration and counselor prior to enrollment.
- In order for credit to be applied towards graduation, the course must be completed prior to graduation.
- Courses repeated through summer school and credit recovery are designated on the transcript.
- Grades earned in elective summer school are not computed in a student's grade point average.
- Grades earned through credit recovery will **not** be computed in a student's grade point average (GPA).
- All Summer School work must be completed prior to the first day of the Fall semester.

Assignments in Advance

There is no policy requiring HCA teachers to provide assignments in advance of an absence (family trip, approved absences, or otherwise). Advance assignments are at the teacher's discretion.

Tutoring and Extra Academic Help

Students desiring help in a particular class should arrange in advance to meet with that teacher. This assistance is without pay and should not be confused with outside tutoring for pay. Teachers at HCA are prohibited from tutoring their own students for pay.

Recommendation to obtain a paid tutor for a student will be made by the student's teacher, the counselor, the principal, or a parent.

Learning Differences

At some point, based on observation, a classroom teacher may recommend that a student be screened for a possible learning difference. Teachers may recommend; they may not diagnose. Parents are encouraged at this point to comply with the recommendation.

At a later point, school administration may *require* a screening as a requirement for continued enrollment if we have reason to believe that the student's academic progress in the traditional classroom is being hindered by a potential learning difference.

Without a written diagnosis from a credentialed professional, physician, or clinic, the classroom teacher is not allowed to modify the curriculum or make accommodations for "suspected" learning differences. Once a diagnosis has been made and modifications/accommodations have been prescribed, HCA reserves the right to determine which modifications or accommodations are consistent with our learning environment and which ones are not. Documentation is required for enrollment in the Learning Lab and should be current within 3 years.

Learning Lab

The Learning Lab is available for students with diagnosed learning differences. In the Learning Lab, an Individual Education Plan (IEP) will be developed for each student. The IEP will be implemented in both the Learning Lab and the regular classroom. A student's time in the Lab will be scheduled by the Learning Lab teacher and the regular classroom teacher based on the IEP. Additional fees are charged for Learning Lab support.

Every effort will be made to help all students be successful learners at HCA. We will not, however, out of misguided love, deprive students of an appropriate education by enrolling them at HCA if they have needs we are not equipped or able to meet.

Academic Integrity Policy

Plagiarism Policy

Plagiarism is a serious academic offense and will not be tolerated at HCA. Plagiarism means:

- to steal and pass off the ideas or words of another as one's own;
- to use another's work without crediting the source;
- to present as new and original an idea or product derived from an existing source;
- failure to put a quotation in quotation marks;
- giving incorrect information about the source of a quotation;
- changing words but copying the sentence structure of a source without giving credit;
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not;

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Below is the policy for what takes place in the event of such an offense:

First offense in any class – Teacher reports the plagiarism to the principal. Demerits will be assigned, and one day of In-School Suspension (ISS) will be assigned. Students must re-do entire assignment for a maximum of 50% credit. Parents will be notified, and a conference will be held with administration.

Second offense in any class - Teacher reports the plagiarism to the principal. Student will earn a ZERO for the work in question. A conference will be held with the parents. Three day ISS will be served and student will be placed on academic probation.

Third offense in any class – Teacher reports the plagiarism to the principal. Student will earn a ZERO for work in questions. A conference will be held with the parents to determine consequences, which could include removal from HCA.

Cheating/Academic Dishonesty

Cheating is a serious academic offense and will not be tolerated at HCA. Cheating means:

- to steal and pass off the ideas or work of another as one's own;
- to copy or use another's work and pass off as one's own work;
- to cheat on a test, project or assignment by using notes, books, technology or other sources of information not allowed (i.e. smart watches, Siri, etc.).
- to knowingly provide answers or work to another student

First offense in any class – Teacher talks with the student to confirm an offense. Demerits will be assigned, and one day of In-School Suspension (ISS) will be assigned. A test or daily assignment will receive a zero. A paper or project must be redone by the student for a maximum of 50% credit.

Second offense in any class – Teacher talks with the student to confirm an offense. Student will earn a zero for work in question. A conference will be held with the parents. Demerits will be assigned, and one day ISS will be served and student will be placed on academic probation.

Third offense in any class – Teacher talks with the student to confirm an offense. Demerits and three days of ISS will be assigned. Student will earn a zero for work in question. A conference will be held with the parents to determine consequences, which could include removal from HCA.

Athletics Policies and Procedures

The athletic programs at HCA are extensions of and supplements to the overall school program preparing students spiritually, academically, socially, emotionally, and physically. Therefore, it is vital that UNITY is maintained throughout. All of those involved in the athletic program are required to observe and respect school policy. Athletes are leaders and expected to exemplify Christian leadership by observing the school requirements in the area of conduct, academics, attitude, dress, etc.

All students and fans represent HCA at home and away sporting events, whether on the field or in the stands. Therefore, one's conduct needs to reflect Christian sportsmanship toward the opposing team and the officials.

All high school sporting events are governed by the rules of the Texas Association of Private and Parochial Schools (TAPPS). The officials are our guests during the game and their decisions should be respected at all times. Sportsmanship should prevail both on the court (or field) and in the stands. Middle School participant and fan behavior should be no less than what is required for high school. All athletes and parents agree to abide by all TAPPS policies and guidelines and will complete all required forms in a timely manner. Any fines or penalties assessed for player or fan conduct will be paid by the offending party.

Athletics offered at HCA:

Baseball		HS
Basketball (Boys & Girls)	MS	HS
Cheerleading	MS	HS
Cross Country	MS	HS
Dance	MS	HS
Football (6-man)	MS	HS
Golf (Boys & Girls)		HS
Softball		HS
Swimming		HS
Tennis (Boys & Girls)		HS
Track and Field (Boys & Girls)	MS	HS
Volleyball	MS	HS

The offering of various team sports will always depend upon the number of participants who commit to play each sport.

Budget

HCA athletic programs are supported by athletic fees, gate collections, charitable donations, budget line items, and booster club fundraisers.

Eligibility

Students are encouraged to excel academically at Heritage. The eligibility system is a reminder to students to maintain a healthy balance between academic and extracurricular activities.

If at the end of each 9 week grading period, a student has one F, he or she is considered **ineligible** for a minimum of 2 weeks. At the end of these two weeks, the student's grade will be checked to verify a passing semester average (quarter grade + current grade must equal or exceed a semester average of 70.) If, after two weeks, the student's grade in that course is not passing, he or she will remain ineligible for one additional week. Grades will be checked on one-week intervals until a passing semester average is attained. At that time, the student may resume participation in extracurricular activities.

An ineligible student will not be allowed to participate in extracurricular activities (scrimmages, games, cheerleading, fine arts events, contests, etc.). An ineligible student is allowed to practice for only one hour each day, may not travel with the team, suit out, or sit on the bench during the game.

It is the responsibility of the student to know his or her eligibility status at all times. Even the last week of a grading period may cause a student to become ineligible.

Students must be enrolled in at least **four** HCA accredited academic courses in order to be a full time student and participate in athletics and other extracurricular activities. Ineligible athletes may not be eligible for postseason honors at the discretion of the athletic director.

Forms

Students must have the following on file in the athletic office in order to participate in athletics. These forms are available in the school office.

- Current physical examination and baseline concussion test
- Emergency Contact Information
- Authorization with proof of insurance (the school does not provide medical or accident insurance)
- Student Driver policy and Permission Forms (required if student wants to drive his or her
- All non-licensed athletes, or athletes without their own transportation, must take school transportation to practices.
- Signed Acknowledgement of Rules (TAPPS)
- Transfer rule form for varsity sports
- Any other TAPPS required forms

General Guidelines for Participation in Athletics

Coaches have a great deal of freedom within our guidelines to organize, teach, and direct their teams. Following are some general guidelines that apply to the entire athletic program:

Practice times are established based on availability of facilities and the coaches' schedule. All practice times are subject to change throughout the season. Student athletes will normally travel to games in school or parent transportation.

While traveling to and from competitions/practices the students should:

- Remain seated with seatbelt on while the vehicle is in operation.
- Keep the vehicle clean.
- Not throw litter out of the window/door.
- Not participate in horseplay.
- Not participate in excessive noise making.
- Not be in the vehicle prior to leaving, during the game, at a restaurant stop, etc. unless special permission has been given by a school staff member.
- Return to school in the same vehicle they traveled to the game unless they ride home with their parents or have a parent note stating with whom they may ride.
- Not invite someone not on the team to ride with the team.
- Each passenger is responsible for any damage he/she may cause to the vehicle.
- Any videos shown in the vehicle must be within school guidelines.
- Use of electronics is at the discretion of the coach or trip sponsor.
- **Only appropriate music will be permitted.**
- Any "pump up" music must be approved by the coach. Otherwise, only Christian music will be permitted.

Discipline in athletics falls under the discipline section of the handbook. **Students receiving a suspension may not be eligible for athletic awards, All-Star games, etc.** Days of In-school suspension and/or Out-of-school suspension will result in suspension from school activities before, during and after school on days coinciding with the time period served.

Because of the importance of keeping commitments, athletes who desire to quit a sport must meet with the head coach to discuss that decision. An athlete may not participate in another sport until the current season is completed, unless agreed upon by the two coaches and athletic director. Students may participate in more than one sport during one season only with the approval of both head coaches and athletic director.

HCA sports take priority over any sport or activity outside of school during a particular season as per TAPPS rules.

Athletic cuts occur in those sports where a limited number of athletes are able to practice effectively and receive an adequate amount of playing time. The procedure for cuts includes the following:

- Players cannot be cut before there has been at least one week of practice.
- Players will be informed personally if they did not make the team.
- No cuts will be made if only one player would be eliminated.
- Athletes may be cut from a team because of disciplinary problems.

Students are responsible for all uniforms and equipment checked out to them. If the equipment is lost, stolen, or not returned to HCA, the parents will be billed for missing equipment.

Each athlete should expect to have out-of-pocket expenses beyond the school fees for the following items:

- team shoes
- socks
- practice jerseys
- caps
- warm-ups
- eating expenses
- play-off travel expenses not otherwise covered by the school

Every effort will be made to accurately estimate the time at which the group will arrive back at the school from away games. Parents are responsible for picking their student(s) up after an away event at the designated time.

***Please note that in order for students to practice or compete in interscholastic sporting events or to participate in music or theater performances, they must have attended school until 11:30 am, or arrived at school by 11:30 am and attended for the remainder of the school day.**

HCA Sports Honor Code

The HCA sports program requires commitment in the following areas in order to build a quality program that will glorify God. Participation in athletics at Heritage Christian Academy requires the athlete's explicit agreement to the following statements:

I will attend every practice and competition, be on time, and be suited out in the proper attire. Should I have to miss or arrive late to a practice or competition because of circumstances beyond my control, I will contact the coach personally. I will also willingly submit to the team rules regarding tardiness or missing games or practice.

I understand that participation in athletics requires a standard of behavior that not only brings honor to the Lord but also to my school, my coaches, and my teammates.

To the best of my ability, I promise that I will maintain a spirit of cooperation, unselfishness, humility, and work ethic that reflects Christ.

I promise to always verbally support my coaches and teammates to my family, my fellow students, and to my friends. I will not complain or gossip about the team or the coaches.

I promise to show good sportsmanship both in practice and in competitions.

I will follow both the written and the unwritten rules of the sport.

I will submit to the calls of the referees and game decisions of coaches without complaint.

I will control my temper.

I will not use inappropriate language.

I will not flaunt my successes in front of the crowd or opposing teams.

I will comply with the rules of the coaches, Heritage Christian Academy, and TAPPS.

I will take care of all equipment or uniforms checked out to me.

I will take care of every facility used whether for practice or games, home or away.

I will pray regularly for my coaches, teammates, and athletic opponents.

I understand that behavior and performance in the classroom may affect my eligibility to participate in athletics.

Attendance Policies and Procedures

School Day

Monday-Friday, school begins at 8:00 a.m. and dismisses at 3:15 p.m. Students arriving on campus before 7:45 a.m. must go to the designated area. Students may not be in the hall before school. Students are expected to leave campus immediately after classes end unless they are participating in an extracurricular event or receiving additional instruction from a teacher.

Please note the following:

- All students who do not have after-school responsibilities on campus must be picked up by 3:30 p.m.
- School personnel and HCA **are not liable** for students waiting for rides home after classes have concluded for the day. Students are not allowed to wait unsupervised on school property. We require parents and students to arrange for rides home immediately after classes have ended.
- Students are expected to behave responsibly and cooperatively while waiting for rides home or rides to other after-school events.

Being absent or tardy unnecessarily places a handicap upon the student's opportunity to succeed in his or her studies. It also indirectly encourages the development of poor attitudes toward his/her work obligations.

Attendance required for credit

Students who are absent more than **eight** days in the fall semester, and/or **nine** days in the spring semester, will be able to regain credit in Saturday school, in accordance with Texas State law. Each absence (after **eight/nine** absences) can be recovered by **four** hours of detention time. Detentions may occur before/after school, during lunch, or Saturdays from 8:00am to Noon. An administrative fee of \$25.00 per student will be charged for students attending Saturday school. Even if all hours are made up, students who finish the school year with a failing grade will not receive credit.

The administration will review every case of excessive absences and may recommend to the Head of School that credit be granted for the class. Credit will only be given in unusual circumstances and where the student has met the other requirements for the class.

Parents will be notified daily of any classes from which their student is absent.

Absences

Absences are typical for the following reasons:

- Personal illness.
- Illness or death in the family.
- Medical/dental appointments which could not be scheduled after school or during holidays.
- School-sponsored activities (these absences do not count toward minimum attendance requirements).
- Parent requested absences (SEE PLANNED ABSENCES).

Additional Absence Information

- Excessive absences without permission is considered truancy in the State of Texas.
- Students who are absent will be required to make up all work; however, a grade of zero will be recorded for that work.
- All absences count towards minimum attendance requirements.
- Students with excessive absences are subject to discipline.
- At the Head of School's discretion, other penalties may be assessed

Tardies

The school day begins at 8:00 a.m. Any student who arrives after 8:00 a.m. is tardy and must report directly to the office for an admit slip. Students who arrive late to class cause a disruption to that class and miss valuable instruction. Generally, traffic is not a legitimate excuse for tardiness unless there has been a verifiable slow-down in traffic because of an accident.

Tardies include medical/dental appointments, emergency situations, and those tardies approved by the administration.

Students arriving to class after the tardy bell rings will be considered tardy.

Five tardies within a nine-week period will be considered as one absence and will result in a demerit and loss of semester exam exemption. The next three tardies within a nine-week period will result in additional demerits. Students with seven tardies within a nine-week period will serve an In-School Suspension. Each subsequent tardy may result in additional In-School Suspension days.

***Please note that in order for students to practice or compete in interscholastic sporting events or to participate in music or theater performances, they must have attended school until 11:00 am, or arrived at school by 11:00 am and attended for the remainder of the school day.**

Procedures Relating to Absences From Class

Reporting Absences

The parent or guardian should enter the absence via the electronic absence note located on the HCA website, or call the school office at 972-772-3003 on the day of the absence between 8:30 and 11:00 a.m.

Entry After Absence

A student returning to school after any absence must report to the school office to pick up an admit slip. Extended illnesses (four consecutive days) will require a note from the doctor.

Early Dismissal

Early dismissals are granted for emergencies and medical appointments when those appointments cannot be scheduled outside of school hours. **All other activities should be scheduled for after**

school hours. Students may leave campus early only with a note or verbal notification to the office from the parent.

No dismissals will be allowed during our weekly chapel time, Thursday from 9:25am to 10:10am., or daily after 2:45pm.

Requests for early dismissals should be made no later than 9:00 a.m. For safety and security reasons, students who drive themselves are required to report to the office and sign out before they can leave the campus. Parents must sign out a non-driving student.

Students who return to campus must check in at the office immediately upon their return. Parents must sign in a non-driving student. Absences not reported to the office constitute truancy by state law and will be considered unexcused.

Make-up Work/Tests

It is the student's responsibility to secure make-up work for the time missed from school.

For work assigned during the absence, a student is allowed the same number of days to make up assignments as the number of days he or she was absent. For example, if a student missed one class then he or she needs to turn in the assignment the next time the class meets. If a student misses two classes, the student must turn in assignments the second time the class meets.

Students who miss any part of the school day are responsible for turning in work due that day and getting assignments from teachers in classes they did not attend (example: if a student comes to school second period, all work due in first period is still due and the student is responsible to take any test or quiz missed on this same day).

For work or tests assigned before the absence a student must be prepared to turn in the work or take the test, on the day he or she returns to school, provided there was no new information presented or instructed during their absence.

Assignments will be made available for pick-up in the office after school, or be made available electronically. **We request that parents not ask for make-up work for a one or two day absence since the student will be given the same number of days he/she has been absent to complete missed work upon return to school.**

Planned Absences/College Days

With administration approval only, a student will be allowed a maximum of **five** planned absences per year. Planned absences are excused absences for reasons such as family or educational trips or church sponsored missionary trips and will be counted toward the minimum required attendance. Students who have been absent (including planned absences) more than **eight** times during the spring semester, and/or **nine** times during the fall semester, will be required to regain credit in Saturday school.

- Without special permission from the principal, absences (planned or unplanned) in excess of five are unexcused.

- **Planned absences will not be granted the last week of each quarter, during the last month of the school year, semester examinations and achievement testing.**
- With the exception of approved college visits, planned absences count towards minimum absence policies including exam exemption policies.
- Students in grades 10 through 12 are encouraged to visit prospective colleges to gain first hand information about college life. The best times to do this are in the spring of the junior year and the fall of the senior year. With this in mind, students in grade 10 are permitted to miss one school day to visit colleges. Students in grades 11 and 12 are permitted to miss two school days each school year to visit colleges.

Procedure

- Students should pick up a “Planned Absence/College Day” form to have signed by their parents, teachers, and the principal **1 week prior to the date(s) requested.**
 - Example: Any planned absence beginning on a Monday should have all the paperwork with all signatures into the office the preceding Monday.
- Students must request work from their teachers in advance of their absence. **These assignments are due the day the student is approved to return from the special absences.**
- All work assigned before absence and due during absence must be turned in before the student leaves on the special absence.
- Students are required to make up any additional work assigned during the absence.

Closed Campus

HCA is a closed campus. Family members and Alumni are welcome on campus. Otherwise, students not currently enrolled will not be allowed on campus.

Students are expected to remain on school property during the school day. Students may not go to their cars anytime during the school day. Students leaving campus without permission are subject to discipline and will be considered unexcused from the classes they miss.

Seniors are allowed to leave campus during their lunch period. There must be a permission slip on file in the office. All seniors must sign out before departing and sign in upon returning.

Parents wishing to take their students out to lunch must sign the student out and back in with the school office. Students must not miss class, and those who do will be considered unexcused.

Health Information

HCA subscribes to the idea that the body is God's temple, therefore we emphasize wellness and health maintenance.

Injuries Sustained on HCA Grounds or HCA Sponsored Events

A student participating in any particular sport or any physical activity is aware of the risks inherent to that sport and/or physical activity. By participating, the student and financially responsible parent(s) is showing that he/she understands and has assumed all of the risks inherent to that sport and/or physical activity and the potential for injury. HCA does not assume any financial responsibility for such risk or injuries. All injuries occurring on HCA grounds or HCA sponsored events are the financial responsibility of the financially responsible parent(s).

Illness or Injury While at School

The school staff will administer basic first aid. 911 will be called in the event of a serious injury or illness. Parents are required to submit a signed Authorization for Emergency Care form, which lists phone numbers for emergency contacts in the event that the parents cannot be reached. This authorization must be kept current. If any changes occur during the school year, notification must be given to the school office immediately.

If students are ill or not feeling well, they should see the school nurse. The school nurse will call the parents. Students should not call or text parents to pick them up due to illness. Students who do not check out through the school nurse are subject to disciplinary action.

A student with a fever above 100.0° will be sent home and may not return to school until he/she has been fever-free without the use of medication for at least 24 hours. Students vomiting will be sent home at the nurse's discretion and may not return until there has been no more vomiting for at least 24 hours.

A student with a rash or eye infection may be sent home if there is a question of contagion. The student may return to school when a physician states the student is no longer contagious, or when symptoms disappear. If the rash is chicken pox, the student may return to school after seven days from onset of rash and all scabs are crusted over.

Students should not be sent to school with a communicable disease.

Students who do not have official clinic business should not visit or be in the clinic.

Head Lice Infestation

In the event of head lice being found, even if there is just one live bug, the child's parents will be called, and the child will be sent home for proper treatment. When the child returns to school, he/she will be checked again. All eggs which are attached to the hair, ¼" from the scalp, must be removed

prior to the child being readmitted. If more than three active cases are reported at the same time, all parents in that classroom will be notified.

Immunizations

Students must provide the school with a record of immunizations as required by the current Texas Department of Health, Education, and Welfare laws.

This includes immunizations for:

- diphtheria
- hepatitis B
- whooping cough (Pertussis)
- chicken pox
- tetanus
- rubella
- polio
- hepatitis A
- measles
- meningococcal
- mumps

In addition, all required boosters must be current. Immunization records will be checked regularly, and notices will be mailed for necessary updates as needed. New students will be provisionally enrolled with thirty days allowed for records to be received from their previous school. Students failing to acquire the needed immunizations will be removed from the classroom until the clinic obtains verification.

Screening for Vision, Hearing, and Spine Abnormalities

Seventh graders and all students new to HCA will be screened each year for evidence of any vision, hearing and Acanthosis Nigricans. Ninth graders will be screened for spinal abnormalities.

Medication

Occasionally students are required to take medicine during the school day. The procedures relating to medicine are as follows:

- Medication is to be kept in the school clinic. Prescription medicine is brought to the clinic.
- All prescription and over-the-counter medication is to be kept in the school clinic, not with the student. Students may not carry over-the-counter medication on their person.
- Prescription medicine must be sent in the original container. Parents must sign a parent permission form when the prescription medicine is brought to the clinic.
- Only topical and oral medications will be dispensed. The clinic will not administer injections. The clinic is equipped to care for the needs of the diabetic students and

will administer insulin. Parents are responsible to meet with the clinic/office staff to discuss any special needs the student may have.

- If a student brings non-prescription medicine, it must be in the original container with original label and marked with the student's name. Parents must provide the clinic with written instructions regarding the administration of medication. Instructions should include the name of the medication, the dosage, the frequency of administration, the duration, and any other special instructions.

Heritage will not accept medication in unlabeled bottles, baggies, etc. or medication sent without a written request with instructions for dispensing.

Students are responsible for coming at the proper time to the clinic for medication. The school can not be responsible for notifying a student who fails to report to the clinic at the required time to take prescribed medication.

Please assist the school by asking your doctor for medications which would not have to be administered during the school day whenever possible.

Honor Code and Standards of Conduct

Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God. Romans 13:1

Philosophy of Personal and Community Conduct

Our philosophy of conduct is grounded in the conviction that the Bible provides a rule for life regarding moral and ethical conduct. It is our intention that students, as well as employees of HCA, adhere to those standards to the best of their abilities and that all school policies consistently reflect biblical standards.

All authority is from God. Rebellion against authority is not only an offense against the community of Heritage Christian Academy, but is rebellion against God. **The goal of discipline is to restore the student to fellowship with God and the community of Heritage Christian Academy.**

The teacher is the authority in the classroom and is expected to maintain the control and discipline necessary to establish a quality learning environment. The administration supports the teacher in this disciplinary role and will become involved whenever it appears that student disruption and lack of cooperation warrant administrative attention and sanction.

Heritage Christian Academy believes that a positive and constructive working relationship between the school and the student's parent/guardian is essential to accomplish the school's educational mission. The school accordingly reserves the right not to renew a student's enrollment contract, or withdraw a student, if the school reasonably concludes that such a positive working relationship is not possible.

The Honor Code Standards of Conduct is not intended, nor can it be, all-inclusive of every standard of expected behavior. The administration reserves the right to address situations not specifically addressed in the Handbook as it deems appropriate given the facts of the circumstances involved.

Honor Code Statement

Christianity is a relationship that honors a living God. It is a way of life, not just a set of beliefs. What we profess to believe translates into a code of conduct for our everyday lives. Having integrity means living by those standards at all costs. When Jesus was asked to name the greatest commandment, He said, "The first is....you will love the Lord your God with all your heart, with all your soul, and with all your mind, and with all your strength. The second is this: You will love your neighbor as yourself. There are no commandments greater than these." Matthew 22:36

In order to live as a Christian with integrity:

I pledge to grow spiritually, academically, emotionally, physically, and socially.
I will endeavor to keep God first in my life and to grow closer to Him through conversation with Him, reading His Word, and obeying His voice.

I commit myself to discovering and fulfilling God's potential for my life and to using my talents and gifts to glorify Him.

I will regard my body as a temple of the Holy Spirit and choose sound, healthy habits—rejecting immoral and illegal acts, even when that stand is unpopular—and if I need help taking that stand, I will seek it.

I will participate wholeheartedly with my parents and teachers in my education, increasing in wisdom and in taking responsibility for my own learning.

I will be accountable for my actions and their effect on others and myself.

I will respect the rights, property, and feelings of others—refusing to lie, cheat, steal, and bear false witness. I will do my best to encourage and impart grace to those around me.

Discipline Policies and Procedures

Heritage expects the highest level of conduct from its students. However, when a student exercises poor judgment, is uncooperative, disruptive, or disobedient, discipline will be administered.

1. Parents are responsible for understanding and supporting the goals and procedures of the Discipline Policy both publicly and privately. They are expected to teach their children the importance of obedience to all legitimate authority. They are responsible for discussing any concerns regarding a specific disciplinary measure with the staff member involved.
2. Students are responsible for understanding, supporting, and obeying all school rules and graciously submitting to correction when it is given.
3. School personnel are responsible for understanding, supporting, and following the goals and procedures of the Discipline Policy. They are responsible for enforcing all school rules without partiality. They are responsible for taking appropriate disciplinary action when rules are broken, taking into account the nature of the offense, the student's age and understanding, and the student's past behavior. They are responsible for keeping accurate records of serious or repeated offenses.
4. The secondary principal is responsible for ensuring that parents, students, and teachers are informed of the Disciplinary Policy and School Rules each year. He/she is responsible for ensuring that both are followed consistently. He/she is to report to the Head of School regarding those incidents of behavior which, in his/her opinion, merit suspension or expulsion.
5. This Policy applies at school, at all official school functions, and during transit to and from such functions. It further applies to any behavior outside of these settings which, in the opinion of the Administration, is inconsistent with genuine Christian commitment or detrimental to the reputation of the school. In such cases, appropriate action will be taken by the Administration.
6. The school's Disciplinary Policy is designed to encourage and guide students in making appropriate choices, and to emulate a Christ-like lifestyle, as well as reflect, in a positive manner, upon the reputation of the school to the public. As such, the expectation is that students will conduct themselves off campus and away from school-related activities in the same manner as they are expected to conduct themselves on campus and in connection with school activities.

HCA reserves the right to address concerns of inappropriate conduct, photographs, videos and/or comments displayed by students via texting, emails, Facebook, Instagram, Twitter, Snapchat or any other form of social networking or communication that is available in the public domain or is sent to others within the school if such issues are brought to the attention of school administration.

The school's Disciplinary Policy, therefore, applies to off-campus and non-school related conduct as well. However, misbehavior in non-school related activities is first and foremost a parental responsibility. Therefore, in situations deemed necessary, the school will contact the home and discuss any concerns with the parents. The school will work with the family to bring about any needed change in behavior. If the student fails to implement these changes, then he/she will be

subject to disciplinary action by the school; although, in instances involving serious violations of the Disciplinary Policy, a student may be subject to disciplinary action in addition to any actions that may be taken by the parents.

7. All discipline shall be administered fairly and consistently in an attitude of love. Whenever possible, punishment shall be a logical consequence of the misbehavior and appropriate in severity. School personnel are responsible for determining the severity.

We would encourage all parents/guardians and students to take time to review this section and go over these guidelines. Again, remember that the teachers will handle most of the classroom discipline, but serious problems or repeat offenders will be referred to the Administration for appropriate action.

Please note: HCA reserves the right to refuse re-enrollment for any student when, in the judgment of the administration, that re-enrollment would not be in the best interest of HCA, its students, or faculty. Previous attendance does not guarantee re-enrollment.

Disciplinary Procedures

The following offenses represent violations of the Honor Code of Heritage Christian Academy. **This list is representative only and is not intended to be exhaustive.** Violations of the Honor Code have been categorized in an attempt to match an appropriate consequence with the transgression. The consequences for violations remain at the discretion of the Administration of Heritage Christian Academy.

Classroom / School Offenses

- Being disrespectful to students, faculty, staff, other adults and school property
- Dress code violations
- Tardiness to class
- Talking in class without permission
- Scuffling, horseplay, running or other misconduct on school property
- Littering on school property
- Minor vandalism
- Improper care of books/property
- Use or appearance of electronic devices, cell phones, Ipads, Ipods, etc in the classroom.
- Public displays of affection (holding hands, breaking six inch rule, etc.)
- Violation of classroom rules

Consequences of Classroom / School Offenses

- Verbal reprimand or warning
- Teacher action/actions
- Referral to the Secondary Principal and communication with parents
- Demerits and/or detentions assigned accordingly
- The consequences of violations remain at the discretion of the Administration of Heritage Christian Academy.

Administrative Offenses

- Leaving the classroom/campus without permission (Skipping school)
- More than 2 absences
- More than 3 detentions in a semester
- Failure to sign out or in or returning tardy
- Behavior or speech with the intent to deceive another
- Cheating or plagiarism (the deliberate use of another's thoughts, words, or ideas without proper documentation or credit awarded the author)
- Unauthorized use of school property
- Cursing or profanity
- Any action by a student or by a student's parent which seriously interferes with HCA's ability to accomplish its educational or spiritual purpose
- Inappropriate displays of affection, including embracing, kissing, and lap sitting, are prohibited on campus or at HCA events.
- Verbal or physical abuse of others (such as threatening words or gestures, racial slurs, fighting, slander, libel)

- * Demerits 1-4 equal detention, demerits 5 and beyond equal In-School Suspension (ISS)
- * Days of in-school suspension and or out-of-school suspension will result in suspension from school activities before, during and after school on days coinciding with the time period served.
- * A student on suspension from classes can complete assignments without penalty for the period of suspension, if done so within a time designated by the teacher.

Consequences of Administrative Offenses

- Extra duties
- Detention
- Loss of school privileges
- Exclusion from extracurricular activities
- In-School Suspension
- Out of School Suspension
- Disciplinary probation
- Expulsion
- Referral to law enforcement agency if appropriate

Offenses of the types listed below are more serious and will receive a more severe consequence:

- Possession or use of any tobacco product, including e Cigarettes, vaping paraphernalia.
- Gambling
- Vandalism or destruction of property
- Stealing
- Habitual disregard for school rules
- Verbal sexual harassment or inappropriate touching or gestures of a sexual nature
- Joining or soliciting membership in a group, which propagates disrespectful behavior towards others
- Arson or attempted arson

- Use, possession, or under the influence of alcohol or illicit drugs
- Possession of weapons, fireworks, or other explosives
- Possession or distribution of pornographic material
- Major vandalism or criminal mischief
- Any illegal activities on campus or at school events
- Pregnancy or causing pregnancy with either a student or non-student will result in those students being asked to leave the school permanently
- Having an abortion or being responsible for an abortion
- Immorality
- Violation of HCA's sexual harassment policy
- Actions or attitudes such as insubordination or defiance which are spiritually detrimental to the school

Definitions

Detention

Lunch detentions are to be served in the classroom of the assigned teacher for the week. These will be earned for each of the first 5 demerits of the semester. Morning detentions occur on Thursdays from 7:00 a.m. - 7:50 a.m. After earning 5 demerits in a semester, a morning detention will be earned for each demerit. Students who fail to report for detention will be referred for further discipline.

Suspension (In-School and Out-of-School)

ISS (In-school suspension) is a form of discipline requiring students to report to a designated, supervised area apart from regular classes and activities during an entire school day. Students are responsible to check with each teacher about work missed. Students will be required to work quietly on required school assignments, which may include taking of tests. Students earning 5 or more demerits in a semester will earn a In-School Suspension. Additionally, a Parent Conference will be held.

Out-of-School suspension can be anywhere from 1-5 days at the principal's discretion. Two (2) or more days of ISS and Out-of-School suspension will automatically invoke disciplinary probation.

Days of In-school suspension and/or Out-of-school suspension will result in suspension from school activities before, during and after school on days coinciding with the time period served.

Suspensions are an Administration decision, therefore, students are responsible for work missed.

In-school or Out-of-school suspension assignments are due the day the student returns.

Disciplinary/Academic Probation

A student placed on disciplinary/academic probation is in imminent danger of losing the right to remain at HCA.

The administration will review the probationary status of a student at the end of a semester. If sufficient correction of behavior/academic standing is evident at that time, the student will be removed from probationary status. If not, in all likelihood the student will not be allowed to return to HCA.

Discipline for Off-Campus/On-Campus Offenses

Drugs, Drinking, Smoking, Sex, Vandalism, Criminal Offenses, Bullying, etc.

1st Offense

- Out-of-school suspension or expulsion is determined by the severity of the conduct based on parental and student support.
- Community-based counseling with reports submitted monthly.
- Drug testing with reports submitted from a counselor, doctor or rehab facility.*
- No discussion on or off campus in any form (internet, etc.)
- Placed on disciplinary probation (see above).
- Removed from leadership positions
- (Class officers, praise team, possible initiation of NHS/NJHS pre-dismissal hearing, etc.)

2nd Offense

- A student is in danger of a long-term suspension for any Administrative Offense. The following are the procedures to follow when considering a long-term suspension:
 - The secondary principal recommends consideration of a long-term suspension to the Head of School.
 - After meeting with the Discipline Committee, the Head of School makes a final decision and informs the School Board.
 - The parent and student meet with the Head of School and the secondary principal to discuss the decision.
 - All documentation is filed.
- When a student receives a long-term suspension during a semester, he/she will be allowed to appeal for a possible return to HCA after that semester plus one more semester has ended. A student returning to HCA from a long-term suspension can return to school only at the beginning of a semester, not in the middle of a semester.
- The Discipline Committee is made up of the following positions:
 - Head of School, appropriate Principal, Athletic/Activities Director, College Counselor
- Before the student will be allowed to return to HCA, he/she and the family must meet with the Head of School and the appropriate Principal. The privilege to return will be based on the family's support of the school, corrective measures being put into place, and the student's repentance, restoration, and desire to return to HCA.
- After the student's return, he/she will be on disciplinary probation for a semester and will have regular meetings with the Principal for accountability purposes.
- For extreme violations, which are determined by the Discipline Committee and the School Board, a student may not be allowed to return to HCA and would have no appeal process.

3rd Offense

- A student is dismissed permanently with no opportunity for appeal.

When either an on or off-campus offense is considered a serious or major infraction, the student may be asked to permanently leave without going through the steps for a first or second offense.

** used for drug violation*

Other Policies

- Parents will be notified of all Administrative discipline referrals by email or telephone. At times a conference with the parents and student may be required.
- NJHS/NHS sponsors will be notified of all administrative discipline.
- Praise Team sponsor will be notified of all administrative discipline.
- HCA reserves the right to search students' lockers. Moreover, HCA reserves the right to search a student or his/her property including vehicles driven to school or to school-sponsored activities if there is reasonable cause to believe a student has in his/her possession forbidden items such as weapons, alcohol, illicit drugs, pornography, tobacco products, or stolen property.
- Students will be allowed to utilize electronic devices such as laptops and Ipads in the classroom at the HCA secondary level with teacher permission as long as the devices are being used for academic purposes such as taking notes and organization of schoolwork. Teachers reserve the right to take these devices away from the student if the student is abusing the privilege by not using the device for academic reasons, such as playing games during class or creating audio distractions to the class.
- A student may not record (audio or video) lectures or any other activities in class or at school without first having received permission from the classroom teacher or an administrator.
- Any items which would detract from the spiritual and academic mission of the school such as fireworks, matches, lighters, electronic games and toys etc. are forbidden on campus.
- Poker chips, inappropriate reading material (includes all magazines) and cameras (includes all types) except for special situations, are prohibited.

Tobacco and E-Cigarettes

Tobacco and E-Cigarettes/Vaping **are prohibited on school property or at HCA sponsored events.** Students are prohibited from possessing or using any type of tobacco product, electronic

cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity. The HCA staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. Possession or use of any of these products will result in serious consequences, **including a \$50.00 fine**, out of school suspension, and possible dismissal from further enrollment at HCA. Any prohibited item may be disposed of by HCA at the discretion of the administrator.

Cell Phones

Cell phone use is not allowed on campus during the school day, during school hours, without permission from HCA staff. If a cell phone is seen or heard without permission, it is taken up and turned into the office. The following consequences apply to violation of phone policies:

- **1st offense by semester** – a demerit will be assigned, and the student must go to the principal to retrieve their phone at the end of the school day.
- **Subsequent offenses by semester** – demerits assigned, and the student's parents must come to the school to retrieve the phone and pay a \$10.00 fine.
- Repeat offenders and their parents will meet with the principal to determine if phone privileges are lost for the remainder of the semester.

Dress Code

Proper attire has been selected for the HCA student according to sound biblical principles and teachings which (1) will not offend fellow students, faculty, staff or administration; (2) will not call attention to the student instead of the student's Christian testimony; and (3) will not distract from the teaching and learning environment.

The Student Dress Code is in force anytime the student is on the HCA campus.

Parents are responsible for sending their children to school with correct dress and grooming. Violation of the dress code will result in disciplinary action.

A list of uniform items is available in the secondary office. Uniforms for students are to be purchased at Academic Outfitters. Academic Outfitters has a copy of our policy at the store. Any uniform item that differs in style, color, or fabric from the official uniforms sold by Academic Outfitters is unacceptable. Accessories, such as socks, belts and shoes may be purchased anywhere.

Female Students

Available from Academic Outfitters 7th – 12th grade

- Heather grey skirt (**hem is 3" or longer above the top of the knee cap**)
- Black cardigan, black vest, black pullover sweater with HCA crest
- red, white or black polo shirts with HCA logo
- black dri-fit polo shirts with HCA logo
- Outerwear such as cardigans, v-neck pullovers, nylon jackets and fleece jackets, must have HCA crest

Male Students

Available from Academic Outfitters 7th – 12th grade

- Grey walking shorts
- Grey dress pants
- Black cardigan, black vest, black pullover sweater with HCA crest
- red, white or black polo shirts with HCA logo
- black dri-fit polo shirt with HCA logo
- Outerwear such as fleece or nylon jackets must have HCA crest

Other notes 7th – 12th grade (males and females)

- Plain white t-shirts may be worn under the uniform shirt
- Plain white or black long sleeve t-shirts may be worn underneath the uniform shirt in cold weather
- Shirts must be buttoned except at the collar
- Brown or black belts (no metal or dangling belts) for pants or shorts with loops

- Only official HCA crest cardigans, v-neck vests, fleece jackets and/or nylon jackets may be worn in the classroom
- Other jackets may be worn to and from school only, but not in the school buildings.
- Students are required to wear black polo shirts with HCA logo on chapel days

Personal Appearance and Accessories

- If socks are worn, they must be appropriate. Girls may wear black or white plain tights (panty hose type) under skirts. No lace trim, designs or patterns on leggings.
- Uniform pants may not be worn sagging.
- No long johns or similar apparel, aerobic tights, warm ups, or thigh-high stockings.
- Shoes: no metal adornments, army boots, flip-flops, house shoes, slides, crocs, untied tennis shoes or Vibram skele-toe shoes or any similar shoe that shows the toes individually. Shoes should be closed toed and closed heel with the exception of sandals with a strap around the heel. Heels should be no higher than 2 inches.
- Jewelry: no excessive or showy jewelry, beads, headbands, dog tags, wallet chains, etc. (NOT to be used as a political or social expression).
- Accessories must not be distracting or ostentatious as determined by the administration.
- No hats or scarves.
- No body graffiti, self-inflicted or otherwise.
- Visible tattoos, permanent or temporary, will NOT be allowed on campus or at any HCA-sponsored event. Tattoos may not be visible during any TAPPS contests.
- Boys - no earrings or studs may be worn on campus or at any school function. Body piercing is prohibited.
- Girls - no body piercings other than ears.
- Hair length, color, and style must be in good taste, clean and well-groomed as determined by the administration.
- Boys - hair must be above the eyebrow, at the middle of the collar and should not extend below the middle of the ear.
- Young men should be clean shaven.
- Sideburns should not extend below the earlobes.
- Girls may wear leggings provided they are solid black or solid white

Inappropriate accessories are subject to confiscation.

Special Days

Spiritwear Day may be Fridays of each week. Participation is a privilege. Uniforms are always optional on spiritwear day. Following is the dress code for spiritwear day:

- All approved Booster Club t-shirts may be worn.
- Students may wear solid colored jeans, cargo pants, or loose fitting (no stretch) capri pants (girls only) on jeans day. Jeans that are ripped, torn, frayed, patched, skin-tight, jeggings, low-cut, or sagging are not allowed.
- Male students may wear solid shorts or dress shorts. Cut-offs, athletic shorts, sweats, etc. are not allowed.

- Students may only wear shirts that have been purchased from the Booster Club or any other school related organization, including TAPPS. Shirts purchased from previous years are acceptable.
- Students may wear HCA sweatshirts or jackets, including hoodies, but may not wear non-HCA jackets, sweatshirts or other outerwear.
- Flip-flops, house shoes, slides, crocs, untied tennis shoes or Vibram skele-toe shoes or any similar shoe that shows the toes individually are not allowed. Shoes should be closed toed and closed heel with the exception of sandals with a strap around the heel. Heels should be no higher than 2 inches.
- Students may not wear hats or caps.
- No sweatpants or warm-up suits.
- Any other clothing, accessory, or grooming deemed inappropriate by administration will result in disciplinary action.
- **Seniors** are allowed to wear a college/university T-shirt on Monday of each week, but must wear uniform pants for males and skirts for females. These T-shirts are only allowed on Mondays, not for spiritwear day on Friday.
- Students with spiritwear or college T-shirt dress code violations may forfeit their privileges to participate in the future.

Student Activities

HCA offers the following programs to help our students develop leadership skills and spiritual maturity:

Chapel

Weekly services for secondary students provide forums for topical addresses on subjects of interest to the student body. Local youth pastors, religious leaders, and HCA students work together to bring a time of praise, worship and instruction to further undergird spiritual life at HCA. Student participation is required. Food or drinks are not allowed in the MPR during chapel services.

Bible Classes

Bible classes are designed so that the Heritage Christian Academy student will gain a broad understanding of Scripture and its application to life and world events. It is our goal to teach our students to think independently on issues while recognizing the role that the Holy Spirit and the Word of God should play in our outlook on life. It is the hope of HCA that our students, upon leaving high school and entering college, will be able to articulate their faith clearly and concisely to students and teachers.

Nationwide Programs

Heritage participates in the National Day of Prayer and See You at the Pole.

Mission Trip

9th - 12th grades are eligible to participate in a short-term mission trip. Students will be sharing the love of Christ. Some activities may include building, cleaning, distributing supplies, VBS, and church service presentations. This is a wonderful opportunity for our students to share the gospel with the world (Matthew 5:16).

Praise Team

The purpose of the Heritage worship team is to praise the excellent grace of our Lord and Savior Jesus Christ and to teach the reality of Psalms 22:3 that “God inhabits our praise.” The worship team will lead secondary chapel each week. Criteria for selection include the following:

- Candidate must demonstrate singing or musical ability during tryouts.
- Candidate must obtain teacher recommendations.
- Candidate must submit a written testimony.
- Candidate must exhibit exemplary characteristics in all areas of scholarship, character, leadership, service, and citizenship both on and off campus.
- The Praise Team sponsor will be notified of all administrative discipline.

Mission HCA

Students will participate in two Mission days involving 7th through 12th grade students, secondary staff, and parent volunteers. Local mission activities are varied and geared towards students finding their gifts in ministry.

Student Activities/Services

The student activities/services at HCA are extensions of and supplements to the overall school program preparing students spiritually, academically, socially, emotionally, and physically. Therefore, it is vital that UNITY is maintained throughout. All of our students are required to observe and respect school policy. Our students are in training to be leaders and are expected to exemplify Christian leadership by observing the school requirements in the areas of conduct, academics, attitude, dress, etc.

All students, faculty and parents represent HCA at any event and need to reflect a Christian attitude.

Policies and procedures outlined in the sections on Eligibility and Transportation apply to all student activities and service.

Academic Competitions

HCA competes in TAPPS, ACSI, and other sanctioned competitions.

Dress Code for Academic Competitions

Boys – Grey uniform pants and black polo shirt

Girls – Grey uniform skirt and black polo shirt

Students will wear the above unless they have been instructed differently by their classroom instructor.

Homecoming/Prom

Each year HCA sponsors Homecoming and Prom. Homecoming is open to 9th – 12th grade and 9th – 12th grade dates. (A Homecoming party is sponsored for 7th – 8th grade HCA students only.) Prom is open to 10th – 12th grade and 10th – 12th grade dates. An outside date for either event has to be approved by the administration. Outside date policies will be reviewed on an annual basis.

Dress Code for Homecoming/Prom

Boys – Dress pants, shirts, coats, and tie or coat and banded dress shirt and dress pants.

Dress shoes are required.

Girls – Formal/Semi-Formal dress within 3” above the knee. No backless or plunging necklines. Slits must be modest. No see through, skin tight, slip dresses, holes or midriffs.

All dresses must be approved by the dress approval committee.

National Junior Honor Society/National Honor Society

The National Junior Honor Society (8th-9th) and National Honor Society (11th-12th) are organizations that recognize students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, service, and citizenship. Faculty nomination of prospective members and induction of new members occur during the second semester of each school year. The members carry on various service projects throughout the school year. The criteria for selection include the following:

Juniors Year Induction GPA Requirement: Rising-Juniors are inducted in the NHS in the spring of their sophomore year based on their cumulative grade point average of 3.7 or greater from their freshman year and fall semester of sophomore year. Third quarter grades will be reviewed for consistency.

Senior Year Induction GPA Requirement: Rising-Seniors are inducted in the NHS in the spring of their sophomore year based on their cumulative grade point average of 3.7 or greater from their freshman year and fall semester of sophomore year. Third quarter grades will be reviewed for consistency.

Grade point average will not be rounded to meet the minimum requirement.

Students currently in the NHS for the 2019-2020 school year will be grandfathered in under the previous GPA requirements.

Transfer students must attend HCA for one full semester to be eligible. The GPA reported on the transfer transcript will be averaged with the HCA GPA for NHS consideration only.

National Junior Honor Society

Students are eligible for NJHS membership if they demonstrate academic achievement by earning a 90% average in each of their core classes: Math, English, Science, History, and Health (8). They must earn an 85% average in all other classes. Transfer students must attend HCA for one full semester to be eligible.

NJHS members must complete 15 service hours and NHS members must complete 20 service hours per semester. Students will be placed on probation if requirements are not met.

Dress Code for NJHS/NHS Induction Ceremony

Boys – Dress slacks with tucked in shirt and tie, belt, and dress shoes.

Girls – Dress or skirt with blouse or sweater, and dress shoes. Dress and skirt length within 3” above the knee. No tight or clingy clothing. No tank top shirts or dresses.

Class Officers

Each year HCA classes will go through the process/procedure of electing class officers. They will meet as necessary to discuss fundraisers, events and other items of interest affecting student life.

Off-Campus Activities

Many social activities will occur after school and away from campus. For these activities, the following guidelines exist:

Classes and organizations are encouraged to plan social events for the benefit of the group or the entire school and to plan some of these programs for the weekend.

Any function sponsored by a Heritage student group, for which an invitation has been extended through the school to every member of the class or organization, will be considered an official HCA-sponsored activity.

Every HCA activity must be planned through appropriate faculty sponsors. Sponsors and chaperones are required to attend the activity. The purpose for the activity should be aligned with the philosophy of the school.

Heritage Christian Academy does not accept responsibility for social activities, which may include HCA students but were not planned under the direction of the administration. Off-campus misbehavior at such an event may, however, result in disciplinary consequences.

School Sponsored Field Trips

Drivers must have on file proof of current license and insurance information. Any videos other than a G rating shown in vehicles must be pre-approved by administration. Use of electronics is at the discretion of coach or trip sponsor. **Only appropriate music will be permitted.**

Student Affairs

Textbooks/Materials/Equipment

- Students may purchase copies of their textbooks. This is strictly optional.
- Students will be held responsible for HCA textbooks issued to them for use during the school year.
- Students should make the teachers issuing the textbooks aware of any damage to the books at the time they are issued.
- After usage, fees will be charged for any lost or damaged textbooks. The fees will be the responsibility of each individual student.

Textbooks must be covered at all times. Do not use adhesive book covers.

A retail cost replacement fee will be charged for all lost or damaged books. Additional charges may be assessed if the student has damaged supplies/ equipment for music, drama, and/or athletics.

**Report cards or transcripts will not be released until the student's textbook record and account is clear.*

Lockers

Each student will be assigned a locker. 9th-12th can purchase a lock for their lockers. If a student chooses to use a lock, it must be a combination lock and the combination must be turned in to the school office. Lockers should be kept neat, locked, and treated properly. At all times the lockers will be recognized as the property of HCA and may be checked at any time by school personnel. Administration may conduct random checks.

Locker interiors may be decorated, but the school reserves the right to require a student to remove decorations that are deemed inappropriate. End of the year locker checks for damage will be done and a fee will be assessed for any destruction caused to locker (includes writing, surface abuse, etc.). **No contact paper is allowed inside lockers.**

Heritage students should not bring valuables to school. A student does not need much cash or jewelry on campus. All purses or valuables should be locked up or in the possession of the student at all times. Do not leave purses or valuables in an unlocked locker, hallway, or restroom. No writing or marking will be allowed on the inside or outside of lockers.

Lost and Found

The lost and found will be purged every two weeks. Lost jewelry and textbooks will be kept in the office.

Fundraisers

All proposed fundraising activities by student organizations must first be submitted in writing to the school principal before implementation.

Automobiles

Students must adhere to the following Student Driver Policy.

The driving of vehicles onto the campus of Heritage Christian Academy by students who are licensed drivers is a privilege and may be suspended or revoked if a student fails to abide by the guidelines of this policy.

- Students must abide by all state and federal laws while using a vehicle on school property or, when applicable, on school-sponsored trips. *This includes keeping written evidence of having the required liability insurance coverage for any and all vehicles the students drive on campus.*
- HCA will comply with all new laws concerning drivers 18 and under from the Texas Department of Public Safety.
- Upon arrival at school, students are to immediately come into the school building. Upon dismissal from school, students are to leave the campus immediately. Students are not permitted in the parking lot during the school day without checking out and in at the secondary office. Loitering in the parking lot is prohibited, and students are not permitted to loiter in another student's car.
- Students should exercise a 5 mile per hour speed limit, and refrain from engaging in reckless or unsafe driving at HCA, the RISE or at any school function.
- Students must have on file in the secondary school office the following completed forms signed by themselves and their parents/guardians, as appropriate:
 - 1) Student Driver Permission form
 - 2) HCA Vehicle Registration form.
- Students arriving or departing during the school day (after 8:00 a.m. and before 3:15 p.m.) must sign in and/or out in the secondary school office. Students signing out must leave the campus immediately.
- Students accepting or giving rides to others must have express written consent of parents/guardians given to the school office.
- Students with excessive absences and/or tardies may have their campus driving privileges suspended or revoked, and may be subject to truancy laws.
- The administration of HCA reserves the right to suspend or revoke a student's campus driving privilege for due cause.

- Students will park only in designated parking spaces.

Senior Privileges

- A senior who completes and returns the required permission form will receive senior privileges, which include off-campus lunch.
- A senior must sign out or in on the senior board when he or she leaves or returns to school. Failure to sign out or in, or returning tardy, will result in the loss of senior privileges for a period of time as determined by the administration.
- **A senior who is ill and needs to go home must first see the school office personnel. He/she may not simply sign out and leave.**
- An ineligible senior will lose off-campus privileges until he or she returns to eligible status.
- Seniors are allowed to wear a college/university T-shirt on Monday of each week, but must wear uniform pants for males and skirts for females. These T-shirts are only allowed on Mondays, not for spiritwear day on Friday.

Lunch Room/Snacks

- Students will eat in the designated lunch area.
- Students may bring a lunch from home or purchase lunch from HCA's lunch plan, if available.
- Students may not remain in the Secondary building during lunch except to serve a lunch detention.
- Students are expected to share the responsibility of keeping the lunch room clean and will be required to do so.
- Microwaves will be available, provided that the students keep them clean.
- Snacks and water may be acceptable in the classroom but only at the discretion of individual teachers.
- Only seniors have off-campus lunch privileges, but if they eat at school during the lunch period, they must follow all lunch rules.

Change of Address

Change of address, telephone number or email should be reported to the school office as soon as the change is made. Office records must reflect correct information at all times.

Telephone

In an emergency situation, a student may use the school office telephone with office staff permission. The following rules apply:

- Any phone call should be of extreme importance, i.e., canceled practice, missed carpool ride, or other emergencies.
- A student needs a teacher pass to make phone calls during the school day.
- Parental calls to a student should be reserved for emergencies or matters of extreme importance.

Inclement Weather

In the event that school will be closed or have a delayed opening because of weather related conditions, the announcement will be made on one or more of the following: KLTU (94.9 FM) KRLD (1080 AM), and TV Channels 4, 5, 8, 11 and 21. Parents will also receive a FACTS parent alert text message.

Every effort will be made to make this decision early enough to avoid confusion.

In the event of severe or dangerous weather activity, we constantly monitor and have access to information that advises us of approaching weather situations. We will implement emergency procedures as necessary. We request that during these situations, parents not come to take their students off campus.

Disaster Drills

Fire, inclement weather and lockdown drills are held at various times during the school year. Directions will be posted in each room. Students are to leave the room in an orderly manner and proceed to the proper location without talking. Students should recognize the seriousness of such a drill and refrain from inappropriate behavior.

Abuse Policy

Heritage is required by law to report any allegation of child abuse to the proper governmental authority of the State of Texas. This includes any case in which HCA has cause to believe that a student's physical or mental health or welfare has been or may further be adversely affected by abuse or neglect.

The families of Heritage expect the school to communicate with them regarding the well being of the students.

The administration is placed between the parent and the state, acting on behalf of the parent and in accordance with the law. Therefore, Heritage Christian Academy is responsible to both.

Hall Passes

Only the following students will be permitted in the halls during classes:

- A student with a hall pass authorized by a teacher, administrator, or staff member.
- Students with tardy slips authorized by the school office.

Students in the halls without passes will be subject to disciplinary action.

Visitors

Visitors must report to the office to obtain a visitor pass. Parents must sign in and get permission from the school office before entering a classroom or taking a student from class for any reason. Classroom interruptions must be kept to a minimum for the benefit of all. Parents and immediate family are welcome to eat lunch with their students but are asked to notify the office and obtain a pass when coming on campus. HCA alumni may visit during lunch with prior office approval. Prospective students, with **prior** school office approval, may visit classes for the day.

Cooperation with School

As stated in the enrollment contract, Heritage believes that a positive and constructive working relationship between the school and a student's parent/guardian is essential to the accomplishment of HCA's educational mission. HCA accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its mission.

The parent/guardian also agrees to cooperate in the following ways:

- A student will attend classes regularly;
- A student will arrive on time at the beginning of the day;
- A student will have timely transportation to and from school;
- A student will receive assistance in learning and advancement;
- A parent/guardian will help solve school-related problems;
- A parent/guardian will aid teachers in providing a Christian education.

Steps for Helping Students Handle Their Concerns about School

The following is the standard procedure for handling student concerns about teachers:

- The student must first approach the teacher regarding the concern. If a student has questions about how to handle a situation, he or she may ask the secondary counselor or secondary principal for advice; however, the student must go to the teacher since it is crucial that students learn how to handle their own problems in scriptural and mature ways.

- If a student believes that the issue has not been resolved, then a parent and the student may approach the teacher in question.
- If the issue is unresolved after the meeting with the teacher, either the student or parent may make an appointment with the secondary principal. The administration will meet with the parent, student, and teacher to resolve the matter. **This is the final course of appeal.**

Library Policies and Procedures

Check Out Policy

In order to check out a book, students must have permission from home and take responsibility for lost or damaged books. Signing the HCA PARENT and STUDENT HANDBOOK gives permission for the student to check out items from the library and accepts responsibility for damaged and/or lost materials and books.

Students may check out and return books during the school day. Books are checked out for a 2 week period and may be renewed for an additional 2 weeks, if needed, as long as no other student is waiting for the book.

Any items checked out at the time a student withdraws from school must be returned and/or paid for upon withdrawal.

Overdue Policy

Students are fined \$0.05 for each school day the book is overdue until the item is returned. Students will not be allowed to check out any additional materials until the overdue item(s) are returned and the fine is paid. Students are financially responsible for the cost of lost or damaged books (see Lost and Damaged Books section for more information).

Overdue notices are sent out on a routine basis. Students with an overdue book or books may not check out additional books until the overdue items are returned and the fines are paid.

Students receive a first overdue notice book is two weeks past the due date. They receive additional overdue notices every two weeks after that. When a student has received three notices through school delivery and the overdue book still has not been returned, the library sends a notice home. The student is offered two possible solutions: (1) return the loaned book(s), or (2) replace or pay for the title (and the money will be returned if the book is eventually found in good condition).

No student can take books out of the library until the lost book situation is resolved.

Books may not be kept out over the Christmas or summer holidays unless the book/material is for a project and approved by the librarian.

Damaged and Lost Book Policy

Every attempt is made to instill a sense of responsibility and Godly stewardship for the library and its books. This means students are responsible for caring for books, using a bookmark, and renewing and returning books on time, so others may borrow them.

If a book page accidentally rips, please do not attempt to repair it at home. We use special book tapes and glue, which resist heat and won't discolor. Return the book with a note and we will gladly repair it. If it cannot be repaired, you may be charged for the replacement cost of the book.

If a book becomes damaged beyond use or lost, you will be billed for the replacement cost. Most of our books are library editions, meant to take heavy use, and not the trade editions sold in bookstores which means the cost of replacement is higher than average bookstore copies. We replace books at the library edition cost.

Notice will be given to the student to inform them of the replacement cost. An email may be sent to the email address provided via FACTS, as well. Students with damaged/lost book fees may not check out additional books until the fees are paid or the book is returned in good condition. If the damaged/lost book fees are not paid or the book is not returned, the cost of the book will be added to your FACTS Incidental Billing Account where late fees may apply.

Harassment/Abuse Policies and Procedures

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint; however, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials if the circumstances warrant such notification. The faculty and staff will be expected to maintain confidentiality on matters pertaining to HCA staff and students.

Bullying/Harassment - Any conduct which threatens the safety, learning or acceptance of others will not be tolerated. Students will not resort to verbal or racial abuse or physical violence. This includes all forms of harassment, intimidation, and exploitation, including verbal, physical and visual harassment. The school does not allow harassment based upon race, color, national origin, ancestry, physical handicap, medical condition, sex, disability, or age. Any student who believes that he/she has been the victim of bullying or harassment should immediately report the matter to a teacher or administrator. Complaints of harassment will be promptly investigated and appropriate corrective action will be taken. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Sexual Harassment/Abuse Reporting Policy

(Employee-Employee, Employee-Student, Student-Employee, and Student-Student)

Heritage is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, **up to and including** termination or expulsion.

Bullying Defined – All Grade Levels

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the HCA and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. HCA will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Sexual Harassment

Sexual harassment refers to any unwelcome advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by anyone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly made a term or condition of an individual's employment or academic status or progress.
- Submission to, or rejection of, the conduct by an individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's performance, or of creating an intimidating, hostile, or offensive educational environment.

- Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type includes a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene leers, notes or invitations.
- Physical conduct such as touching, assaulting, impeding or blocking movements.

Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.

Sexual Harassment/Abuse Reporting Policy

Heritage is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination of employment or expulsion.

Sexual harassment from employee to employee, from employee to student, from student to employee, or from student to student is PROHIBITED.

What to do if you experience or observe sexual harassment:

Employees or students who feel that they have been subjected to conduct of a harassing nature or who have observed conduct of a sexually harassing nature should promptly report the matter to an administrator or counselor.

Where to Report Sexual Harassment

The Head of School and the principals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment. These individuals may be contacted through the school at: 972.772.3003.

Procedure for Investigation of the Complaint and for Taking Corrective Action

When any faculty/staff member receives a complaint, he or she will immediately inform the principal. The principal will inform the head of school and then direct an investigation. The individual who suffered the harassing conduct will be informed of the corrective action taken.

In addition, any employee or student found responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action **up to and including** expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Withdrawal Procedures

Parents will fill out a withdrawal form in the school office, return all books, athletic uniforms, and school property to the secondary office. The school principal may conduct an exit interview and sign the withdrawal form. Withdrawal from the school is complete when the business office clears the student's account. Transcripts, records, and grades can be released upon completion of the withdrawal process.