

HERITAGE CHRISTIAN ACADEMY



2021-2022

Parent and Student Handbook

NOTICE OF NONDISCRIMINATION POLICY AS IT RELATES TO STUDENTS AND STAFF

Heritage Christian Academy welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational and admissions policies, scholarship programs, athletics, and other school-administered programs. Heritage Christian Academy does reserve the right to select teachers and other staff members on the basis of personal religious commitment and beliefs, personal moral conduct, academic performance, and willingness to cooperate with the Heritage Christian Academy Board and Administration and to abide by its policies.

NOTICE OF NON-PROFIT STATUS

Heritage Christian Academy is designated by the Internal Revenue Service as a non-profit, 501(c)(3), tax-exempt organization. Donors may deduct contributions under IRC Section 170 or transfer gifts under IRC Sections 2055, 2106, or 2522. Additionally, Idaho residents may claim a 50% tax credit for every dollar you give to our school up to certain allowable limits. For example, if you give \$100 to HCA, your state income tax liability would be reduced by \$50.

Please consult your tax professional for further information and advice.

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OUR PURPOSE, MISSION, and EDUCATIONAL PHILOSOPHY

OUR PURPOSE:

Heritage Christian Academy exists to glorify God by equipping students to fulfill their lifelong callings as we educate them with an academically-excellent, classical Christian curriculum.

Definition of Classical Christian Education:

A classical Christian education is the cultivation of wisdom, virtue, and the love of learning, by nourishing the soul on truth, goodness, and beauty, on the foundation of the classical liberal arts and the Word of God, and to the end that, in Christ, the student is better able to know, love, glorify, and enjoy God.

OUR MISSION:

Our mission is to graduate students with a Biblical worldview who will inspire, impact, and serve their communities. Students will become critical thinkers who are academically and spiritually prepared for the purpose(s) to which God is calling them. They will be defenders of the Christian faith and able to exquisitely articulate that defense. They will fix their thoughts on all things true, honorable, right, pure, lovely, and admirable.

OUR PHILOSOPHY:

Through God's grace we endeavor that our students will become:

- *well-prepared in all situations, possessing both information and the knowledge of how to use it,*
- *equipped with an understanding of the tools of learning,*
- *desirous of growing in understanding, yet fully realizing the limitations and foolishness of the world,*
- *spiritually gracious and socially graceful,*
- *compassionate for the lost,*
- *courageous to dissuade those who are stumbling toward destruction, and*
- *capable of distinguishing real religion by truly knowing and loving the Lord Jesus Christ.*

***WE DESIRE THAT OUR STUDENTS POSSESS ALL THESE TRAITS WITH
HUMILITY AND GRATITUDE TO GOD.***

STATEMENT of FAITH

We seek to promote “unity in essentials” (primary doctrine), “liberty in non-essentials” (secondary doctrine), and “in all things charity” (Christian love toward others). The following Statement of Faith is the foundation of beliefs on which Heritage Christian Academy is based and will constitute the substance of what is considered primary doctrine.

- *We believe the Bible is the written word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.*
- *We believe in the Holy Trinity. There is one God, who exists eternally in three persons, the Father, the Son, and the Holy Spirit.*
- *We believe that all are sinners and totally unable to save themselves from God's displeasure, except by His mercy.*
- *We believe that eternal life is received by grace alone, through faith alone, in Christ alone.*
- *We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him alone for salvation.*
- *We believe in the absolute sovereignty of God and that He ordains whatever comes to pass. We also believe that man is completely responsible before this holy and sovereign God.*
- *We believe that God is gracious and faithful to His people not simply as individuals but as families in successive generations according to His Covenant promises.*
- *We believe that grace alone opens our hearts to respond to the gospel for forgiveness of sins and eternal life. We also believe that grace working in us motivates and enables us to live transformed lives.*
- *We believe that Jesus will return, bodily and visibly, to judge all mankind and to receive His people to Himself. All true believers will be resurrected at the final judgment and will live eternally on the New or Renewed Earth, the New Jerusalem. All unbelievers will face eternal judgment, separated from God forever because they refused to place their hope in the finished work of Jesus Christ.*
- *We believe that all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ.*
- *We believe that marriage is between one man and one woman.*
- *We believe God, in His divine and infinite wisdom, has already assigned a gender to each individual which is not alterable by mankind.*

SECONDARY DOCTRINE POLICY:

This policy applies to all Heritage Christian Academy staff members as they work with students and establishes the limits of doctrinal teaching.

Guidelines for addressing doctrinal issues which are not included in the Heritage Christian Academy Statement of Faith are as follows:

- Discussion of secondary doctrine will be on an informative, non-partisan level.
- Presentation of all sides of an issue will be encouraged.
- Heritage Christian Academy staff members will request that students follow up with their parents and pastor.

REVERENCE POLICY:

This policy applies to the entire program of Heritage Christian Academy to ensure that God's name, character, and truth are honored and respected at all times.

Heritage Christian Academy staff members will ensure that in all areas of instruction, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussions that include references to the name and attributes of the Lord must be consistent with Biblical principles emphasizing humble obedience and grace.

ADMISSION and FINANCES

ADMISSION STATEMENT:

Heritage Christian Academy welcomes students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, or national and ethnic origin in administration of our educational and admissions policies, scholarship programs, athletics, and other school-administered programs. At least one parent must be Christian for a child to attend Heritage Christian Academy.

ADMISSION REQUIREMENTS:

Admission Requirements for Students:

- If a child has successfully completed the previous school year, and his or her schoolwork and behavior compare favorably to the comparable grade at Heritage, the child will likely be placed in the grade for which he/she is applying. However, if through the administration of placement tests or other evidence it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he or she repeat the previous grade.
- The child should understand that his parents have delegated their authority to the school. Therefore, he or she is subject to the instruction and discipline of anyone in authority at Heritage Christian Academy.

Admission Requirements for Parents:

- Parents of students at Heritage Christian Academy must have a clear understanding of the biblical and classical philosophy of Heritage Christian Academy. This understanding includes a willingness to have their child exposed to the clear teaching of the school's Statement of Faith in various and frequent ways within the school's program.

- The parents must be willing to cooperate with all the written policies of Heritage Christian Academy. This is most important in the area of discipline and schoolwork standards, as well as active communication with Heritage Christian Academy staff members.

BIRTH CERTIFICATE and IMMUNIZATION REQUIREMENTS:

All students are required to provide a birth certificate and an updated immunization record during registration and before acceptance to Heritage Christian Academy. The immunization record must be signed by a physician or licensed health care provider. Idaho law allows parents/guardians to opt out of immunization requirements for medical, religious, or philosophical reasons. Please ask for the waiver form if this applies to you.

FINANCIAL COMMITMENT:

Below are the financial obligations for attending Heritage Christian Academy. Please read these financial obligations carefully.

Registration Fee:

For new students, a non-refundable registration fee of \$300/student will be due at the time of registration. The registration fee for returning students is \$250/student.

Tuition (subject to yearly change):

\$3,750 for the 1st child; \$3,375/child for the 2nd child; \$3,187.50 for the 3rd child and any additional siblings

Payment-Plan Options *:

Plan A: Pay in full by August 17, 2021.

Plan B: Pay in two installments halfway through the year.

(\$1,875 due by August 17, 2021; \$1,875 due February 1, 2022).

Plan C: Pay in three installments.

(\$1,250 due August 17 & November 30, 2021, and March 29, 2022).

Plan D: Pay in 10 monthly installments of \$375 by the 1st of each month, September through June.

Full tuition(s) is/are due in 10 months.

Plan E: Pay in 12 monthly installments of \$312.50 by the 1st of each month, July 2021 through June 2022.

Full tuition(s) is/are due in 12 months.

*Tuition payments for additional siblings will be calculated on an individual family basis.

Accounts not paid by the 10th of the month may incur an additional charge of 1.2% of the balance due, and there will be a \$50.00 charge on returned checks.

Delinquent Accounts Policy:

If a family's account is 30 days in arrears, and a mutual arrangement has not been made with Heritage Christian Academy, the student may not be allowed to return to school until the account has been cleared.

Withdrawal Policy:

Withdrawal of a student during the school year should be given careful consideration. This can significantly disrupt a child's learning, and Heritage Christian Academy has ordered all learning materials, planned schedules, and allocated staff members with your child's attendance in mind.

There may be a \$100.00 administrative fee due at the time the student is withdrawn. In addition, each family may be held responsible for tuition and fees for the entire semester regardless of the withdrawal date. Grades and transcripts will only be released when accounts are paid in full, and all textbooks, library books, and other school-owned materials have been returned in good condition.

ATTENDANCE and PROMOTION

ATTENDANCE REQUIREMENTS:

Perfect Attendance:

A student enrolled in Heritage Christian Academy is expected to be on-time present for school every day school is in session. Students should arrive no earlier than 7:30 a.m. and no later than 7:40 a.m. Our opening prayer and Pledge of Allegiance begin promptly at 7:45 a.m.

Perfect Attendance awards will be presented each quarter to those students who have been in class on-time every day for the entire day, 7:45 a.m. – 3:45 p.m. for the entire quarter. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered. Attendance records are kept and reported on the student's report card each quarter.

Absences Due to Illness:

If a student is absent for one or two days, parents should call and advise the school of the situation. If a student has been absent three or more consecutive days due to illness, a doctor's note will be required upon return. Students will be allowed the number of days equal to those missed to finish schoolwork or take tests. Absences due to illness are considered excused.

Absences Due to Family Emergency:

If a student needs to miss school due to a family emergency, parents should notify the school as soon as possible so arrangements can be made to pick up schoolwork that will be missed. If this is not feasible, students will be allowed the number of days equal to those missed to finish schoolwork or take tests. Absences due to family emergency are considered excused.

Planned Absences:

If you know ahead of time that your child will be out of school for any reason, parents should notify the school in advance explaining the circumstances. This will permit the office to inform the appropriate teacher(s) who will assemble the assignments the child will be missing. We expect all schoolwork to be completed and turned in on the first day the student returns to school. All missed tests will typically be given on the first day back. Families are discouraged from taking vacations outside of scheduled school breaks as key instruction can be missed possibly leading to learning gaps and future academic struggles. Planned absences of a medical nature are considered excused. An example is a needed surgery that cannot be postponed until a scheduled break.

Maximum Absences:

In the event a student is absent from school for more than five days during one quarter, *for any reason*, the student's parents will conference with the Director to determine whether the student will receive passing grades on his or her report card. In the event the total number of absences, *whether planned or*

unplanned, exceeds twenty days during the school year, the student will normally not advance to the next grade level unless prior arrangements have been made.

Tardiness:

Students are expected to be prepared for the opening prayer at 7:45 a.m. For every three tardies, one unexcused absence will be recorded (see maximum absence policy above). If a family demonstrates a consistent tendency to arrive late, a meeting will be required to discuss how to address this disruptive pattern.

Early Checkout Policy:

We strongly encourage parents to schedule dental or medical appointments on Mondays or after school hours. Should your child need to leave school early, however, please note that checkout prior to 12:00 noon in which the child does not return to school, will be counted as an absence. Checkouts after 12:00 noon in which the child does not return to school will be counted as a tardy. The number of early releases should be kept to a minimum in order to avoid disrupting the child's learning as well as that of the classroom.

Early Release of a Student:

Heritage Christian Academy shall take all necessary steps to ensure the safety of children at all times.

- The school will not release a student unless directed by a custodial parent or guardian in writing or by phone.
- All students must be checked out through the school office unless dismissed to a parent or guardian from a field trip.
- A courtesy note should be sent to your child's teacher notifying him or her of the necessity for an early release.
- The school office has up to three names on file that the custodial parent or guardian has designated as an appropriate person to whom their child may be released. Before the child will be released to this individual, photo identification must be presented.
- In the event parents are going out-of-town without their child(ren), we ask that custodial parents notify the school in writing of adult caretakers who will be responsible for their child(ren). The names, phone numbers, and any alternate procedures to be followed must be included in the notification.

CURRICULUM, HOMEWORK PHILOSOPHY, and HOMEWORK GUIDELINES

CURRICULUM:

Materials from Bob Jones University Press will be used for all academic subjects with the exception of manuscript and cursive writing (penmanship). All students will use "Rosetta Stone" online programming for language learning, and "Type to Learn" from Sunburst Digital will be used for keyboarding. Other software may be used to support or enhance student learning.

HOMEWORK PHILOSOPHY:**

Heritage Christian Academy will assign nightly reading, writing, and math facts practice, and in addition, may assign homework at any given time for the following reasons:

- Students often need extra practice in specific concepts, skills, or facts to achieve mastery. Therefore, after reasonable in-class time is spent on the material, the teacher will assign homework to allow for the necessary practice.
- Repeated, short periods of practice or study is often a better way to learn than one long period of study.
- Parental involvement is critical to a child's education. Homework can be used as an opportunity for parents to actively assist their child and keep informed about the current topics of study.
- As a classical Christian school, our pedagogy requires memorization, particularly for “grammar stage” students in K-6. This will often be reviewed in class, but it must be reinforced at home through repetition and practice.

HOMEWORK GUIDELINES:**

The necessity for doing homework will vary from grade-to-grade and even from student-to-student. Reading, writing, and math facts practice is assigned nightly to all students and will take approximately 30-40 minutes total. Homework should take students approximately one to one-and-a-half hours to complete each night, Tuesday through Friday including the nightly practices mentioned above. Please note that special projects and reports will require more time. If parents find that their child is not completing homework within this time-frame, they should contact their child’s teacher for dialogue and strategies that may help improve the situation. It will be the student’s responsibility to keep a written list of assigned homework in the school-provided planner (grades 5+). Parents are encouraged to sign the planner in recognition that they have seen their child’s completed, well-done assignments. The planner is also used for other communication among parent(s) and the child’s teacher(s). We encourage families to make homework part of the nightly routine by providing a quiet study area where all necessary supplies are easily accessible.

** Besides the reasons listed above, homework completion builds work ethic, academic stamina, and perseverance. If you do not support your child having nightly homework, please do not apply.

GRADING SCALE, AWARDS, and STUDENT PROMOTION

GRADING SCALE:

99% - 100% = A+

92% - 98% = A

90% - 91% = A-

88% - 89% = B+

82% - 87% = B

80% - 81% = B-

78% - 79% = C+

72 % - 77% = C

70% - 71% = C-

69% and below = Failing

If a student is receiving one or more grades below 70% during the grading period, a parent-teacher conference may be scheduled to initiate a remediation plan. If low grades continue to be a concern, and sufficient effort or progress is not being made, the student will be placed on “academic probation.” This may result in the termination of our educational agreement, and the student may be asked to leave HCA.

FACTS Access:

Heritage Christian Academy utilizes FACTS, student information software that helps parents and students track assignments and access grades.

AWARDS:

We strive to cultivate wisdom, virtue, and the love of learning in all our students. We acknowledge those who are excelling academically and those who are consistently exhibiting the “Fruits of the Spirit,” love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Recognitions:

Heritage Christian Academy will recognize students who have achieved “A” or “A/B” Honor Roll, “Perfect Attendance,” and students who consistently exhibit outstanding performance in conduct, behavior, and effort are eligible for the “Eagle Spirit” award.

End-of-the-Year Awards:

- **All “A” Honor Roll:** Students who have achieved all A’s on report cards throughout the year will be recognized (all A’s in every subject on each report card during the year).
- **All “A/B” Honor Roll:** Students who have achieved all A’s and B’s on report cards throughout the year will be recognized (all A’s and B’s in every subject on each report card during the year).
- **Perfect Attendance:** Students who have attained perfect attendance for the year will be recognized. These students have been present each and every school day and do not have any tardies or early releases the entire year.
- **“Eagle Spirit” Awards:** Students who have consistently exhibited strong Christian character throughout the school year will be recognized.

Final Report Card:

The final report card of the school year will be issued at the end of each school year. ***All tuition and fees must have been paid, and all textbooks, library books, and other school property must have been returned in good condition prior to the report card or transcript being released.***

PROMOTION:

A consistent set of standards will be applied to all entering and continuing students in determining grade promotions.

Definitions:

Promotion: A student will be advanced from the most recent grade to the next successive grade.

Retention: A student will be required to repeat the grade in which he was most-recently enrolled.

New Student: A student entering Heritage Christian Academy for the first time from a home school, another private school, or a public school will be considered a “new student.”

Current Student: This student has been enrolled in Heritage Christian Academy during the current school year.

Guidelines:

New Heritage Christian Academy Students:

New students must meet the following criteria to be accepted into the next successive grade level:

- Have documentation showing that they successfully completed the previous grade by a demonstrated proficiency of at least 70% or higher in all subjects. If the new student has taken any standardized tests, the student should have earned national scores of at least the 50th percentile or higher in math and language arts. If he or she has never taken any standardized tests, and there is any doubt as to his or her abilities, the results of the placement tests will be considered.

- All incoming students will be tested in math and language arts using the Heritage Christian Academy placement tests to compare new-student scores with their potential grade-level peers at Heritage Christian Academy.
- Recognizing that many public schools (and some home schools) do not use letter grades (A-F) or percentages to indicate academic proficiency in the elementary grades, a mark of "satisfactory" in all subjects on the student's transcript or report card will be acceptable.
- Students must exhibit appropriate levels of behavior and maturity, and parents must disclose any previous record of significant social, behavioral, or mental-health issues. If evidence of nondisclosure occurs after acceptance, the student could become subject to dismissal. Heritage Christian Academy is not able to serve students with *significant* social, behavioral, or mental-health issues.

The results of the placement tests will be considered along with a new student's report card and any previous standardized testing scores to determine the best grade level at Heritage Christian Academy for that student to enter. If the results are not satisfactory, the parents will be apprised of this and be encouraged to consider having their child retained at the previous grade. It should be noted that Heritage Christian Academy's program tends to be challenging with varying degrees of difficulty for students coming into the program. If a student has had academic difficulties in his or her previous program, the likelihood of compounding that difficulty would be great if he or she were to be promoted to the next grade.

Current Heritage Christian Academy Students:

Students currently enrolled in Heritage Christian Academy must pass all subjects at 70% or higher for promotion to the next grade level. If some, but not all grade requirements are met, additional input from staff members, parents, and, depending on the grade level, the student, will be sought to determine whether the student will be promoted.

PARENT INVOLVEMENT and CONFERENCES

***IN LOCO PARENTIS* (in place of the parents) POLICY:**

This policy applies to all staff members at Heritage Christian Academy who exercise authority of any kind over the students. This will ensure that parental authority over the education of their children is respected.

Guidelines:

- At all levels, Heritage Christian Academy staff members acknowledge that the school does not function above parental authority, but rather, functions with delegated authority (*In Loco Parentis*) from parents.
- The school's implementation of our mission is not intended to supplant the responsibility of parents before God for the nurture and education of their children.
- The school will seek to fulfill the obligations we have with regard to this policy and our mission primarily through careful admission procedures, faithfulness, and biblical discipline.

COMMUNICATION AMONG PARENTS and FACULTY:

Good communication among parents and faculty is essential. Teachers will communicate with parents regularly. Parents should communicate with teachers via email or by putting a note in their student's planner. Teachers are not generally accessible by phone during the day because they are teaching, however, parents may always leave a message in the office. We strive to respond within 24 hours.

Parent-Teacher Conferences:

The following guidelines can be applied to almost any scheduled conference, but are specifically intended for use during the planned conference days at the end of each grading period.

- Conferences are normally limited to 20-30 minutes. If more time will be needed, another conference should be scheduled when the teacher and parent will have adequate time.
- If at all possible, both parents should attend the conference.
- Only discuss your own child's progress.

Questions or Concerns:

It is our expectation that graciousness, respect, and a refusal to gossip should characterize the relationship among our staff members and parents. Questions or concerns will inevitably arise so it is important these be handled courteously and promptly. *To grumble or gossip about a problem or issue with a person other than the person involved is unhealthy, unfair, and unbiblical. Additionally, social media is not a good forum to voice these concerns.* Instead, please first request a private conference with the teacher with a spirit of reconciliation to seek the resolution. Both want what is good for the child and are not in an adversarial position.

***The principle underlying this procedure is clear:
Solve each complaint with the person(s) directly involved with an attitude
of cooperation and graciousness.***

Colossians 3:12-14 "Put on then, as God's chosen ones, holy and beloved, compassion, kindness, humility, meekness, and patience, bearing with one another, and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony."

PROTOCOLS and POLICIES

ARRIVAL and DISMISSAL:

Students should arrive no earlier than 7:30 a.m. ***Please do not leave your child(ren) outside of the school prior to 7:30 a.m. We do not have anyone to supervise his or her safety.*** To be considered "on-time," students must be ready for the opening prayer and the Pledge of Allegiance promptly at 7:45 a.m. For the safety of all children, students who are tardy will need to be escorted into the building by their parent or guardian and signed in at the office.

Dismissal is at 3:45 p.m., and children are expected to be picked-up no later than 3:55 p.m.

ON-CAMPUS VISITORS:

All on-campus visitors **must** report to the office and receive a pass before visiting any other part of the school campus. Items to be dropped off to students (lunches, jackets, etc.) must be brought to the office.

SCHOOL CLOSURES or EMERGENCIES:

Information regarding school closures due to inclement weather or emergency situations will be disseminated through email, text, or phone calls from staff members. You may be asked to participate in a campus "phone tree."

EXPECTATION of GOOD MANNERS:

We strive daily to teach our students how to be graceful and gracious in the company of others. This is an important part of our mission as a classical Christian school. The following list summarizes what we are trying to cultivate when it comes to manners and etiquette. We appreciate the efforts of parents to help nurture these manners at home as well.

- Be polite by saying, “Hello,” “Good morning,” and “Goodbye.”
- Use proper titles with last names or “Sir” and “Ma’am” when speaking to adults.
- Look people in the eyes when they speak to you, or you are speaking to them.
- Speak clearly in a respectful, quiet tone of voice.
- Be patient. Wait your turn.
- Sit up straight.
- Remember to apologize and ask for forgiveness if you accidentally hurt someone.
- Thoroughly wash and dry your hands when dirty, before and after eating, or after using the restroom.
- Turn your head away and cover your mouth and nose with the inside of your elbow when you cough or sneeze.
- Help others when help is needed.
- If you need to spit, please spit into the toilet ONLY.

Adapted from the book Protocol Matters by Sandra Boswell

CLASSROOM and WORK AREA EXPECTATIONS:

Students will:

- attend school regularly and be on-time for all classes,
- be polite and respectful in both words and actions at all times,
- follow all staff members’ instructions the **first** time they are given,
- be prepared for learning and responsible for all materials and personal actions,
- use “indoor voices,”
- raise a hand to be recognized to ask a question, share an idea, or for permission to leave their seats or the classroom,
- stay focused and on-task and use class time wisely,
- complete and submit all work neatly, on-time, and properly headed,
- show respect for all by not touching others’ belongings without permission, and
- make good choices regarding all classroom behaviors.

STUDENTS SHOULD NEVER BE IN A CLASSROOM WITHOUT AN ADULT PRESENT.

RESTROOM EXPECTATIONS:

Students will:

- use the restroom one person at a time only,
- wash and dry hands thoroughly,
- leave the restroom clean and tidy,
- proceed to their destinations as quickly as possible, and
- make good choices regarding all restroom behaviors.

WHEN OFF CAMPUS, at the City Park for instance, WAIT FOR A STAFF MEMBER TO ESCORT YOU TO THE RESTROOM.

LUNCHROOM EXPECTATIONS:

Students will:

- use indoor voices only,
- eat the lunch your parent packed for you (no trading, please),
- finish eating and wait quietly until dismissed,
- raise a hand for help or to ask for permission to leave the table,
- clean up all trash from the tables and floor, and
- make good choices regarding all lunchroom behaviors.

PLAYGROUND EXPECTATIONS (while at or away from school):

Students will:

- immediately follow all staff members' directions, and STOP when a whistle is blown,
- immediately report dangerous situations or objects to an adult,
- follow all expectations and use common sense to keep self and others safe,
- stay in assigned play areas only (no one should ever be in the lava rocks),
- be kind, encouraging, respectful, and helpful in words and actions,
- play honestly and fairly,
- include all who want to participate,
- exhibit good sportsmanship,
- resolve problems quickly and peacefully (seek an adult for help if needed),
- use personal and/or borrowed playground equipment properly and safely,
- be aware and respectful of other games in progress,
- play tag on the grass ONLY,
- do their best to keep equipment inside the fence,
- keep all objects OFF the building,
- stay OFF fences,
- WALK quickly to the line when recess is over, and
- make good choices regarding all playground behaviors.

STUDENTS SHOULD NEVER PARTICIPATE IN ROUGH PLAY OR CONTACT SPORTS, WRESTLE, TACKLE, FIGHT, JUMP FROM SWINGS OR OTHER EQUIPMENT, HANG UPSIDE DOWN FROM BARS, WALK ON SLIDES, OR THROW BALLS OR OTHER OBJECTS AGAINST BUILDINGS.

LIBRARY EXPECTATIONS:

Students will:

- whisper briefly or remain silent,
- treat books carefully,
- report any damage to books,
- return books on-time,
- replace or pay for books that are damaged or lost,
- not distract others while they are reading, and
- make good choices regarding all library behaviors.

DISCIPLINE POLICY:

Students are expected to abide by the expectations, rules, and policies of Heritage Christian Academy while school is in session, whether on or off campus (field trips or other school-sponsored events), and **any time** the student is on the grounds with or without the parents being present.

There are five basic behaviors that will automatically necessitate a disciplinary consequence. Those behaviors are:

- **disrespect** to peers or adults,
- **dishonesty** in any situation while at school or school-related event, including lying, cheating, and stealing,
- **rebellion**, i.e. outright disobedience in response to instructions,
- **fighting**, i.e. striking in anger with the intent to harm the other student(s), and
- **obscene, vulgar, or profane language** including taking the name of the Lord in vain.

The Director will determine the nature of the discipline. This may require such things as restitution, public or private apology, loss of privilege, or other appropriate consequence. If for any of the above or other reasons, a student receives discipline, the following accounting will be observed. **We reserve the right to alter this discipline matrix as necessary, and depending on the situation, accelerate the disciplinary steps.**

First Offense: A verbal warning and possible parent phone call requesting the parents' assistance and support in averting further problems will be sought. A summary of the offense and disposition will be placed in the student's file.

Second and Third Offenses: A parent phone call and/or conference, and depending on the circumstances, a one or two-day suspension may be imposed. A summary of the offense and disposition will be placed in the student's file.

Fourth Offense: Parent conference, and depending on the circumstances, the student may be expelled from the school. Heritage Christian Academy realizes that expelling a student from school is a very serious matter and should always be carefully considered on a case-by-case basis. Should a student be expelled from Heritage Christian Academy, the procedures within the Withdrawal Policy will be applied. A summary of the offense and disposition will be placed in the student's file.

Serious Misconduct:

Should a student commit an act with such serious consequences that the Director deems it necessary, the discipline matrix listed above may be bypassed and expulsion immediately imposed. Examples of such serious misconduct may include: threats of harm to others in the school or the school facility, bringing weapons (toys or real) of any kind, acts endangering the lives of other students or staff members, gross violence or vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands. Students may also be subject to school discipline for serious misconduct that occurs after school hours.

Re-admittance:

Should the expelled student desire to be readmitted to Heritage Christian Academy at a later date, the Director will make a decision based on the student's attitude and circumstances at the time of reapplication.

UNIFORM POLICY:

On the first and second infractions to the uniform policy, your student will come home with a uniform infraction slip for you to sign and return to the school. On the third infraction, your child will miss class until the necessary uniform item can be brought to the school and the infraction corrected. Any classwork missed during this time will receive a zero.

General School Clothing and Appearance:

- While in the building during school hours, only approved uniform garments will be worn.
- Wear uniform polo shirts Tuesdays, Wednesdays, and Thursdays. Shirts may or may not be tucked in. If either way becomes a distraction, a decision will be made by the Director as to how to remedy it.
- Spirit or solid-color, non-decorated sweatshirts may be worn over the polo shirt for warmth and comfort. Multi-colored sweatshirts or those with logos other than that of Heritage Christian Academy are strictly forbidden.
- No shirts are to be worn under the uniform shirt other than a white short-sleeved t-shirt or white, black, gray, royal blue, or red long-sleeved t-shirt.
- Closed-toed shoes must be worn at all times.
- Clothing or shoes with excessive wear (holes, bad stains, etc.) are not to be worn to school.
- Hair is expected to be neat, combed, and modest.

Boys' School Clothing and Appearance:

- Boys will wear tan, navy, or black dress pants or dress shorts.
- If wearing shorts, socks should be white with no stripes.
- All shorts must be hemmed to no less than three (3) inches below the fingertips when standing with straight arms.
- Boys' hair length is expected to be above the eyebrows and above the collar. No "Mohawk" haircuts or the like may be worn at school.
- Except for watches and a necklace or bracelet with a Christian logo or cross, boys are not to wear **any** jewelry (necklaces, rings, bracelets, earrings, etc.).
- Boys are not to have body decorations visible to others (tattoos, piercing, body painting, etc.).

Girls' School Clothing and Appearance:

- Girls will wear tan, navy, or black dress pants or dress shorts, or red and white, blue and white, or red, white, and blue plaid, or solid-color (same as dress pants) skirts or jumpers with shorts underneath, or skorts of the same color(s) or color combinations.
- Shorts are to be worn underneath skirts. During the cold months, black or navy tights or leggings may be worn underneath skirts and shorts. No knee socks may be worn.
- If wearing shorts or skirts without leggings, socks should be white with no stripes.
- Shorts, skirts, or skorts must be hemmed to no less than three (3) inches below the fingertips when standing with straight arms.
- Hair ribbons or bows are to be Heritage Christian Academy colors (red, white, or blue). Hair dye, except for natural colors, and/or extensions (beads/feathers, etc.) are not allowed.
- Jewelry of any kind is expected to be modest and reflective of Christian values. It should not be designed to draw excessive attention. Piercing other than one set of small stud earrings is not allowed. No hoops or dangling earrings are allowed as these can create a safety issue.
- Other than having neutrally-painted fingernails, girls should not have any body decorations visible to others (tattoos, body painting, etc.). Neutral is defined as clear or light pink. If in doubt, do without.

DRESS CODE for CHRISTIAN, PATRIOTIC, MILITARY, and SPIRIT DAYS:

Fridays are designated as “Christian, Patriotic, Military, and Spirit” days, and students may wear:

- shirts or sweatshirts that are Christian, patriotic, represent their favorite military branch, or students may wear our Heritage Christian Academy Eagle Spirit shirt or sweatshirt,
- black or blue jeans or shorts. (Shorts must be no less than three (3) inches below the fingertips when standing with straight arms. No athletic or running shorts are allowed.), and
- only closed-toe shoes.

TECHNOLOGY POLICY:

The ability to create and utilize new technologies is a distinctive characteristic of man, the image-bearer of the Creator, God. As His creatures, it is our privilege and responsibility to be good stewards of such technologies. This includes recognizing how they can help us in our further exercise of a godly dominion on the earth, as well as anticipating additional consequences of their use and responding to unintended effects. We want to ensure that these technologies are serving us rather than the reverse and that our use of them enables us to better achieve our larger goals rather than undermining them. The following guidelines regarding student use of technology are intended to promote and protect these goals.

Electronic Devices:

Students are not permitted to bring electronic devices to school, excluding cell phones for after-school use only. This includes Smart Watches, iPods, laptops, video games, Kindles, Nooks, portable DVD players, cameras, etc. Such devices tend to be disruptive to the learning environment, and consequently, are not allowed. Additionally, electronic devices are at risk of being broken or lost. Bringing such electronic devices on campus will result in their confiscation and will be returned only to a parent.

Student Use of Cell Phones:

BECAUSE OF THEIR DISRUPTIVE NATURE, CELL PHONES MUST BE OFF AND IN STUDENT BACKPACKS DURING THE ENTIRE SCHOOL DAY (7:45 A.M. – 3:45 P.M.) BEGINNING UPON ARRIVAL ON CAMPUS. If a staff member hears or sees a cell phone during the school day, it will be confiscated and returned to a parent only. This applies to the first and second offenses. A third offense will result in one day of suspension, and a mandatory meeting with parents will be held to devise a plan to eliminate the problem from recurring.

If a student needs to call his or her parent(s) during the school day, they may ask for permission to use the phone in the school office. This request may or may not be granted depending on the circumstance.

Computer and Internet Use:

Use of school computers and the internet is a privilege and will be under the direct and immediate supervision of a staff member. Any student who chooses to ignore the guidelines below will lose computer and/or internet privileges for a time specified and commensurate with the offense(s).

Students will **NOT** be allowed to use the computers or their internet privileges for:

- gaming,
- instant messaging, chatting, or using any social media site,
- accessing, viewing, transmitting, or copying information from files for which the student is not authorized,
- disclosing personal or private information about themselves or others, or
- plagiarizing or otherwise improperly using copyrighted or licensed material.

***STUDENTS WILL USE THE COMPUTERS AND THE INTERNET FOR
EDUCATIONAL PURPOSES ONLY. KEEP YOUR COMPUTER AND INTERNET
PRIVILEGES BY FOLLOWING THE RULES.***

EXCEPTIONAL NEEDS POLICY:

Definitions:

Severe Disability/Exceptionality*:** Any condition in a student which would require a separate classroom, program, or staff member in order to provide the required educational services of Heritage Christian Academy.

Mild Disability/Exceptionality*:** Any condition in a student which does not require a separate classroom, program, or staff member in order to provide the required educational services of Heritage Christian Academy.

Guidelines:

- Children with a severe disability/exceptionality will not knowingly be admitted to Heritage Christian Academy due to the lack of adequate personnel, credentialing, funding, and facilities. If it becomes apparent that a child has a severe disability/exceptionality, the parents will need to withdraw the student in order to obtain proper assistance for him or her. A prorated tuition reimbursement will be granted.
- Children with a mild disability/exceptionality will be required to achieve 70% accuracy on submitted assignments and assessments.
- Children with a mild disability/exceptionality will be given as much individual instruction and encouragement as their classmates.
- Accommodations for children with a mild disability/exceptionality may be made on a case-by-case basis as approved by the Director in the following manner:
 - Such accommodations shall not cause disruption in the classroom and may not detract from the learning environment of the other students.
 - Such accommodations shall not necessitate appreciable time commitments from the teacher(s) outside of what is normally needed for students without mild disability/exceptionality.
 - The child with mild disability/exceptionality must be able to satisfactorily complete the work required by the curriculum within the reasonable time allowed.
 - Such accommodations shall not work to manifest a compromise of academic standards for the students as a whole.
 - All requests for accommodations must be made, in writing, by the parents or guardian of the child with mild disability/exceptionality to the Director.
 - It is within the discretion of the Director, taking into account these factors and any other special circumstances, whether or not to implement accommodations.
- If, after implementing these accommodations, the Director determines that it is not in the best interest of the school and/or the child to continue, the Director may, at her discretion, discontinue the same, and if needed, will ask the parents to withdraw the student in order to obtain proper assistance for him or her. A prorated tuition reimbursement will be granted.

***May include, but is not limited to: Learning Disabilities, Mental Retardation, Autism, Emotional or Behavioral Disabilities, Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder, Gifted, or

Physical Disabilities. For the purpose of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine disability or exceptionality.

STUDENT HEALTH RECORDS:

All students attending Heritage Christian Academy must have on-record with the school office either a current immunization record or an exemption statement according to Idaho Code prior to the first day of school.

HEALTH POLICY:

We realize you do not want your child to miss school, but sending a sick child to school can jeopardize their health as well as the health of others at the school.

When should your child stay home from school? Please follow these guidelines.

- Fever (oral temperature of 100°F or greater) is an important symptom. Children must be fever-, vomit-, and diarrhea-free WITHOUT MEDICATIONS for a full 24 hours before returning to school.
- If your child has an unidentified rash, please take him or her to a doctor before returning to school.
- Strep throat and scarlet fever are two highly contagious conditions caused by a bacterial infection. A sore throat and a high fever usually accompany these illnesses. Twelve to 48 hours after the onset of scarlet fever, a rash will appear. A child with either strep throat or symptoms of scarlet fever should be kept home and treated with antibiotics. After 24 hours on antibiotics and with a doctor's permission, the child may return to school.
- Conjunctivitis or pink eye is highly contagious, so take notice if your child complains of stinging, burning, or itching eyes, or if the eyes are red or pink-looking or produce whitish or yellow discharge. Minor cases (caused by a virus) and severe cases (caused by bacteria) require treatment with prescription eye drops. If you notice these symptoms, please do not send your child to school. There must be a full 24 hours of medication with no evidence of discharge from the eye to be considered non-contagious allowing the child to return to school.
- Lice are tiny parasites that thrive on the warm, damp scalps of humans. Lice, once brought into a school, can quickly cause an epidemic of itching and scratching. Children are to stay home from school until they are lice and nit-free.

If your child is absent due to an illness that has been treated by a doctor, please send a doctor's excuse stating that your child is cleared to return to school. If your child shows symptoms that the doctor says are not contagious and do not require medical treatment, a note from the doctor stating such must accompany the child to school. We reserve the right to require such a note if we feel a child may be contagious and needs to be checked by a doctor.

MEDICATION POLICY:

Heritage Christian Academy will only dispense prescription or non-prescription medication to children during the school day with a doctor's note that includes exact administration instructions. **If we do not have these doctor's instructions, we will not dispense the medication.** We will, however, contact a parent who may come to school and give the medication to his or her child if a medical condition arises during the day. Prescription permission forms are available in the school office and must be completed and signed by a physician. If your child is required by a doctor to carry an inhaler or EpiPen, please include that information on the permission form. All prescription and OTC medications must be in their original packaging.

ESSENTIAL OILS POLICY:

This protocol has been put in place to protect the health and safety of all who attend or work at Heritage Christian Academy. Essential oils are currently very popular, however they can have varying degrees of effectiveness and can even bring on adverse reactions for some including asthma attacks and other allergic reactions.

In order to maintain comfort and safety in our environment for all, the following policy is in place.

- Students and staff may come to school having used essential oils as long as the body part on which they have been placed is completely covered by clothing to lessen the effects on others.
- If an additional application is necessary, a parent may come to school to administer the application. Once again, the application must be in an area that is completely covered by clothing.
- Essential oil diffusers may not be used during the school day.
- Should any student or staff member have an adverse effect due to the use of essential oils by others, the parent of that child will be immediately notified and asked to refrain from using the “offending” essential oil(s) on their child while in school. If the parent refuses to refrain, the child will no longer be able to attend Heritage Christian Academy.

LUNCHES and SNACKS:

Students should bring simple and healthy snacks and lunches to school. Please do not pack sugary foods like sodas, candy, etc. Children should eat what you have packed for them, therefore trading and sharing are not allowed. **If food allergies are present, the Director will communicate this to all parents.** Refrigerators and microwaves are not available for student use, so please provide lunches that will not require refrigeration or additional preparation.

WATER BOTTLES:

Water bottles are allowed and encouraged so children stay properly hydrated. Bottles must be transparent, but they may not be glass. Bottles with spill-proof caps are recommended and appreciated.

CHEWING GUM:

Research has shown that children learn better and retain more when chewing **mint-flavored gum**. Being allowed to chew gum is a privilege and will be allowed in the classrooms unless it becomes a discipline issue. Gum is never allowed on the playground or during P.E. Proper disposal of gum (wrapped in the original wrapper and placed in the trash can) is required.