



2009-2010  
High School Handbook

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Kingdom Education:

The life-long, Bible-based, Christ-centered process of leading students to Christ, building students up in Christ, and equipping students to serve Christ.

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## **HPCA Leadership**

Headmaster  
Elementary School Principal  
Middle School Principal  
High School Principal

Mr. Richard Hardee  
Mrs. Rita Haire  
Mr. Scott Prohaska  
Mr. Mike Cliff

## **Department Directors**

Athletic Director  
Technology Director  
Fine Arts Director  
Guidance Director  
Development Director  
Preschool Director

Mr. Corey Gesell  
Mr. Jeff Maness  
Mr. Ron Padgett  
Mrs. Yuvonda Hendricks  
Mrs. Robin Moseley  
Mrs. Jeanne Oweiss

## **Office Personnel**

Administrative Assistant  
Bookkeeper  
K-8 Administrative Assistant  
K-8 Administrative Assistant  
High School Administrative Assistant  
K-8 Receptionist  
High School Receptionist

Mrs. Christina Bradley  
Mrs. Angie Fary  
Mrs. Lisa Gesell  
Mrs. Traci Hardee  
Mrs. Carlene Merriam  
Mrs. Danita Morris  
Mrs. Sally Nance

## **School Board**

Dr. Joel Gentry  
Mr. Brad Dula  
Dr. David Phipps

Dr. Steve Davis  
Mrs. Carol Harding

Mrs. Helen Jackson  
Dr. Bobby Little

## **Elementary**

Kindergarten: Mrs. Anne Cashwell      Mrs. Paula Segers      Mrs. Crystal Newell  
*Assistants: Mrs. B.J. Hight      Mrs. Teresa Weaver      Mrs. Susan Vickers*

First Grade: Mr. Kirk Oakley      Ms. Hollie Griffith  
*Assistants: Mrs. Debbie Ivery      Mrs. Karen Severs*

Second Grade: Mrs. Sue Ashby      Mrs. Joy Barrett      Mrs. Lynn Shores  
*Assistant: Mrs. Becky Isaac*

Third Grade: Mrs. Debbie Peel      Mrs. Joy Witcher  
*Assistant: Mrs. Sherrie White*

Fourth Grade: Mr. Justin Bingham      Mrs. Lisa Spillman  
*Assistant: Mrs. Sherrie White*

Fifth Grade: Mrs. Sandy Fowler      Mrs. Carole Harrington      Mrs. Deborah Key  
*Assistant: Mrs. Becky Isaac*

## **Middle School**

### **Sixth Grade**

Mr. Michael Seamon, Math/Science  
Mrs. Donna Reynolds, Bible/Social Studies  
Mrs. Patricia Robinson, Language Arts

### **Seventh and Eighth Grade**

Mrs. Cynthia Ellas, Mathematics  
Mrs. Cindy McManus, Social Studies  
Mrs. Madeline Pack, Language Arts

Mr. Todd Farlow, Science  
Mrs. Vicki Cohen, Language Arts  
Mr. David Spencer, Bible

## **High School**

Mrs. Mary Bryant – Science  
Mrs. Melanie Carroll – Math/Science  
Mrs. Karen Jackson – Science  
Mr. Steve Lechner – Social Studies  
Mrs. Angela Norris – Resource  
Mrs. Rebecca Ortiz – Spanish  
Mr. Joel Smith – Social Studies

Mr. Don Capps – Bible  
Mrs. Kimberly Holland – English  
Mrs. Tonya Koukola – Math  
Mr. Shawn Mehegan – PE/Science  
Mr. Andy Oats – Math  
Mrs. Heather Scheerer – English  
Ms. Carolyn Warner – English

## **Special/Elective**

Mrs. Orfelinda Clark – Spanish  
Mr. Brandon Clifford – Physical Education  
Mrs. Melanye Crayton – Middle/High School Chorus and High School Bible  
Mrs. Carol Sue Eger – Physical Education  
Mrs. Candy Guy – Elementary/Middle School Media  
Mrs. Abby Lewallen – Elementary/Middle School Art  
Mrs. Belinda Self – High School Cooking  
Mrs. Amy Smith – Middle/High School Art  
Mrs. Angela Smith – High School Computer  
Mrs. Kristain Starr – Elementary/Middle School Music  
Mrs. Renee Strag – Elementary/Middle School Computer  
Mrs. Candace Wall – High School Media

## **Resource (K-8)**

Mrs. Molly Huneycutt – Director  
Mrs. Heather Mann – Resource  
Mrs. Pat Wheeler – Resource

## **Lunchroom**

Mrs. Meredith Welborn - Coordinator  
Mrs. Nadine Penland – High School





## **Afterschool**

Mrs. Debbie Fox - Director

# High Point Christian Academy

## 2009-2010 School Calendar

2009 JULY							2010 JANUARY								
S	M	T	W	Th	F	S	6-7 Teacher Workdays - Optional	S	M	T	W	Th	F	S	
			1	2	3	4	10-17 Teacher Orientation						<b>H</b>	2	
5	6	7	8	9	10	11	13 Open House - Grades K to 12	3	4	5	6	7	8	9	
12	13	14	15	16	17	18	18 First Day of School	10	11	12	13	14	15	16	
19	20	21	22	23	24	25		17	<b>H</b>	19	20	21	22	23	
26	27	28	29	30	31			24	25	26	27	28	29	30	
								31							
AUGUST							FEBRUARY								
S	M	T	W	Th	F	S	15 Early Dismissal**	S	M	T	W	Th	F	S	
						1	Last Day of 1st Quarter 42 Days								
2	3	4	5	6	7	8	16 No School Teacher Work Day**			1	2	3	4	5	6
9	10	11	12	13	14	15	29-30 Early Dismissal**	7	8	9	10	11	12	13	
16	17	18	19	20	21	22	Parent/Teacher Conferences	14	<b>H</b>	16	17	18	19	20	
23	24	25	26	27	28	29		21	22	23	24	25	26	27	
30	31							28							
SEPTEMBER							MARCH								
S	M	T	W	Th	F	S	12-13 No School - ACSI Convention**	S	M	T	W	Th	F	S	
			1	2	3	4	5	25 Early Dismissal**							
6	<b>H</b>	8	9	10	11	12	26-27 No School - Thanksgiving	7	8	9	10	<b>ED</b>	<b>WD</b>	13	
13	14	15	16	17	18	19		14	15	16	17	18	19	20	
20	21	22	23	24	25	26		21	22	23	24	25	26	27	
27	28	29	30					28	29	30	31				
OCTOBER							APRIL								
S	M	T	W	Th	F	S	15-18 High School Exams	S	M	T	W	Th	F	S	
					1	2	3	18 Early Dismissal**							
4	5	6	7	8	9	10	Last Day of 2nd Quarter 41 Days	7	8	9	10	<b>ED</b>	<b>WD</b>	13	
11	12	13	14	<b>ED</b>	<b>WD</b>	17	21-31 No School - Christmas Break	14	15	16	17	18	19	20	
18	19	20	21	22	23	24		21	22	23	24	25	26	27	
25	26	27	28	<b>ED</b>	<b>ED</b>	31		28	29	30	31				
NOVEMBER							MAY								
S	M	T	W	Th	F	S	11 Early Dismissal**	S	M	T	W	Th	F	S	
							Last Day of 3rd Quarter 47 Days								
1	2	3	4	5	6	7	12 No School - Teacher Work Day**	2	3	4	5	6	7	8	
8	9	10	11	<b>WD</b>	<b>WD</b>	14		9	10	11	12	13	14	15	
15	16	17	18	19	20	21		16	17	18	19	20	21	22	
22	23	24	<b>ED</b>	<b>H</b>	<b>H</b>	28		23	24	25	26	<b>ED</b>	<b>WD</b>	29	
29	30							30	31						
DECEMBER							JUNE								
S	M	T	W	Th	F	S	3-7 Stanford Testing (K-8)	S	M	T	W	Th	F	S	
			1	2	3	4	5	21 Graduation							
6	7	8	9	10	11	12	24-27 High School Exams	6	7	8	9	10	11	12	
13	14	15	16	17	<b>ED</b>	19	27 Early Dismissal**	13	14	15	16	17	18	19	
20	<b>H</b>	<b>H</b>	<b>H</b>	<b>H</b>	<b>H</b>	26	Last Day of 4th Quarter 48 Days	20	21	22	23	24	25	26	
27	<b>H</b>	<b>H</b>	<b>H</b>	<b>H</b>			28 No School - Teacher Work Day	27	28	29	30				

Legend	
	School Day
	<b>H</b> No School - Holiday
	<b>ED</b> Early Dismissal Day
	<b>WD</b> No School-Teacher Work Day

\*\*Child care and after-school care provided for K-6

**Mission**

High Point Christian Academy is committed to Christ-centered, quality education, and academic excellence in partnership with family and church within a loving, caring atmosphere.

**Vision**

High Point Christian Academy students will acquire wisdom, knowledge, and a biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship, and worship.

Specifically, young men and women, products of Christian schooling, will mature to loving God with all their heart, mind, and soul (Matthew 22:37); growing in wisdom and stature (Luke 2:52); being willing to stand apart from the world as salt and light (Matthew 5:13-14); and giving sacrificially of themselves and their resources, reflecting the essence and love of Christ who lives and dwells within them (Romans 12:1).

**Objectives**

We join with parents in pursuing the achievement of these objectives:

**Spiritually** our students will:

1. profess faith in Christ as Savior.
2. grow spiritually, evidencing the fruit of the Spirit in attitudes.
3. seek to know and obey God's will for them.
4. know God's Word and apply it properly.

**Academically** our students will:

1. adopt a Christian worldview through a biblically integrated curriculum.
2. be culturally literate and well-read, knowing what they believe and why.
3. desire to become life-long learners.
4. be well prepared for college and/or career training.

**Socially** our students will:

1. relate well to others, modeling the fruit of the Spirit.
2. accept responsibilities of citizenship and opportunities of service willingly.
3. be responsible for their actions and behavior
4. honor God's design for personal relationships.

**Physically** our students will:

1. develop and enhance their physical abilities
2. establish healthy habits.
3. display modesty in appearance
4. display proper sportsmanship.

## **Core Values**

### **Kingdom Education**

High Point Christian Academy was established by Green Street Baptist Church as an outgrowth of its ministry for the purpose of:

1. leading a student to Christ.
2. building a student up in Christ.
3. equipping a student to serve Christ.

### **Dependence upon God**

High Point Christian Academy will be faithful to Christ by prayerfully:

1. seeking God's will and direction in all matters of the academy.
2. following His leading, regardless of circumstance and consequence.
3. trusting Him to supply all our needs in the development and operation of the academy.

### **Biblically-Integrated Curriculum**

High Point Christian Academy recognizes God as the Source of Truth and will acknowledge God in the academic program by daily:

1. integrating biblical truth into every area of the curriculum.
2. using curriculum and teaching that will uphold the traditional family, the dignity of life, the biblically ordained institutions of marriage, family, church and government.
3. using curriculum and teaching that will unite science and faith.
4. using curriculum and teaching that reinforces the principle of work ethics.
5. using curriculum and teaching that is biblically and developmentally appropriate.

### **Quality Personnel**

High Point Christian Academy places emphasis on the Christian character and professional qualifications of our personnel. Therefore we accomplish this by:

1. hiring capable, properly degreed, certified teachers of notable Christian testimony and maturity who will be role models, teaching with the love of Christ in all things.
2. maintaining an equitable, regionally-comparable salary scale and employee benefits.
3. requiring ongoing professional development.

### **Partnering with Parents**

High Point Christian Academy recognizes that the education of children and youth is the primary responsibility of parents. Therefore, we will assist parents by:

1. developing, improving and expanding the academy's programs and services.
2. strengthening the home-school relationship via regular communication and sound academy policy.

## **Philosophy of Education**

High Point Christian Academy has developed these statements of belief to direct our policies and the administration of these policies.

### **The Purpose of Education**

The purpose of education is to know God and respond to His Word (Proverbs 1:7). When students are rightly related to God through a personal faith in the Lord Jesus Christ as Savior and as they learn His Word, they can view the world from a biblical perspective and apply biblical truth to all areas of learning and life.

### **The Content of Education**

The God of the Bible is the Source of Truth (John 14:6). In addition to academic knowledge and skills, education is concerned with the spiritual development of students. Instruction in biblical morality and the diligent pursuit of a Christ-like character must be part of a complete education.

### **The Process of Education**

Education is accomplished through a professionally competent Christian teacher using instructional methods that are appropriate for the content and developmental level of the student. A variety of methods may be used to teach the content and enable students to think critically. (Deuteronomy 6:6-9, Proverbs 22:6).

### **The Responsibility of Education**

The education of children and youth is the primary responsibility of parents (Deuteronomy 6:6-7). Teachers partner with families by providing academic instruction and by serving as Christian role models.

### **The Nature of the Student**

Students are physical and spiritual beings created by God in His image (Genesis 1:27, 2:7) and are of great worth in His eyes. They are sinners who need to profess faith in the Lord Jesus Christ as their personal Savior. Each student is unique with a preferred learning style, and each is endowed by God with varying levels of academic, physical and creative abilities.

## **Statement of Faith**

We believe the Bible to be divinely inspired and the only infallible and authoritative Word of God.

We believe that there is one God eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death by His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal visible return in power and glory.

We believe in the total depravity of all mankind.

We believe in the necessity of regeneration through faith alone in the Lord Jesus Christ.

We believe all true believers endure to the end by the power of God even though they may fall into sin.

We believe in the resurrection of both the saved and the lost – the saved to eternal life, the lost to eternal damnation.

We believe in the local church that is made up of believers who God will use to carry out the Great Commission.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit by indwelling a Christian to enable him to live a godly life.

Since we are a Southern Baptist established school, all doctrinal matters must conform to the “Baptist Faith and Message” of The Southern Baptist Convention.

### **Biblical Principles On The Education Of Children and Youth**

The education of children and youth is the primary responsibility of parents.

*Deuteronomy 6:4-9; 11:18-21; Psalms 78:1-7; Psalms 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4*

The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth till maturity. *Deuteronomy 6:7; 11:19; Proverbs 22:6*

The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation. *Psalms 78:6-7; Matthew 28:19-20.*

The education of children and youth must be based on God’s Word as absolute truth. *Matthew 24:35; Psalms 119*

The education of children and youth must hold Christ as preeminent in all of life. *Colossians 2:3, 6-10*

The education of children and youth must not hinder the spiritual and moral development of the next generation. *Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17*

The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. *Exodus 18:21; I Samuel 1:27-28; 3:1-10*

The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person’s teachers. *Luke 6:40*

The education of children and youth must have a view of the future that includes the eternal perspective. *Colossians 3:1-2; Matthew 6:19-20; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24*

**HPCA as Ministry**

High Point Christian Academy (HPCA) is operated as an educational institution for the benefit of the families in our community. HPCA is an academy in which God's guidance and direction is continually sought. The academy is a ministry in leading children/youth to a saving faith in Christ and development of Christian character. We promote high academic standards, good study habits and strive to help our students achieve skills in creative and critical thinking. The academy promotes honor of the body as the temple of God, teaches good health habits and bodily fitness. We pledge to teach the Bible as God's inerrant Word and will give our students opportunities to experience a personal saving relationship with Christ as their Lord and Savior. Basic doctrines of the Christian faith will be taught and we will encourage each student to apply these principles for daily Christian living. We will help develop the whole personality based on a proper understanding and acceptance of himself and on the full development of his capabilities in Christ. We will encourage the wise use of time as God's stewards. The academy will foster attitudes and values needed to establish God-honoring relationships and teach the use of material things for the glory of God.

**Non-discrimination Policy**

High Point Christian Academy does not discriminate on the basis of sex, race, color, national or ethnic origin in its admissions, financial aid, educational or any school administered policies or programs.

**Communication is Important**

Our ministry requires that there be close communication between the home and the academy. If HPCA is to be an extension of the home, there must be communication between the two concerning educational objectives, methods of achieving those objectives, obligations of each party, and the need for unity and harmony between home and school.

Therefore, when parents and students do seek admission to HPCA, it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission.

Because of the importance of harmony and open communication between the home and the academy, parents are expected to bring problems or areas of confusion or misunderstanding to the attention of HPCA personnel immediately and privately.

**Parental Involvement is Key**

In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the HPCA program. As in any activity children/youth undertake, the interest and involvement of parents has a tremendous positive influence on their performance. Parents are asked to attend regularly scheduled "Parent/Teacher Fellowship" meetings. It is necessary for each family to be represented at these informative and important gatherings. Opportunity also exists for parents to involve themselves in classroom activities, chaperons for field trips, helpers during the holidays, and with other special events.

**Admission is a Privilege**

It is important to understand that because attendance at HPCA is a privilege and not a right, this privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the institution. HPCA may at any time request the withdrawal of a student who, in the opinion of HPCA, is not in harmony with the spirit of the institution.

**Entrance Specifics**

Students seeking enrollment at HPCA may be required to take an entrance test for the purpose of proper grade placement. The administration may accept recent standardized test scores from another school or psychologist if available. It will generally be necessary for a child/youth to score on or above the grade level being requested. Dates and times will be announced for those students who need to take the entrance test.

Students applying for all programs in the academy must have attained the appropriate age for the program on or before October 16. Students entering kindergarten or first grade must have had appropriate birthdays on or before October 16. For example, a student seeking admission to first grade must have had his/her sixth birthday on or before October 16 of the year admitted. Exceptions are considered only where a child has already successfully completed the grade in which he otherwise would be entering and if his/her test scores, maturity level, and other factors (such as teacher recommendation) clearly indicate the need for an extremely rare exception.

HPCA does not allow students to skip grades. The assignment of students to classes or teachers is the sole responsibility of the administration of HPCA. Students may not transfer from one class to another class because of preference for a particular teacher or classmate.

**Health Certificate**

A record of immunization is due by September 1 for all new students.

TUITION AND FINANCIAL INFORMATION  
**2009-2010 School Year**

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**APPLICATION PROCESSING FEE: \$40.00 PER STUDENT** (Non-refundable)

The Application Processing Fee is required at the time of application to HPCA. This fee covers the costs associated with the application process.

**REGISTRATION FEE: \$125.00 for K-12<sup>th</sup> Grade PER STUDENT** (Non-refundable)

The Registration Fee is non-refundable and is due at the time of acceptance/re-registration.

**NEW STUDENT DEPOSIT: \$275.00 PER STUDENT** (Non-refundable)

The deposit will be applied toward the yearly tuition. This deposit is in addition to the registration fee.

**TUITION ASSISTANCE:** Tuition Assistance Awards are based on the family's demonstrated need as determined by FFNA. FFNA is a third-party agency that makes financial needs assessments for schools. FFNA uses information supplied by the applicant to assess financial information. Applications can be made online at [www.ffna1.com](http://www.ffna1.com) or by picking up an application at the HPCA Business Office. Each award is made in the form of a discount on tuition and is for one year only, based on availability of Tuition Assistance funds. The deadline for initial awards is March 15, 2009 (for the 2009-10 school year) and March 15, 2010 (for the 2010-11 school year). Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining. **New students must be accepted by HPCA prior to Tuition Assistance being requested.**

**WITHDRAWAL FEE: \$500.00 PER STUDENT** - Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of students creates an opening, which HPCA may not be able to fill with a viable candidate. Students who withdraw anytime between July 1, 2009 and May 31, 2010 will be assessed a \$500.00 Withdrawal Fee. In addition, the full month's tuition is due for any month in which the students attends school one day. All fees are due in full and are non-refundable. Refunds are for tuition only, and will be made on accounts that are paid beyond the current month. Official transcripts, report cards, and records cannot be released or sent to other schools with an outstanding balance remaining at HPCA.

**TUITION REFUNDS:** There will be no refund for absences from school. Exceptions will only be made in the case of hospitalization of your child with a serious illness. A doctor's note is required.

**SUSPENSION FOR NON-PAYMENT:** Students will not be allowed to attend class when their accounts become 60 days delinquent. Students are subject to dismissal if their account is not brought current within one week of their suspension. Students will be suspended only once during a school year for a delinquent account. A subsequent suspension for non-payment may result in the student's dismissal from HPCA.

**RETURNED CHECK FEE:** A fee of \$35.00 will be charged for all returned checks.

**AFTERSCHOOL REGISTRATION FEE:** \$20.00 **PER STUDENT** (Non-refundable)

**AFTERSCHOOL CARE:** If your students attends afterschool and you pay a monthly rate then you may pay monthly by a bank draft (the 5th of each month) through the school or monthly through your FACTS account. **HPCA will send out monthly billing statements to students who use afterschool on a daily basis. The payment is due upon receipt of the statement. Payments are to be brought or mailed to the school office.** The first payment is due September 2009 and the final payment is due May 2010. Our afterschool hours are from 2:15 to 6:00pm for K – 6<sup>th</sup> grade. Families will be charged \$1.00 for every minute a child remains in afterschool care after 6:00pm.

**AFTERSCHOOL TUITION RATES:**

**Monthly:**

3:00 – 4:00 \$85.00 per month

3:00 – 6:00 \$145.00 per month

**Daily:**

3:00 – 4:00 \$10.00 per day

3:00 – 6:00 \$15.00 per day

**LUNCH:**

The lunch orders will be placed online using the Orgs Online website. The academy will suspend all lunch accounts that are not paid on a timely basis.

## TUITION PAYMENT PLANS

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### FULL PAYMENT PLAN

Tuition may be paid in full by June 1, 2009:

K - \$5,780.00

1-5 - \$6,220.00

6-8 - \$6,625.00

9-12 - \$7,140.00

### MONTHLY PAYMENT PLAN (drafted by FACTS)

If you choose to pay monthly, FACTS Tuition Management Service must draft all payments. Information and sign-up for FACTS is located on the HPCA website. [www.hpcacougars.org](http://www.hpcacougars.org) You may choose either a 10-month payment plan or a 12-month payment plan. You may also choose the draft of either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. All tuition payments will start in June of each year. On the 10 month plan the payments will be June – March. On the 12 month plan the payments will be June – May. The annual fee for this service is \$38.00 PER FAMILY (this amount will be drafted by FACTS).

**A-Day / B-Day Schedule**

Each grade of high school students rotates through a weekly schedule of classes during one of four daily class periods. Students have four classes one day and four different classes on the next day. In this A-Day / B-Day rotation, these students have all core and elective classes.

**Academic Probation**

Following any quarter a student is failing a required course or any semester in which a student’s GPA (for the semester) is below 2.00 (77%), he/she may be placed on academic probation for the following quarter or semester. Grades must show improvement for the student to remain in the academy. HPCA may deny re-enrollment in a subsequent school year if a student’s cumulative GPA is below 2.0 (77%).

**AP and Honors Classes**

Advanced Placement (AP) and Honors classes involve a more rigorous curriculum. Teachers have high academic expectations of students enrolled in these classes. (AP) classes offer juniors and seniors the opportunity to earn college credits while still in high school. These courses are taught and evaluated using a college scale. Near the end of the school year, the College Board exam will be taken by AP students. If a student scores well on the exam, his/her chosen college will issue credit for the course.

Students must demonstrate the academic ability necessary and have the teacher’s approval to enroll in AP and Honors classes.

**Bell Schedules**

REGULAR Schedule

8:00 – 8:08	Homeroom
8:13 – 9:43	1 <sup>st</sup> Period
9:48 – 11:18	2 <sup>nd</sup> Period
11:23 – 1:23	3 <sup>rd</sup> Period & Lunch
1:28 – 2:58	4 <sup>th</sup> Period

EARLY DISMISSAL Schedule

8:00 – 8:07	Homeroom
8:11 – 9:08	1 <sup>st</sup> Period
9:13 – 10:10	2 <sup>nd</sup> Period
10:15 – 11:12	3 <sup>rd</sup> Period
11:17 – 12:15	4 <sup>th</sup> Period

CHAPEL Schedule

8:00 – 8:08	Homeroom
8:15 – 9:00	Chapel
9:05 – 10:10	1 <sup>st</sup> Period
10:15 – 11:18	2 <sup>nd</sup> Period
11:23 – 1:23	3 <sup>rd</sup> Period and Lunch
1:28 – 2:58	4 <sup>th</sup> Period

EARLY DISMISSAL EXAM Schedule

8:00 – 8:07	Homeroom
8:15 – 9:45	Exam Period
9:45 – 10:00	Break
10:00 – 11:30	Exam Period

**Chapel**

Chapel attendance is required of all students because spiritual growth and worship are a vital part of the academy’s philosophy and purpose.

## **Class Schedule Requirements**

If the school's master class schedule allows it, seniors must take at least six classes in their senior year. All other high school students must take at least seven classes each year.

## **Computers and Laboratory**

Computers and laboratory equipment are never to be moved by students from their respective rooms. Students must always get permission before using this equipment other than during their regular class time. Students should not alter the settings on school computers without permission.

## **Computers: Internet Policy**

The Internet provides great educational benefits. Yet some Internet-accessible material may contain items that are illegal, defamatory, or potentially offensive. Internet access is given as a privilege to students who agree to act in a considerate and responsible manner. We require that learners and parents accept the following rules for acceptable on-line behavior.

1. Learners are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are **not** permitted:
  - a. Sending or displaying offensive messages or pictures
  - b. Using obscene language
  - c. Harassing, insulting, or attacking others
  - d. Damaging computers, computer systems, or computer networks
  - e. Violating copyright laws
  - f. Using another's password
  - g. Trespassing in another's folders, work, or files
  - h. Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals
  - i. Employing the network for commercial purposes
  - j. Revealing the personal address or phone number of yourself or any other person without permission from your instructor

**Violations may result in a loss of access as well as other disciplinary or legal action.**

4. If the academy is made aware of a student who uses the internet outside of the academy in an immoral or inappropriate manner or that has an adverse effect on the academy's testimony, the student may be subject to disciplinary action by the academy administration.

## Core Memory Verses

The academy has developed a list of core verses for the students to memorize. Each grade level adds a verse. Students are expected to memorize their grade level verse and all the previous grade level verses. It is our desire that students who graduate from the academy will have these 13 verses hidden in their hearts which will enable them to find comfort, confront the culture, and witness to others.

<b>K</b>	John 3:16	For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.
<b>1<sup>st</sup></b>	Romans 8:28	And we know that in all things God works for the good of those who love him, who have been called according to his purpose.
<b>2<sup>nd</sup></b>	Proverbs 3:5-6	Trust in the LORD with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight.
<b>3<sup>rd</sup></b>	John 14:6	Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me."
<b>4<sup>th</sup></b>	Hebrews 12:2	Let us fix our eyes on Jesus, the author and perfecter of our faith, who for the joy set before him endured the cross, scorning its shame, and sat down at the right hand of the throne of God.
<b>5<sup>th</sup></b>	Joshua 22:5	But be very careful to keep the commandment and the law that Moses the servant of the LORD gave you: to love the LORD your God, to walk in all his ways, to obey his commands, to hold fast to him and to serve him with all your heart and all your soul.
<b>6<sup>th</sup></b>	Ephesians 4:29	Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.
<b>7<sup>th</sup></b>	Romans 3:23	For all have sinned and fall short of the glory of God.
<b>8<sup>th</sup></b>	Ephesians 2:8-9	For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast.
<b>9<sup>th</sup></b>	I Timothy 4:12	Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.
<b>10<sup>th</sup></b>	Romans 12:1-2	Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – his good, pleasing and perfect will.
<b>11<sup>th</sup></b>	James 1:22	Do not merely listen to the word, and so deceive yourselves. Do what it says.
<b>12<sup>th</sup></b>	II Cor. 10:4-5	The weapons we fight with are not the weapons of the world. On the contrary, they have divine power to demolish strongholds. We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ.

## Credits

Course credits are issued on a yearly basis. This means a high school student might fail one semester of a course, but pass it for the year if the other semester grade is high enough. Students who complete only one semester of a course and transfer out of HPCA will receive a half credit if the semester grade was a passing grade; no credit if the semester grade was a failing grade.

## Dual Enrollment

With parental permission, seniors may dually-enroll at Guilford Technical Community College (GTCC) for classes not offered at HPCA. *Credits* earned at GTCC will be accepted toward graduation requirements but the *grade* will not count in a student's cumulative GPA.

## Edline

The high school participates in a web-based communications tool called Edline. Edline gives families information about student assignments and grades. School personnel will provide families with the information needed to access their Edline account. To access this information, go to the academy's website, [www.hpcacougars.org](http://www.hpcacougars.org), and click in the lower right corner to access and set-up your account. *While Edline is a valuable source of information and teachers make every attempt to keep it updated and accurate, the instructions/assignments given in class by the teacher always supercedes that which is on Edline.*

## Exams

High school students have exams at the end of each semester. Exams are given over the last four days of each semester and these days are *early dismissal exam days for high school students only*. Each exam period is 90 minutes long and the exam grade counts 10% of the semester grade for regular classes and 20% for Honors and AP classes. Exams are *not* given in any PE, health, study skills, fine arts, and designated elective classes.

Exams must be taken in the period scheduled unless prior approval to take the exam at another time has been given by the teacher. The re-scheduling of *any* exams must be at the convenience of the teacher. Teachers have the discretion to administer a different test for any make-up exam.

Students who are absent for an exam for an **excused** reason must take the exam before teachers leave for Christmas break or for the summer, else the *semester* grade will be recorded as "Incomplete". Students who are absent for an exam for an **unexcused** reason may take the exam before teachers leave for Christmas break or for the summer, else the *exam* grade will be recorded as a zero. The exam grade on any exam made up after an **unexcused** absence will be reduced one letter grade (8 percentage points).

## Exam Exemptions

A **senior** is exempt from *any* second semester exam in a class in which he/she has been absent from the class no more than 8 times (excused or unexcused) for the year, has been tardy to school no more than 12 times (excused or unexcused) for the year and has had infrequent or minor discipline problems .

**Any student** (9-11) can be exempt from *one* second semester exam if he/she has a 90 average for the course, has been absent from the class no more than 8 times (excused or unexcused) and has

been tardy to school no more than 6 times (excused or unexcused) for the year and has had infrequent or minor discipline problems.

### Grade Point Scale

The first year of high school establishes a student’s *general* Grade Point Average (GPA). Since GPA’s do not move quickly, students should establish good GPAs in the 9<sup>th</sup> grade. To allow for different types of courses, the academy’s GPA’s will be on a weighted basis.

Grade point averages are calculated on a weighted scale based on final grades. Class rank is determined by the weighted GPA of all grades earned at High Point Christian Academy. Grades earned at other schools apply toward graduation requirements but are not calculated into the GPA.

Grade Average	Letter Grade	College Prep Courses	Honors Courses	Advanced Placement Courses	Grade Average	Letter Grade	College Prep Courses	Honors Courses	Advanced Placement Courses
100	A	4.87	5.37	6.37	84	C	2.87	3.37	4.37
99	A	4.75	5.25	6.25	83	C	2.75	3.25	4.25
98	A	4.62	5.12	6.12	82	C	2.62	3.12	4.12
97	A	4.50	5.00	6.00	81	C	2.50	3	4
96	A	4.37	4.87	5.87	80	C	2.37	2.87	3.87
95	A	4.25	4.75	5.75	79	C	2.25	2.75	3.75
94	A	4.12	4.62	5.62	78	C	2.12	2.62	3.62
93	A	4.00	4.50	5.5	77	C	2.00	2.5	3.5
92	B	3.87	4.37	5.37	76	D	1.86	2.36	3.36
91	B	3.75	4.25	5.25	75	D	1.72	2.22	3.22
90	B	3.62	4.12	5.12	74	D	1.57	2.07	3.07
89	B	3.50	4.00	5.00	73	D	1.43	1.93	2.93
88	B	3.37	3.87	4.87	72	D	1.29	1.79	2.79
87	B	3.25	3.75	4.75	71	D	1.14	1.64	2.64
86	B	3.12	3.62	4.62	70	D	1.00	1.50	2.50
85	B	3.00	3.50	4.50	69	F	0.87	1.37	2.37
					68	F	0.75	1.25	2.25
					67	F	0.62	1.12	2.12
					66	F	0.50	1.00	2.00
					65	F	0.37	0.87	1.87
					64	F	0.25	0.75	1.75
					63	F	0.12	0.62	1.62
					0 – 62	F	0	0	0

### Grade Determination and Reporting

Report cards are issued at the end of each quarter to inform parents of student achievement. We use report cards to recognize excellence (honor roll) and to determine sports team and academic club eligibility. We also use grades to identify student academic deficiencies, to plan instructional assistance and to ensure proper student placement.

Quarter grades are determined from grades on class work, quizzes, homework, projects, major papers and tests. During each quarter, teachers update grades to EDLINE. This Internet-based reporting feature allows the viewing of student grades. On rare occasions, the grades on Edline and the final report card may not be identical. The official grade is on the report card.

For high school students, the semester grade is the average of the two quarter grades (which counts 90% of the semester grade for regular college prep classes and 80% of the semester grade for honors and AP classes) and the semester exam (which counts 10% for regular college prep classes and 20% for honors and AP classes). The final (or yearly) grade is the average of the two semester grades.

## Grade Scale

Teachers use this grade scale for all classes:

- A** 93 – 100
- B** 85 – 92
- C** 77 – 84
- D** 70 – 76
- F** 69 and Below

High school students who have either the *Teacher Assistant*, *Office Assistant* or *Writing Lab* electives are given either a **PASS** or **FAIL** for those classes.

## Graduation Requirements

	HPCA	UNC Requirements
English	4 English I, II, III, IV	4 English I, II, III, IV
Foreign Language	2 of the same language	2 of the same language
Math	3 */ 4 Algebra I, Geometry, Algebra II <i>and/or</i> a unit of advanced math for which Alg II is a prerequisite	4 Algebra I, Geometry, Algebra II <b>AND</b> one unit of advanced math for which Alg II is a prerequisite
Science	3 Chemistry and Biology Required	3 A physical science, Life or Biology, (one of which is lab based)
Social Studies	3 US History, World History, American Government/Economics	3 Civics / Economics, US History, World History
Philosophy	1 Philosophies (Understanding The Times)	
Health/PE	1	1
Fine Arts	1 (Starting with the class of 2011)	
Bible	3	
Electives:	7*/ 6	(1) arts education (recommended) 3 electives total
<b>TOTAL</b>	<b>28**</b>	<b>20</b>

Sources: NC Department of Non-Public Instruction ([www.ncdpe.org/hhh112.htm](http://www.ncdpe.org/hhh112.htm))  
NC Public Schools ([www.ncpublicschools.org/curriculum](http://www.ncpublicschools.org/curriculum))

\* Students who do **not** plan to apply at a college in the UNC system may, with parental permission, graduate with only 3 math credits. An additional elective credit would then be required to keep the total credits at 28. Because this decision potentially impacts college admission, HPCA must have a signed **4<sup>th</sup> Math Credit Waiver** from the parent.

\*\* Starting with the class of 2011 all students must complete the 'Life of Influence' graduation requirement (see page 22).

## **Graduation Policies**

- All curriculum requirements – including the ‘Life of Influence’ must be satisfied
- All financial obligations must be cleared.
- The administration reserves the right to deny the privilege of graduation to any student whose attitude, conduct, or philosophy does not reflect the established standards of High Point Christian Academy.

## **Homework**

Homework is defined as out of class preparation which is assigned by a teacher. Homework can be given for reinforcement of classroom instruction, practice in skill development, memorizing important information, applying skills and preparing or studying for tests.

Students are responsible for completing homework assignments by the due dates given by the teachers. Incomplete or late assignments may result in academic penalties (see teacher’s syllabus for detailed information.) It is a student’s responsibility to seek clarification of assignments and to seek assistance from the teacher as soon as the need is realized. Due to the alternating block schedule, homework can be given in grades 9–12 on Wednesdays and tests on Thursdays.

Parents should recognize the important role of homework to the total instructional program of their child. Students develop independent study skills (necessary for college) through the completion of homework, and studies show a correlation between student achievement and homework. Parents should be aware of assignments, encourage completion of assignments, and assist in appropriate ways. AP academic work is essentially at college level; students should expect to spend time for homework/assignments accordingly.

## **Honor Roll**

Students are recognized on the A Honor Roll when they earn all A’s on their report cards. Students who earn only A’s and B’s are recognized on the AB Honor Roll.

## **Life of Influence** (Starting with the class of 2011)

Completion of the 'Life of Influence' graduation requirement is required for all students beginning with the class of 2011. A brief outline of this requirement is below; specific details will be introduced to students as they progress through the HPCA program.

### Goal:

- To help students discover and develop-throughout their entire high school career-their own unique God given mission in order to equip them for a life of personal and cultural transformation.

### Components:

- **Motivation for Influence** (exposure to people and readings that highlight the need to be influencers not influenced: grades 9-12)
- **Discovery of Life Mission and writing of Purpose Statement** (based upon gifts/talents/desires: grades 9-12)
- **Community Impact Project** (involvement in a service project that matches the students' mission with the purpose of influence: grades 11-12)
- **Product Portfolio** (compilation and evaluation of various transformational project/products the student has completed as part of the high school curriculum: grades 9-12)
- **5 year Plan of Influence** (goal writing for post high school influence based upon a students mission/purpose statement: grade 12)

## **Literature**

We want not only to provide students with a solid foundation of varied literature, but also to teach them to evaluate literature for Biblical truth as well as literary excellence. Although the academy does not agree with every work used or every situation included in approved selections, we do realize that there is academic value in studying them. By allowing students to examine aspects of our history and culture through literature, *in the light of God's truth and under the guidance of a Christian teacher*, they will further develop their Christian worldview. Emphasis will be placed on exploring the influence of the Bible on literature and Christian authorship.

## **NHS and Beta Club Standards** *(note: the following is an abbreviated version of the standards)*

Sophomores (Beta), juniors (NHS and Beta) and seniors (NHS and Beta) at High Point Christian Academy who have attended the school for a minimum of two semesters are eligible for induction based on four qualities: character, leadership, scholarship and service.

**Character:** A person of high character demonstrates the following qualities: respect, responsibility, kindness, self-control, trustworthiness, citizenship and a genuine desire to grow in one's walk with Christ.

**Leadership:** A student leader is one who takes initiative in promoting school activities, exemplifies positive attitudes and dependability and positively upholds the ideals of High Point Christian Academy.

**Scholarship:** Students must have a cumulative GPA of 3.87 for Beta or 4.37 for NHS to qualify academically and must maintain this GPA to retain membership in the club.

**Service:** Students accepted for membership must demonstrate a selfless commitment to serving others in their school, church and community.

**Selection Process:** Students who qualify academically for membership must obtain a student information form from the sponsor and return it by the deadline in order to be considered for induction. Two recommendations which provide evidence of the student's character must accompany the form. Serious disciplinary infractions may result in a student's exclusion from the club. Once students have completed and returned the information sheets, they will be evaluated for membership. Those selected for membership will be notified and invited to the induction ceremony held in the fall.

**Disciplinary Process:** Once inducted, members must maintain the scholarship, character, leadership and service standards under which they were admitted. Failure to adhere to these standards may result in probation or revocation of membership in the club.

### **Student Classification**

Students are classified by the number of credits earned as they enter the academy or begin a school year:

<b>Freshman</b>	0 < 6
<b>Sophomore</b>	6 - 13 <i>including</i> 1 English and 1 social studies
<b>Junior</b>	13 - 20 <i>including</i> 2 English, 2 social studies, Algebra I, 1 science
<b>Senior</b>	>20 <i>including</i> 3 English, 3 social studies, 2 math, 2 science

### **Study Halls**

Students may have a few study halls in their weekly schedules. Study Halls are a quiet time for students to work on homework, study for tests, and complete assignments. Students who have completed all their work may read a book of their choosing. Disruptions in study hall may result in demerits or a special reading assignment.

### **Testing**

As a tool to help determine achievement and placement, each spring a nationally standardized test will be administered to students in grades K-8. Ability testing will be administered in grades three, five, and seven only. The ACT/Explore Test for grade nine and the Preliminary Scholastic Aptitude Test (PSAT) for grades ten and eleven will be administered to all students in the fall.

### **Textbook Use and Damage**

Textbooks are used as a resource to enhance the learning of the students of High Point Christian Academy. It is our desire to be good stewards of what the Lord has given us to use in our educational program. All grade levels will use the following guidelines:

All textbooks are examined prior to the new academic year and given a rating.

*N = Book is new*

*G = Book is in good condition*

*F = Book is in fair condition*

*P = Book is not acceptable for future use*

Each book is examined at the end of the academic year for damage.

A book that cannot be given to a new family in a rising grade due to damage would need to be replaced per textbook fine schedule. All textbook fines must be paid prior to receiving your child's report card.

**Textbook Fine Schedule**

A fine for a book that has notable damage will be determined by the division principal. The fee will be based on the number of years the text has been in circulation. This can be either cover damage or damage to the pages of the textbook.

<i>1 Year of Circulation</i>	<i>90% of Cost of Replacement Text</i>
<i>2 Years of Circulation</i>	<i>80% of Cost of Replacement Text</i>
<i>3 Years of Circulation</i>	<i>50% of Cost of Replacement Text</i>
<i>4 Years of Circulation</i>	<i>40% of Cost of Replacement Text</i>
<i>5 Years of Circulation</i>	<i>30% of Cost of Replacement Text</i>

All consumable/non-consumable books remain the property of High Point Christian Academy with the exception of Bible workbooks.

All non-consumable books must be covered with a bookcover.

No adhesive book covers are to be placed on non-consumable books.

Clear contact paper is approved for use on non-consumable textbooks which have a soft cover.

**Transcripts**

A \$3.00 fee will be charged for each official transcript request by alumni or withdrawn students. A transcript request form is available on-line.

Punctuality and consistent school attendance are vital to success in school. These practices help to ensure our students get the full benefit of the academy's instructional program.

### **Absences**

Absences are designated as excused or unexcused. Each absence will be considered unexcused until we receive a note or call from a parent/guardian explaining the reason for the absence within three school days. Notes are strongly preferred, but academy personnel will document a parent's phone call, voice mail or other verbal explanation for a student's absence.

High school students, who miss any one credit class more than 12 times in a school year or one half credit class more than 6 times in a school year, may not receive credit for the class. Teachers and administration will consider chronic illness, lengthy hospital stays or other serious family situations when deciding on class credit in this situation.

Whenever a student is absent, he/she may not participate with an athletic team in practice or games without approval from the administration.

A student who misses more than ½ of a school day is considered absent from school. A student who misses more than ½ of a period is considered absent for the whole period.

### ***Excused Absences/Tardies***

Excused absences include the following:

- Personal illness
- Medical or dental appointments which cannot be scheduled at other times. Please try to schedule all appointments before or after school.
- Death in the family. (Please notify the school, if possible)
- Serious personal or family problems (Please notify the school)
- Administratively-approved prearranged absences. Additional absences authorized by a parent for a student to participate in non-HPCA activities must be approved by the administration prior to the student's absence. Students are responsible to obtain all assignments from their teacher(s) according to the excused make-up work policy.
- (Juniors and Seniors only) College visit (no more than 2 days per year and you must bring a note from the college admission office, else the absence is unexcused)

### ***Unexcused Absences/Tardies***

Unexcused absences include the following:

- all other absences other than excused absences (unless excused by administration)
- not coming to school while classmates are on major field trips.

### ***School Sponsored Absences***

- Students who miss a class for any school sponsored activity (sports, field trips, etc.) will not be considered absent but will need to make up all missed work.

***In all cases it is the administration of the school that determines whether a student's absence is excused or unexcused.***

### **Arriving Late or Leaving Early**

Students who arrive late to school must go to the office and sign in. (A note from a parent/guardian is needed explaining the reason). Students will be given a tardy slip to present to their teachers when they enter the classroom.

A student who plans to leave school before the end of the school day must bring a note from a parent/guardian and present it to the secondary office *before school starts*. He/she will receive an Early Dismissal slip, which should be presented to his/her teacher. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment (if time permits) and are to check in at the office immediately upon return to campus. Again, students must obtain a note from the office to return to class.

A parent/guardian must report to the office to sign students out early. Students with driver's licenses may sign themselves out if they have a note from their parent/guardian. Non-driving students may be released only to parents or guardians and those adults noted by parents on the Authorization Release Form. For student safety, we can make **no exceptions**.

Juniors or seniors, with driver's licenses, with either a first period or fourth period study hall may arrive in time for second period or leave as fourth period begins. Parents/guardians must complete and turn in a Late Arrival/Early Dismissal form (available in the high school office) if they want to give their student permission for this. These students must sign in when they arrive or sign out when they leave. They must be present for all special school events and activities, especially chapel. They may not leave before lunch is over. Once a student arrives late to school they may not leave and once a student dismisses early from school they must leave school property. Failure to follow these requirements will result in loss of this privilege.

### **Make-up Work**

Students who are absent for **excused** reasons can make up all missed assignments within the number of days that the student was absent, with a maximum of five days. For example, if a student misses two days, he/she has two school days to complete all missed assignments. However, all tests and major assignments (e.g., projects, papers) must be taken or turned in within two days of the student's return to school.

For administratively-approved prearranged absences (family trips, sporting events, etc), we ask for parents to be understanding of the additional work load placed on teachers. We will make reasonable efforts to provide assignments before your trip, but we may not always be able to accommodate these requests. Students will be allowed to make up work upon their return to the academy. To maintain academic integrity, we *cannot* give tests before a trip, but students can take them when they return.

Students who are absent for **unexcused** reasons may make up *only tests or major assignments* (e.g., projects, papers). The test or major assignment grade will be reduced one letter grade (8 points) and must be completed before the missed classes meet for the second time after the student's return to school. Failure to turn in the major assignment or take a missed test within this time will result in a zero. *Missed class work* (e.g., worksheets, quizzes, other daily grades and

homework) may **not** be made up and will be recorded as a zero. *Unexcused absences may also result in further disciplinary action as deemed necessary by administration.*

It is a student's responsibility to check with teachers for missed work, to turn in assignments and to schedule make-up tests. Students (following the A-Day / B-Day schedule) who are absent must contact their teachers *on the day they return following an absence.*

### **Period Attendance**

Attendance is taken at the beginning of each class. Students must be in class for half the period to be counted present.

### **Requests for Assignments and Homework (when absent)**

When students are absent, office personnel sometimes receive requests for assignments missed or homework which the parent will pick up later in the day. If we receive your request by 9:00 am, assignments and homework will be available for pick up between 3:00 - 4:00 pm. (**Please note:** Teachers may refer parents and students to Edline to get assignments.) Parents or designees are responsible to get any books/materials needed from the student's locker.

Within the school day, it is our desire for teachers to have every minute possible for instruction, so we ask that parents **not** go to the classrooms to pick up assignments during school hours.

We may not always be able to comply with requests for assignments in advance of a student's planned absence from school.

### **School Closing Due to Weather**

The academy will make its own decisions regarding school closing due to inclement weather. **We will not automatically follow the Guilford County School's decision.** You may call the office for an announcement on the voice mail or visit our website at [www.hpcacougars.org](http://www.hpcacougars.org). Local radio and television stations will broadcast school closings. Listen carefully to these announcements. The administration and the school board will determine make-up days.

*If school is in session, but you determine it is too dangerous to transport your student to school, the absence will be excused.*

### **Tardies**

*Tardiness to School:* School will start promptly at 8:00 am. Tardies are designated as excused or unexcused (see page 25). Each tardy will be considered unexcused until we receive a note or call from a parent/guardian explaining the reason for the tardy within three school days. Students must have a tardy slip from the office if they arrive after the 8:00 AM bell. Students who linger in the hallways will be counted tardy. **On the second unexcused tardy in a quarter a demerit will be given to the student.** Students who arrive tardy (unexcused) to school more than twenty minutes may be subject to further disciplinary action. Set a good example for students. **BE ON TIME.**

*Tardiness to Individual Classes:* All students will be in their assigned area/room when the bell rings. A student will not be permitted to leave the room once the bell has rung, unless an

emergency arises. A student who enters the room after the tardy bell has sounded will be considered tardy. The teacher will determine whether the tardy is excused or unexcused. If the student receives an unexcused tardy, the student will receive one demerit.

## Conduct

We believe discipline is a very important part of the learning environment. It is our goal to be consistent and fair in our discipline.

Students are expected to adhere to these Biblical principles:

- **Respect God** I Corinthians 6:19-20; Matthew 15:8-9
- **Respect self** Psalm 119; I Corinthians 6:19
- **Respect others** Philippians 2:3; Proverbs 18:24
- **Respect property** Proverbs 3:9
- **Do your best** Col. 3:17
- **Do what is right** Phil. 4:8
- **Treat others like you want to be treated** I Thes. 5:15

Each individual teacher has developed specific classroom rules based upon these principles.

## Demerits

Demerits are primarily a disciplinary tool for less serious student misconduct in the academy facility, at school events, or when traveling with a school group. Violations of the following rules may result in secondary students receiving a demerit. These guidelines are not intended to be all-inclusive but rather samples, which may result in a demerit:

- Classroom tardiness
- Acting in a manner so as to interfere with the instructional process
- Mildly abusive language between or among students, not including profanity
- Failure to complete assignments or carry out directions
- Littering classrooms or academy grounds
- Public display of affection between couples (i.e. holding hands, etc)
- Other unacceptable conduct as determined by the teacher or administrator

Student discipline will be addressed primarily by the classroom teacher. The disciplinary actions taken by the teacher will progress in the following manner\*:

1. Suggestion (teacher asks the student to amend behavior)
2. Warning (teacher corrects student behavior, in this correction states, 'This is your warning.')
3. Demerit(s)
4. Parental Contact
5. Administrative Intervention

\*Teachers may choose to supercede this process according to the severity of the offense.

Student demerits are recorded by teachers and turned into the secondary school office daily. After the third demerit, parents will be notified through a letter or phone call and the student will meet with one of the administrators.

Based on the cumulative number of demerits, students may expect these consequences:

- 3 demerits – parental contact
- 4 demerits – 30 minutes after school detention
- 5 demerits – 1 hour after school detention
- 6 demerits – 1 hour after school detention, student disciplinary probation, parent conference
- 7 demerits – 1 day of in-school or out-of-school suspension
- 8 demerits – 2 days of out-of-school suspension
- 9 demerits – Student may be dismissed from school

After school detention will be Wednesday beginning at 3:05. Students in detention will either be working on a spiritual discipline packet or cleaning the school grounds under the supervision of the secondary principal, or designee.

The demerit count begins anew at the beginning of each quarter. A record of all demerits is kept on file. Students receiving 20 or more demerits in a school year may receive an in-school suspension. Students who have a pattern of receiving multiple demerits may be dismissed from HPCA. Even though demerits are given for minor infractions, multiple demerits become a serious discipline issue when a student does not respond properly by adjusting his/her behavior.

### **Disciplinary Practices**

Academy personnel respond to serious student misconduct by administering one or more disciplinary actions. Misconduct inside or outside of school, which has an adverse effect on the academy's testimony, may also receive one or more of the following disciplinary actions:

- **Detention** – Isolated after school classroom work or clean-up duty.
- **In-School Suspension** – Student is removed from his/her classroom for the entire day and completes classroom assignments. The student will not eat in the cafeteria or attend any academy function during school hours. *Students may face further consequences in other clubs or activities they are involved in (ex. NHS/Beta, Student Council, Athletics, Homecoming Court, etc.).*
- **Out-of-School Suspension** – Student will not be permitted on academy property or allowed to attend any school function. All missed work (tests, projects, homework, etc) will be reduced by one letter grade (8 percentage points). *Students may face further consequences in other clubs or activities they are involved in (ex. NHS/Beta, Student Council, Athletics, Homecoming Court, etc.).*
- **Disciplinary Probation** – A student placed on disciplinary probation will have a specified time to correct poor behavior or attitude. A student may be placed on disciplinary probation based on the following factors:
  - Deliberate defiance and disobedience
  - A rebellious spirit which is unchanging after much effort by teachers
  - A negative attitude toward others
  - Misconduct inside or outside of school, which has an adverse effect on the Academy's testimony

- An accumulation of multiple demerits over the course of the school year
- An out-of-school suspension or in-school suspension
- Two after school detentions in a quarter

At the end of the period, academy personnel will evaluate the student's recent behavior and decide to lift the probation or recommend the student withdraw from the academy. Any serious behavior problem, which occurs during disciplinary probation, may result in the immediate withdrawal of the student.

- **Expulsion** – A student may be permanently removed from the academy for repeated rules violations, serious misconduct, or multiple suspensions. Expulsion of a student involves the consultation and agreement of the administrative team. The following list has examples of serious misconduct that may result in expulsion. This list is not intended to be all-inclusive.
  - Threats and weapons on academy property or at academy events
  - Sexual harassment
  - *At any time while enrolled in the academy*, usage, sale or possession of illegal drugs, drug paraphernalia, or alcohol
  - *At any time while enrolled in the academy*, sexual promiscuity or immorality (especially if evidenced by pregnancy (except in cases of proven rape), homosexual or lesbian activity/behavior)

### Serious Misconduct

Misconduct described here may be disciplined as indicated below (this list is also not intended to be all-inclusive):

- **Blatant disrespect, insulting words or actions** – Students shall respect other students, faculty, and staff by utilizing appropriate language and actions at all times. Any student engaged in this inappropriate behavior will be sent to the principal. A student may be suspended from school for a time determined by the principal.
- **Bullying/Hazing**-Bullying, hazing, or teasing other students will not be tolerated. Any student engaged in this activity will be sent to the principal. The punishment will be determined by the principal and could include detention, suspension, or expulsion.
- **Cheating** – The first time a student is caught cheating, the parents will be contacted by the teacher, a zero will be given for the work, and a detention will be given. The second time a student is caught cheating, the parents will be called by the administration, a zero will be given for the work, and an in-school suspension will be assigned. The student will also be placed on disciplinary probation. This policy will be carried out for any student who is involved in cheating on an exam, test, quiz, report, homework, or other assigned work by the teacher. This also includes any student who willingly provides answers for another student.
- **Fighting** – Students shall not fight or attempt to cause bodily harm to another student. If a student attempts to promote a fight, the other student should walk away and report the incident to a faculty member. Student(s) involved in fighting will be escorted to the principal's office. The parents of the student(s) involved will be notified and the student(s) may be suspended for a period determined by the principal. Both students, under most circumstances, will be punished when involved in a fight.
- **Internet – Inappropriate Usage** – Students are not permitted to use the internet inappropriately inside or outside of school. Inappropriate may be defined as using offensive language, making threats, posting sexually suggestive material, gossiping, harassing, slandering, taking the Lord's name in vain, visiting pornographic websites, or any other

activity that is not honoring to the Lord. Offensive videos or photos taken at school or school related events may not be posted to a public website without explicit permission from administration. Students who are engaged in these activities may receive discipline that could include detention, suspension, or expulsion.

- **Perceived Threat** – Students shall not engage in any activity or bring items to school or school activities which may be considered threatening. An offense may result in detention, suspension or expulsion.
- **Possession and/or use of a lighter/matches** is not permitted while on campus or at any school-sponsored activity. The lighter/matches will be confiscated. The administration may suspend the student.
- **Possession or use of tobacco, alcohol, or drugs** – Students will not use or have possession of tobacco, marijuana, narcotics, stimulants, alcoholic beverages or any other unauthorized or controlled, illegal substance or drug paraphernalia. If the student is involved in this type of activity on campus then the substance, material, or object will be confiscated from the student, and the student will be escorted to the principal’s office. Parents will be contacted and the student will be suspended or expelled from the academy. Enforcement of this policy applies to students on campus or off campus and at any time of the year.
- **Possession and/or use of a weapon** – Possession and/or use of weapons is not permitted while on campus or at any school-sponsored activity. The weapon will be and the student will be escorted to the principal’s office immediately. The administration may suspend or expel the student. Pocketknives fall under this rule, and should not be brought to school.
- **Skipping school or a class** – Skipping school all day, or assigned classes during the day, or leaving campus without school permission is considered serious misconduct. If students are involved in this activity, their parents will be notified and the student may be suspended from the academy. The number of days will be determined by the administration. Tests, quizzes, or other class work missed by the student will not be allowed to be made up. A grade of “0” will be given for all work missed during the absence.
- **Stealing or Major Damage to School or Personal Property** – Students shall respect school property and the personal property of other students, school employees, and other persons. Faculty or staff members will immediately send the student involved in this activity to the principal for disciplinary action. The offense may result in suspension or expulsion. Parents will be responsible for the cost to repair or replace any damaged property or equipment.

*High Point Christian Academy generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.*

#### **Re-enrollment of a Withdrawn Student**

Any student who is withdrawn (dismissed) from the academy due to academic and/or disciplinary reasons must wait one calendar year before making application for reenrollment.

A standard code of dress is required for all students at High Point Christian Academy. We believe that a prescribed wardrobe policy promotes neatness, decreases competition, is cost effective for parents, helps improve self-image and behavior, ensures modesty, helps to promote community, and decreases distractions in the learning environment. The following dress code will be required for all high school students at High Point Christian Academy.

High Point Christian Academy's dress code prohibits the following:

- Bandanas & Hats (after arrival to school)
- Sunglasses (in school buildings)
- Earrings for boys at school or any school sponsored event.
- Body piercing
- Unusual/unnatural hair coloring and styles (i.e., pink, green, blue, etc.)
- Tattoos

### **Hair**

Hairstyles for boys and girls should reflect the school culture (not be extreme) and should be clean and neatly maintained. Boys should have haircuts above the eyebrows, mid-ear or above, and above a standard shirt collar.

### **Shirts**

The following shirts may be worn only:

- Traditional Front-buttoned Polo/Golf Style Shirts w/Collar
  - Short or long sleeved
  - Any brand or color (solid or stripped patterns)
- Traditional Front-buttoned Oxford Dress Shirt w/Collar
  - Short or long sleeved
  - Any brand or color (solid or stripped patterns)

Shirts do not have to be ordered from Lands' End, but must be able to be buttoned closed to the collar, similar to Lands' End clothing in style, and worn modestly (buttoned to an appropriate height, no undergarments such as camisoles should be visible). No images/graphics or writing are acceptable on shirts except for a small designer logo.

### **Pants and Shorts**

Pants and shorts do not have to be ordered from Lands' End, but must adhere to the following guidelines:

- Girls may wear Khaki-style or corduroy pants, capris and Bermuda shorts in navy/dark blue, black/grey or khaki/tan/brown. No other colors or styles may be worn.
- Boys may wear Khaki-style or corduroy pants/cargo pants, shorts/cargo shorts in navy/dark blue, black/grey or khaki/tan/brown. No other colors or styles may be worn.

### **Skirts/Skortts**

Lands' End only, the following item numbers are the only skirts/skortts that are approved:  
Skortts - 32008-92T0, 25021-02T3, 23158-52TX, 25020-42T8, Skirts – 25021-22T2, 25021-12T8, 25016-62T6, 23161-72T6.

### **Shoes**

Footwear consistent with the need for safety and appropriateness shall be worn.

*All Clothing above must be worn according to the guidelines listed below:*

### **General Clothing Guidelines:**

- Clothing should be worn no more than 3 inches above the knee.
- No low-rise or sagging allowed
- No images/graphics or writing is acceptable except for a small designer logo.
- Clothing must fit appropriately: when you bend over, pants/capris/ Bermuda's and shirts must meet and they must not be too tight
- No form fitting spandex, nylon, denim, pajama or sweat pant material
- Clothing must be hemmed – no frays, tears, holes or appearance of holes

### **Friday Dress**

HPCA, Christian witness or Christian Organizations that have a clear Evangelical Christian commitment (not Christian musicians or bands) t-shirts may be worn on Fridays. Also, denim pants (boys and girls) or denim shorts (boys)/Bermuda shorts (girls) or denim capris may be worn on Fridays. **All clothing should fit appropriately and be well maintained (see applicable General Clothing Guidelines).**

### **Outer Wear Guidelines**

Students may wear any jacket, sweater, sweatshirt, or hoodie during the school day providing the jacket does not contain anything offensive. (Hoods on hoodies are not to be worn over the head.) Students must wear a uniform shirt underneath. (Sometimes, classrooms become warm or activities are conducted outside and students may want to remove outerwear.) Teachers reserve the right to ask students to remove the outerwear if it becomes a distraction.

### **Consequences**

Any student not dressed in accordance with this code may receive demerits, be withdrawn from the classroom to change to proper attire, or be sent home.

**This dress code policy is not intended to be all-inclusive It is important that all clothing and accessories be clean, neat, modest and not distracting to the educational environment. *The administration reserves the right to make decisions on items not specifically mentioned.***

**Activities and Clubs**

High School students can be involved in a variety of student clubs and activities:

ACSI Competitions:

- |  |                        |                        |                            |
|--|------------------------|------------------------|----------------------------|
| <i>Band Festival</i>                   | <i>Art Competition</i> | <i>Speech Meet</i>     | <i>Writing Competition</i> |
| ACSI High School Leadership Conference |                        | BASIC - Prayer Group   |                            |
| Praise Team                            |                        | Student Government     |                            |
| Mission Trips                          |                        | National Honor Society |                            |
| Senior Beta Club                       |                        | Service Club           |                            |
| Chess Club                             |                        | Red Cross Club         |                            |
| Prayer Team                            |                        | Jr/Sr Committee        |                            |
| Drama Club                             |                        |                        |                            |

Students who arrive to school from a HPCA activity after 11:30 PM may arrive tardy excused the following morning but no later than 9:00 AM.

**Athletics (See athletic handbook for more detailed information)**

Students may also participate on several athletics teams. The number of teams offered per sport depends on the number of students who try out.

<b><u>High School Girls' Sports</u></b>	<b><u>High School Boys' Sport</u></b>
Basketball	Baseball
Cheerleading	Basketball
Cross Country	Cross Country
Golf	Football
Soccer	Golf
Softball	Soccer
Swimming	Swimming
Tennis	Tennis
Track	Track
Volleyball	

***Academic Standards for Athletics***

All student athletes must have a 2.0 GPA (77%) or above and not fail more than one course in the previous quarter to be eligible to participate in the athletic program. Grades will be checked each quarter when report cards are distributed. Student athletes who participate in the fall must have had a 2.0 GPA (77%) or above without failing more than one course in the fourth quarter of the previous year. Student athletes who do not meet the academic standard will be ineligible to participate in sports during the next quarter. If the student athletes pull their grades back above the minimum standard the next quarter, they will be eligible to participate in the program.

Additional policies and procedures for the athletic program can be found in the athletic handbook.

**After-School Program**

Our after-school care hours are from 2:15 – 6:00pm for grades K – 6.

**Cell Phones**

Cell phones are distracting to both students and faculty. Cell phones are not to be turned on or visible during the school day anywhere on campus. Students who violate this policy will have their cell phones confiscated by HPCA faculty or staff.

- 1<sup>st</sup> violation: a demerit will be issued and the student may pick up the phone from the office at the end of the day.
- 2<sup>nd</sup> violation: a demerit will be issued and parents will be notified before the cell phone is returned to the student.
- 3<sup>rd</sup> violation: a demerit will be issued and the student must turn in the phone to the receptionist at the beginning of each school day for the next 20 school days.

Students who have had a third violation and are in possession of a cell phone during the school day will receive more severe consequences. Administration reserves the right to examine the contents of any cell phone that has been confiscated. The school is not responsible for the loss or damage of cell phones. The school recommends that cell phones not be brought to school.

When a test is administered, students are required to turn in their cell phones to the teacher. Students who are in possession of a cell phone during a test may receive severe consequences.

**Communication****Via E-Mail**

Each teacher will have an e-mail account. E-mail may be the easiest and most efficient way of communicating directly to the teacher.

**Via Internet**

The school website, [www.hpcacougars.org](http://www.hpcacougars.org), carries general announcements and calendar information. In addition, all secondary school parents may check announcements, their student's grades and assignments on Edline at [www.edline.net](http://www.edline.net).

**Via Mail**

From time to time, the school will send communication concerning special news via the student or through the mail. Please read all correspondence, as this will keep the parent posted on matters of concern and interest related to the school.

**Via Newsletters**

The High School principal also posts frequent updates of his monthly newsletter to Edline.

**Drinks in Class**

Water is essential for proper brain functioning; therefore, students may have water in class. Water must be in a bottle that can be closed to prevent spills. Students are not allowed to have open cans of drink or any kind of drink cup in their classes or in their lockers. These items have the potential of spilling and damaging books and other materials for which the drink owner will be

responsible to cover the cost of damaged items. Students who have these types of containers or drinks other than water will be asked to dispose of them.

### **Electronic Devices (other than cell phones)**

Electronic devices are distracting to both students and faculty. Music devices, video cameras and other electronic devices should not be used during the school day. For a first violation students will have their devices collected by HPCA faculty and staff, parents will be notified and the office will issue a demerit. Students may pick them up from the office at the end of the day. For a second violation, students may receive a detention hall. Students who have had a second violation and use an electronic device during the school day may receive more severe consequences. Administration reserves the right to examine the contents of any electronic device that has been confiscated.

When electronic devices are allowed, students are not to listen to music, view pictures, or share files that are profane, immoral, or otherwise inappropriate. The school is not responsible for the loss or damage of electronic devices. The school recommends that these devices not be brought to school.

### **Field Trips**

Parents will be notified in advance of field trips. Permission slips must be signed for each field trip. Some parents may be asked to help chaperon. Parents may ride the bus or van, as space is available. When space is not available, parents may choose to travel in their own vehicle at their own expense and liability. Students will not be allowed to ride in vehicles with parents without permission from the administration and student's parent or guardian. At times, there may be a cost to the students and parents for the field trip. If you are interested in driving your vehicle on a field trip, you must complete the necessary forms provided in the academy office. Siblings are not allowed on field trips unless the trip has been announced as a family event.

### **Fire, Tornado, and Safety Drills**

As required by the state, fire drills, tornado drills, and safety drills will be practiced to ensure proper and safe course of action in case of an emergency.

### **Flowers, Balloons, or Gifts**

All flowers, balloons, or gifts must be checked in at the main office. The school office will deliver gifts at the end of the school day.

### **Graduation Information**

#### ***Graduation Events***

Senior Breakfast: On the morning of graduation practice, a breakfast is sponsored by the parents of the students in the senior class. **This breakfast is only for seniors and junior marshals; siblings and friends are specifically excluded from the senior breakfast.** After the breakfast, seniors and junior marshals practice for graduation and are then dismissed for the day.

Graduation Ceremony: This ceremony is the primary graduation event.

### ***Student Honors***

Valedictorian: The valedictorian is the senior with the highest *cumulative* high school GPA as determined during the current school year's fourth quarter. To be eligible for valedictorian, a senior must have been enrolled at HPCA for the entire junior and senior years. The student must also maintain good moral character. Any speech by the valedictorian must be approved in advance by the high school principal.

Salutatorian: The salutatorian is the senior with the second highest *cumulative* high school GPA as determined during the current school year's fourth quarter. To be eligible for salutatorian, a senior must have been enrolled at HPCA for the entire junior and senior years. The student must also maintain good moral character. Any speech by the salutatorian must be approved in advance by the high school principal.

Junior Marshals: The six juniors with the highest cumulative high school GPA as determined during the fourth quarter will be chosen as junior marshals. To be eligible for junior marshal a junior must have been enrolled at HPCA for the entire sophomore and junior years. These students must also maintain good moral character. Junior marshals assist seniors, faculty and guests at graduation. They are responsible for the expense of renting their formal attire.

### **Harassment Policy**

Although God made each of us different, we are all very special gifts from God. Therefore, HPCA is committed to maintaining an academic and child care environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. HPCA 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 and expulsion.

Parents of students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a teacher, principal, or administrator.

### **Locker Policy**

Students are expected to identify all their clothing, lunch boxes, book bags, etc. and to remove personal belongings from the hallways each day. All unlabeled items or items left outside of lockers will be placed in lost and found.

Tape, items with adhesive backing, writing, or printed materials are not allowed on lockers. Each student may receive a lock at the beginning of the year. This lock is the school's property and loss of the lock will result in a \$3.00 fine.

Lockers are the property of HPCA and are subject to inspection by school personnel as needed.

### **Lunches and Snacks**

Students may bring bag lunches. Catered lunch options will be available each day, but students must pre-order catered lunches. Details will be released from the academy office. Milk and juice will be available every day.

Lunches and snacks will not be refrigerated. However, the rooms are air-conditioned. A microwave is available for high school students.

**High school students may purchase items from the vending machines at lunch only.**

### ***Off Campus Lunch***

High school students can earn the privilege of having lunch off campus. To begin the school year, only **seniors** will be eligible for off campus lunches **two** days per week. To gain this privilege, students must have parental permission and fulfill these responsibilities:

- 1) Be on time for school and classes.
- 2) Conform to all behavioral expectations.
- 3) Keep learning a priority.

Students also must meet these expectations to keep the privilege of off-campus lunch:

- 1) Do not leave before your normal lunch time and return to class before it ends.
- 2) Sign out in the office when leaving and sign in when upon returning.
- 3) Do not bring food or drink back into the academy for anyone.
- 4) Conduct yourself appropriately at lunch.

This privilege will be suspended or revoked for failure to meet the responsibilities/expectations.

### **Medication**

Please read the Guidelines for Dispensing and Controlling Student Medication on pages 40. It is imperative that you and your doctor complete the necessary forms if your student must take medication (prescription or over the counter medication).

### **Parent Conduct**

The administration, faculty and staff will strive to maintain an atmosphere and guidelines for the students that will promote positive behavior. It is imperative that parents cooperate and reinforce classroom guidelines. Following are some suggestions:

1. Pray daily for the teachers, administrators, staff and the students
2. Be positive. Look for the good.
3. Be encouragers. Build one another up.
4. Do not gossip. Know the facts and support them.
5. If you do not understand something, ask the right people. Do not assume.
6. Be positive about the school in front of the students; never be negative. The seeds you sow will determine the type plant that grows.
7. Be a team player.
8. Remember your suggestions are important – let us hear from you.

If a parent fails to comply with the established academy policies and administrative directives, the student's privilege of attending High Point Christian Academy will be forfeited.

### **Parent – Teacher Conferences**

Parent conferences are encouraged and may be scheduled by the principal, teacher, or by parent request. After the first quarter two ½ days will be designated Parent – Teacher conference day.

### **Parent Teacher Fellowship**

A Parent-Teacher fellowship is established to promote school spirit, communication, unity, and the overall good of the school. Your support and suggestions are important and you will be given many opportunities to participate and be involved in HPCA.

### **Parking on Campus**

Students who drive on campus should remember that many young people are in the parking lots before and after school. Therefore, please use extreme caution while driving on the school grounds. In addition, the following guidelines should be observed at all times.

1. Students must enter and exit campus by the Phillips Road entrance.
2. All students must park in their designated parking space during the school day. Cars must be parked within the lines. Do not take up two spaces.
3. The pedestrian always has the right of way.
4. Reckless driving will not be tolerated.
5. Students are not allowed to go to their cars during school hours without permission.
6. The following will be levied in penalty for the above guidelines:
  - a. 1<sup>st</sup> violation – Suspension of driving privileges on campus for 5 days or detention.
  - b. 2<sup>nd</sup> violation – Suspension of driving privileges on campus for 10 days or detention.
  - c. 3<sup>rd</sup> violation – Suspension/detention will be given at the discretion of the administration.
7. Students must register their cars with the office.

### **Promotional Materials**

From time to time, HPCA will photograph or videotape students and student activities and may include these in school publications and promotional materials. General parental consent is given for the students to be photographed or videotaped by the school in the course of school activities. Consent is also given for HPCA to use any photographs or videotapes in these publications or promotional materials unless the parents send a signed note requesting otherwise.

### **Re-enrollment**

1. All returning students have the right of first renewal on maintaining their status at HPCA. This also applies to siblings.
2. In January of each year, a letter will be sent home announcing re-enrollment. This will give specific information.
3. All tuition accounts must be up to date. Re-enrollment will not be accepted if delinquent payments are not cleared.
4. HPCA reserves the right not to accept re-enrollment due to delinquent tuition or other fees, lack of support from parents, or if HPCA is not meeting the student's needs.
5. Re-enrollment is on a first-come, first-serve basis.
6. In February, pre-registration is opened to the public until classes are filled. It is at this time that priority will not be given to present students.

### **Security**

Maintaining a safe, secure environment for all students and staff is very important. HPCA uses a video surveillance to monitor the campus. All entrances to the facility are kept locked.

### ***Child Abuse Reporting***

The state of North Carolina requires HPCA to report allegations of suspected child abuse to the Department of Social Services (DSS) when there is cause to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. While the academy is expected to communicate with parents regarding the well being of their child, the administration is placed between the parent and the state, acting on behalf of the child and in accordance with state law. It is the academy's policy not to contact parents in advance of making a report to the DSS. Appropriate academy staff will make such reports in the best interests of the child and do not, once cause to suspect is established, have any legal alternative except to make the report to the DSS for their investigation and review. The academy may also undertake an inquiry of school personnel prior to making a report to determine whether or not there are sufficient grounds to require reporting.

### **Student Driving Policy**

Students enrolled at HPCA who are under age 18 and wishing to obtain a NC driver's license or learner's permit from the local DMV office must first obtain a DEC (Driving Eligibility Certificate) issued by the secondary school principal or designee. The school will provide the student a signed DEC within 5 days of the request for a license or permit provided the forms are available and the student meets all criteria.

### **Student Telephone Use**

All students are expected to make all car pool, lunch, or after school arrangements before coming to school each day. In case of an emergency, the student should report to the office, and the secretary will assist the student in making the necessary call. **All other telephones are reserved for staff use.**

Every effort will be made to deliver important phone messages received in the office to students sometime before the end of the school day.

### **Transporting Students**

Students are not to transport other students on any school related activity (field trip, athletic events, etc) without signed parent permission and approval from a school official.

Students do not leave campus during school hours via personal transportation without prior written permission from parents and approval from a school official.

### **Visitors**

Parents and family members are welcome to visit during the school day. It is essential that every parent and/or visitor sign in at the school office for a visitor's badge. Any other person wishing to visit during the school day must have permission from one of the administrators.

Non-HPCA students are **not** allowed to visit during the day or for lunch, but exceptions *may* be made for visiting family members or former HPCA students. We welcome students' pastors for lunch.

# High Point Christian Academy

800 Phillips Avenue High Point, NC 27262 (336) 841-8702 Office (336) 841-8850 Fax

## 2009-2010

### Statement of Cooperation

**FINANCES:** We/I understand it is necessary that parents pay tuition for the amount stated on the Tuition And Financial Information statement. Tuition that becomes 60 days past due will result in the student being withheld from attending school until such amounts due to HPCA are made current. A fee of \$35.00 will be charged for each returned check. All monthly tuition payments are made, via electronic funds transfer, to FACTS Management Company. The annual fee for this service is \$38.00 per family. We further understand that there are no refunds or transfer of fees to other children or other school years for the Registration Fee or Application Fee. Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. Students who withdraw anytime between July 1, 2009 and May 31, 2010 will be assessed a \$500.00 Withdrawal Fee. Also, the full month's tuition is due for any month in which the student attends one school day. All fees are due in full and are non-refundable. Refunds are for tuition only, and will be made on accounts that are paid beyond the current month.

**TUITION ASSISTANCE:** Tuition Assistance Awards are based on the family's demonstrated need as determined by FFNA. FFNA is a third-party agency that makes financial needs assessments for schools. They use information supplied by the applicant to assess financial need. Applications can be made on-line at [www.ffna1.com](http://www.ffna1.com) or by picking up an application from the HPCA Business Office. Each award is made in the form of a discount on tuition and is for one year only, based on availability of funds. The deadline for initial awards is March 15, 2009 (for the 2009-10 school year) and March 15, 2010 (for the 2010-11 school year). Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining. *New students must be accepted by HPCA prior to Tuition Assistance being requested.*

**PHOTO/VIDEO PARENTAL CONSENT:** We/I understand that there will be times during the year, representatives from High Point Christian Academy, the news media, and others request permission to film, photograph, or videotape in our school. They subsequently use the material in school publications, presentations to professional and community groups and newspaper and television stories. In addition, HPCA may use photographs and samples of student work in a web site home page.

**SCHOOL ACTIVITIES:** We/I give permission for our students to take part in any and all school activities, class field trips, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to us or our student because of injury to us or our child at school or during any school activity. In case of emergency or serious illness, we request the school contact us first. If we are not available, please contact the designated emergency contact listed on the *Annual Field Trip Release/Emergency Medical Form*. If the emergency contact cannot be reached, the school has my permission to make whatever arrangements deemed necessary for our child(ren)'s treatment. If the emergency is life-threatening and we cannot be reached, the physician has my permission to act accordingly absolving the school of any liability. *This statement of cooperation will serve as a blanket permission slip from August 1, 2009 – July 31, 2010.*

**VOLUNTEER DRIVER:** We/I understand that there may be occasions when a parent is needed to help transport students on field trips or sports events. We/I understand that a completed and approved *Volunteer Driver Application Form* must be on file prior to transporting students for any school related event.

**DISPENSING STUDENT MEDICINE:** We/I understand that prior to administration of any medication by the school a completed *Parental Request for Medication Administration* form must be on file in the school office. Prescription medicine dispensing requires a completed *Physician Statement of Need* on file also.

**AUTHORIZATION RELEASE:** We/I give permission for the following individuals to pick up our/my students:  
Name Relationship

---

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My child should never be released to the following persons:

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

If parents are separated or divorced, who has legal custody?

\_\_\_\_\_

The school requires copies of the custodial legal documents to be provided to your child's principal.

## Parent-Student Handbook

I have read, and support all the policies that are included in the *High Point Christian Academy Parent-Student Handbook* for the 2009-2010 school year. Parent/Student Handbook is available online at [www.hpcacougars.org](http://www.hpcacougars.org)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\*Please sign and return this form by Friday, August 28

### **Mission Statement**

HPCA is committed to Christ-centered, quality education and academic excellence in partnership with family and church within a loving, caring atmosphere.

# High Point Christian Academy

## PARENT COMMITMENT

1. We have read and understand the school's statement of philosophy, and we are in agreement with the purpose and philosophy of High Point Christian Academy.
2. We, as parents, accept the challenge to train our children according to Biblical standards, and we do state that this training will be carried out in the home. We place our trust in HPCA to extend that training more completely.
3. We do hereby state that we have made a thorough investigation of the school's program, curriculum, discipline, dress code, etc. and we agree to make them our full-hearted choice for the coming school year.
4. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the academic standards of this school by providing a place at home for our child/youth to study, and to give our child/youth encouragement in the completion of homework assignments.
5. We will faithfully support the school through our prayers and a positive attitude and in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school's chain of command. (i.e. Teacher-Administrator-School Board)
6. We understand that the standards of HPCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
7. We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. We further agree that we will cooperate and discipline our child/youth in the home as needed.
8. We pledge that if, for any reason, our child/youth does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child/youth.
9. We understand that assessments will be made to cover damages to the school, including breakage of windows, book damage, and the abuse of other personal property.

10. We will support the school by involvement in Parent-Teacher-Fellowships, Open Houses, parent-teacher conferences, work days and other school-sponsored meetings and activities.
11. We give permission for our child/youth to take part in all school activities, including sports and school-sponsored trips away from school grounds. Parents will be notified in advance when students will leave the school grounds. We also understand that buses, vans, and parent's vehicles will be used for transportation.
12. We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child/youth as outlined in the Parent Handbook and the tuition contract.
13. We understand that the academy reserves the right to change a policy at anytime without notice.
14. We have read and agree to adhere to the policies and procedures stated in the parent/student handbook.
15. We, as parents of the student, do sincerely give our pledge to the above items. We understand that failure of the parents or child/youth to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending High Point Christian Academy.

**PARENT COMMITMENT:** We/I have read, understand and agree to the statements outlined in the *Parent Commitment* enclosed in the Parent/Student Handbook. Parent/Student Handbook is available online at [www.hpcacougars.org](http://www.hpcacougars.org).

Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 Printed Name - Father/Guardian

\_\_\_\_\_  
 \_\_\_\_\_  
 Printed Name - Mother/Guardian

\_\_\_\_\_/\_\_\_\_\_  
 Signature of Father/Guardian

\_\_\_\_\_  
 Date

\_\_\_\_\_/\_\_\_\_\_  
 Signature of Mother/Guardian

\_\_\_\_\_  
 Date

## Student Commitment

1. I have read and understand the school's philosophy of Christian education, and I am in agreement with the purpose and philosophy of High Point Christian Academy.
2. I will faithfully support the school through my prayers and positive attitude, and in keeping with Matthew 18:15, I am committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school's chain of command.
3. I understand that the standards of HPCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
4. I understand that tobacco, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time of the year, are serious violations of the standards of High Point Christian Academy, and will result in severe disciplinary action including the possibility of immediate dismissal.
5. I understand that HPCA reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of the Academy or is engaged in behavior or lifestyle inconsistent with Biblical guidelines as prescribed by the Baptist Faith and Message. The policy applies to behavior on and off campus and throughout the calendar year.
6. I understand that assessments will be made to cover damages to the school, including breakage of windows, book damage, and the abuse of other personal property.
7. I have read and agree to adhere to the policies and procedures stated in the parent/student handbook.
8. I sincerely give my pledge to the above items. I understand that failure to comply with the established regulations and discipline could forfeit my privilege of attending High Point Christian Academy.

---

Student's Signature

## **HIGH POINT CHRISTIAN ACADEMY**

### **Guidelines for Dispensing and Controlling Student Medication**

#### **PHYSICIAN-PRESCRIBED MEDICATIONS**

Prior to administration of any medication by the school, both the Physician's Statement of Need and Parental Request for Medication Administration forms must be completed and filed in the office.

A separate set of forms (physician and parent) must be completed for each administration of a medication and whenever changes are made in the medication, dose, or child's reaction. It is the parent's responsibility to assure that these forms are current and complete.

New forms (physician and parent) must be submitted each year.

All medications should be stored in a locked area or an area that is not accessible to students.

**Medications must be brought to school in their original containers and stored according to physician's request.**

The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e. g. injections).

Each administration of medication must be recorded on a Medication Administration Log sheet at, or immediately following, the time of its administration by the individual who gave the medication.

Any emergency medications (e.g. epi-pens) should be stored in a location that is well documented, known to the faculty, and easily accessible for retrieval.

Emergency medications may be carried by the student when both the Physician's Statement of Need and Parental Request for Medication Administration have been completed and indicate the need for the student to have medication on his/her person at all times.

Medication used infrequently (not daily) or sent to the school in a large quantity should be checked for expiration dates at least once each semester.

#### **NONPRESCRIPTION OR OVER-THE-COUNTER MEDICATIONS**

Prior to administration of any nonprescription medication, the Parental Request for Medication Administration must be completed and filed in the office.

**All medication must be stored in the academy office.**

# Request for Medication Administration

(to be completed by parent or guardian)

Student's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Emergency contact information \_\_\_\_\_  
\_\_\_\_\_

Medication to be administered \_\_\_\_\_

Dosage to be administered \_\_\_\_\_

Time or interval at which each dosage is to be administered  
\_\_\_\_\_  
\_\_\_\_\_

Name of physician authorizing administration \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date to begin administration \_\_\_\_\_

Date to cease administration \_\_\_\_\_

I request that the High Point Christian Academy administer the above medication to my child in accordance with my request and the physician's statement of need. I agree to notify the school in writing of any changes in my child's condition with respect to the administration of medication or with any changes to the information provided on this form. I understand that it is my responsibility to send an appropriate supply of medication to school **in its original container**. Medication provided to the school in any container other than the original will not be accepted. I understand that the school will have limited liability while administering medication to my child in accordance with a physician's statement of need. The school agrees to keep a written log of medication administered to my child in school throughout the current school year.

\_\_\_\_\_  
Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Physician Statement of Need

Student's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Student's Address \_\_\_\_\_

School High Point Christian Academy Grade \_\_\_\_\_

Medication to be administered \_\_\_\_\_

Does this medication have a generic name \_\_\_\_\_

Dosage to be administered \_\_\_\_\_

Time or interval at which each dosage is to be administered \_\_\_\_\_

Date to begin administration \_\_\_\_\_

Date to cease administration \_\_\_\_\_

Possible adverse reactions \_\_\_\_\_

List of severe reactions that should be reported to the physician \_\_\_\_\_

Special instructions for storage of medication \_\_\_\_\_

Special instruction for administration of medication \_\_\_\_\_

Physician's Name \_\_\_\_\_

Physician's Address \_\_\_\_\_

Physician's Phone Number \_\_\_\_\_

Emergency contact information for physician \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date