



**High
Point
Christian
Academy**

**2009-2010
Elementary School
Handbook**

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High Point, NC 27262

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www.hpcacougars.org/elementary-2

Kingdom Education:

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

TABLE OF CONTENTS

HPCA Personnel/Board/PTF	3
School Calendar	5
Statement of Philosophy	6
Biblical Principles On the Education Of Children and Youth	10
Admission Policies	11
Financial Policies	13
Academics	15
Schedule of Day	15
Grading	15
Progress Reports	15
Report Cards	15
Parent-Teacher Conference	15
Elementary Grading System	16
Literature	17
Computers and Laboratory	17
Internet Policy	17
Textbook Policy	18
Academic Probation	19
Retention Policy	19
Standardized Achievement Testing	19
Honor Roll	19
Communication	19
Homework	20
Attendance	21
Discipline	24
Dress Code	26
General	28
After School Program	28
Lunches and Snacks	28
School Closing Due to Weather	28
Protection of Children	28
Security	28
Child Abuse Reporting	29
Visitors	29
Fire, Tornado, and Safety Drills	29
Electronic Devices	29
Locker Policy (Grade Five)	29
Educational Excursions	30
Bus Rules	30
Chapel	30
Parties	30
Invitation Policy For Parties	30
Flowers, Balloons, or Gifts	30

Communication Via Internet	30
Communication Via Mail	31
Communication Via E-Mail	31
Student Telephone Use	31
Parent Conduct	31
Parent Teacher Fellowship	31
Parent Involvement	31
Health and Safety	32
Sick Policy	32
Dispensing and Controlling Student Medication.....	32
Request for Medication Administration Form	34
Physician Statement of Need	35
Parent Commitment	36
Statement of Cooperation	38
Parent/Student Handbook	39

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. Anne Flater

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

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	ED	WD	17
18	19	20	21	22	23	24
25	26	27	28	ED	ED	31

NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	WD	WD	14
15	16	17	18	19	20	21
22	23	24	ED	H	H	28
29	30					

DECEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ED	19
20	H	H	H	H	H	26
27	H	H	H	H		

August
6-7 Teacher Workdays - Optional
10-17 Teacher Orientation
13 Open House - Grades K to 12
18 First Day of School

September
7 No School - Labor Day

October
15 Early Dismissal**
Last Day of 1st Quarter 42 Days
16 No School Teacher Work Day**
29-30 Early Dismissal**
Parent/Teacher Conferences

November
12-13 No School - ACSI Convention**
25 Early Dismissal**
26-27 No School - Thanksgiving

December
15-18 High School Exams
18 Early Dismissal**
Last Day of 2nd Quarter 41 Days
21-31 No School - Christmas Break

January
1 No School - Christmas Break
18 No School - MLK Jr. Day

February
15 No School - Presidents' Day

March
11 Early Dismissal**
Last Day of 3rd Quarter 47 Days
12 No School - Teacher Work Day**

April
2-9 No School - Easter Break
4 Easter

May
3-7 Stanford Testing (K-8)
21 Graduation
24-27 High School Exams
27 Early Dismissal**
Last Day of 4th Quarter 48 Days
28 No School - Teacher Work Day

2010
JANUARY

S	M	T	W	Th	F	S
						H 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	ED	WD	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	Th	F	S
					1	H 3
4	H	H	H	H	H	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



MAY

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	ED	WD	29
30	31					

JUNE

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Legend

 School Day
 Early Dismissal Day

H No School - Holiday
WD No School-Teacher Work Day

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

High Point Christian Academy

Statement of Philosophy

Academy's 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.

Academy's 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 the Christ who lives and dwells within them (Romans 12:1).

Academy's 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 based 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

1. 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
2. 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
3. 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.
4. The education of children and youth must be based on God's Word as absolute truth. Matthew 24:35; Psalms 119
5. The education of children and youth must hold Christ as preeminent in all of life. Colossians 2:3, 6-10
6. 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
7. 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
8. 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
9. 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; II Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24

ADMISSION POLICIES

HPCA as Ministry

HPCA is a school in which God's guidance and direction is continually sought. Our school 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 (HPCA) is operated as an educational institution for the benefit of the families in our community. Students are admitted without regard to race, color, or national or ethnic origin.

Communication Is Important

Our ministry requires that there be close communication between the home and the school. 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 school, 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 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, chaperones 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 Requirements / 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 student 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 entrance to our Kindergarten program should have reached their 5th birthday on or before August 31st. The Gesell test will be administered to all Kindergarten applicants whose 5th birthday falls after March 1st of the enrolling year. The Gesell test is a reliable and consistent indicator used to determine Kindergarten readiness, together with the considerations of maturity level, pre-school performance, teacher recommendation, and other factors.

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

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.

Health Certificate

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

TUITION AND FINANCIAL POLICIES

2009-2010

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-12th 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 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 – 6th 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

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 You may choose either a 10-month payment plan or a 12-month payment plan. You may also choose the draft of either the 5th or the 20th 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).

ACADEMICS

Schedule of the Day

7:30 a.m.	Students enter building
7:45 a.m.	Students enter classroom
8:00 a.m.	School begins
2:15 p.m.	Kindergarten Classes dismiss
2:20 p.m.	First Grade Classes dismiss
2:25 p.m.	Second Grade Classes dismiss
2:30 p.m.	Third Grade Classes dismiss
2:35 p.m.	Fourth Grade Classes dismiss
2:40 p.m.	Fifth Grade Classes dismiss
6:00 p.m.	Afterschool Care ends

Grading

The purposes of grading are to:

1. Provide an assessment for students and parents of the student's achievement in relationship to the curriculum.
2. Provide an opportunity for teachers to identify student deficiencies in order to provide instructional assistance.
3. Recognize excellence and achievement.
4. Provide information to the Principal and teachers for proper student placement.

Progress Reports

Progress reports are sent home for students at the middle of each nine-week grading period.

Report Cards

Report cards are issued at the conclusion of each nine-week grading period.

Parent-Teacher Conference

Parent-teacher conferences are encouraged and may be scheduled by the Principal, teacher, or by parent request. Parents are encouraged to discuss concerns with the classroom teacher first. If the situation is not resolved, parents may address the concern with the Elementary Principal. Teachers, members of the administration, and parents share the common goal of creating the best learning experiences for students. At the conclusion of the first quarter, two-and-a-half days are designated as Parent-Teacher Conference days.

ELEMENTARY GRADING SYSTEM

KINDERGARTEN

O	Outstanding Work (Above Average)
S	Satisfactory (Acceptable Work or Average)
NI	Needs Improvement (Making effort, but could do better)
U	Unsatisfactory (Poor work)
NA	Not Applicable
INC	Incomplete

GRADES ONE – TWO

O+	98 – 100
O	93 – 97
O-	90 – 92
S+	87 – 89
S	83 – 86
S-	80 – 82
N+	77 – 79
N	73 – 76
N-	70 – 72
U	0 – 69
INC	Incomplete

O	Outstanding
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory
INC	Incomplete

GRADES THREE - FIVE

A	93 - 100	(Exceptional Achievement)
B	85 - 92	(Above Average Achievement)
C	77 - 84	(Average Achievement)
D	70 - 76	(Below Average Achievement)
F	69 and below	(Very Low Achievement)
INC	Incomplete	

ELEMENTARY SPECIAL CLASSES

O	Outstanding
S	Satisfactory Work
NI	Needs Improvement
U	Unsatisfactory
NA	Not Applicable
INC	Incomplete

Literature

In approaching literature on the elementary level, the administration and faculty of High Point Christian Academy want to not only provide students with a solid foundation of varied literature, but also teach them to evaluate these writings for literacy excellence as well as Biblical truth. Although High Point Christian Academy does not agree with every work used or situation included in the approved selections, we do realize that there is academic value in studying certain works. By allowing students to examine various aspects of our culture through literature in light of God's truth and under the guidance of a Christian teacher, they will have the opportunity to further develop a Christian worldview. Also, emphasis will be placed on exploring the influence of the Bible on literature and Christian authorship.

Computers and Laboratory

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

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.

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. Students who are engaged in these activities may receive discipline that could include detention, suspension, or expulsion.

Textbook Policy

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.

Academic Probation

Students who have a grade below a 70 in a core subject or their average falls below a 77 on a quarterly report card may be placed on academic probation. Probation may be lifted at the end of the next quarter provided the students have brought their core class grade to a 70 or above and their average is 77 or higher. Students who do not score a 70 or higher in the final cumulative grade at the end of the school year may not be promoted to the next grade level.

Retention Policy

High Point Christian Academy operates to serve the best interest of the individual student. This is to be kept in mind with regard to promotion or retention.

Retaining a student is a very important educational decision and in every instance, the decision should be considered carefully. Several factors need to be evaluated when arriving at this decision. These include the child's academic progress, general ability, social and emotional adjustment and physical maturity. Another important question to answer is, Will the retention benefit the child?

While the authority to retain a student rests with the school and specifically with the Administration, it is important that the parents (guardians) be included in discussion concerning retention. Parent involvement is necessary because it is important that the parents understand the child's overall performance and general status in school.

Standardized Achievement Testing

Each spring a nationally standardized test will be administered to students in grades K-9 as a tool to help determine achievement and placement. Ability testing will be administered in grades three, five and seven only.

Honor Roll

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

Communication

Teachers will be sending home a weekly folder each Friday. This will contain your child's classroom work and a weekly update. Please review each paper, noticing the strengths and weaknesses of their work. Praise your children for good work or good effort and assist them as needed. You are to sign the folder and return it the very next school day. If you have any questions about your child's work or behavior, please contact the teacher as soon as possible for an appointment. Also, each month you can access an elementary newsletter from the Academy website, www.hpcacougars.org. This is to inform you of school news and activities. Please read the information very carefully and follow through. Mandatory Parent-Teacher conferences are scheduled after the first quarter of the school year.

Homework

Homework must be purposeful and able to be completed within a reasonable time frame. Homework can be given for reinforcement of classroom instruction, practice in skill development, memorizing important information, applying skills and preparing or studying for tests. Homework can also be given to assist in the development of responsibility and time management skills. Concerns about any homework issues should always be taken first and directly to the specific teacher who made the assignment.

Sometimes students must learn to deal skillfully with personal tendencies toward perfectionism, disorganization and delays in getting on task, etc. These types of personal tendencies can significantly alter the amount of time a student spends on homework. Ultimately, parents must assume the primary role for resolving such issues.

Particularly from second grade forward, homework and study skills should lead to working independently from parents. We encourage parents to avoid working with a child in doing homework. Parents are encouraged to be an agent for providing accountability and, when necessary, organizational assistance and/or time limits.

Homework will not be given on Wednesdays, and major tests will not be administered on Thursdays. We encourage students and their families to attend Wednesday night church activities. Exception - Major tests may be administered on Thursdays when academic schedule is shortened.

ATTENDANCE

Student Attendance

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.

Tardies

Tardiness to School: School will start promptly at 8:00 am. 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. After five tardies in a quarter, the Principal will make a contact with the parents. Parents will receive written notification of excessive tardies each quarter. Set a good example for students. BE ON TIME.

Absences

It is the responsibility of parents to ensure that their student attends school. When a student is absent from school:

- Prior notification is required for any extended absences for family trips, personal mission trips, etc.
- Post notification is required for any absences due to appointments, illness, family emergencies, etc.

(Please submit these notifications to the Elementary School office. Parental 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.)

A student with more than 20 absences during the school year will not be promoted to the next grade without review from the administration. Teachers and administration will take into consideration chronic illness, lengthy hospital stays or other serious family situations when deciding on promotion in this situation.

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

Students must arrive at school by 11:00 AM to be considered present for the day.
Students must be present until 11:30 AM to be considered present for the day.

(The above attendance policy applies to K-8th only.)

Class Trips

Students who do not go on a class trip will be counted absent for the day unless the student comes to school while the class is on a trip. Planned work will be given to the student.

Arriving Late or Leaving Early

Students who arrive late to school must go to the office and sign in. (Parents may accompany students if they like.) 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 home and present it to the Elementary School office *before school starts*. He/she will receive an Early Dismissal slip, which should be presented to his/her teacher. Students absent 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.

Parents must report to the office to sign students out early. Students may be released only to parents and those adults noted by parents on the Authorization Release Form. For student safety, we can make **no exceptions**.

Make-Up Work

Students who are absent may 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 three days of the student's return to school.

It is a *student's responsibility* to check with teachers for missed work, to turn in assignments and to schedule make-up tests. Each grade level will define their policy on repeated and excessive offenses of missing and/or incomplete assignments and communicate the policy to parents in their Orientation information.

For planned 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.

Requests for Assignments and Homework (When Absent)

When students are absent, office personnel sometimes receive requests for missed assignments 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.

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.

Returning To School After An Absence

Students must bring a written note stating the reason for the student's absence or tardy and submit it to the Elementary School office.

Excessive Absences

If a student has been absent for 5 consecutive days and the school has not been notified as to the cause of the student's absence, the Principal or designee will notify the student's parents or guardians in writing of their student's absence and the responsibility of HPCA to be in compliance with the compulsory attendance law if the absence cannot be justified.

A student with 20 absences will not be promoted to the next grade without review from the administration.

Early Dismissal

If a student must leave school for any reason before the end of the school day, he/she must bring a note from home and present it to the Elementary School office before school starts. An "Early Dismissal" slip will be issued to the student. 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. Students must obtain a note from the office to return to class. The parent must report to the office to sign the student out. Students may be released only to parents and those adults noted by parents on the Authorization Release Form. **NO EXCEPTIONS.** It is essential that every parent and/or visitor sign in and out of the school office.

DISCIPLINE

Student Conduct/Discipline Concerns

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	Colossians 3:17
Do what is right	Philippians 4:8
Treat others like you want to be treated	I Thessalonians 5:15

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

Students will be given class rules to obey in order to maintain proper classroom management by the teacher. The teacher will treat each child with respect, love and genuine concern.

Should a discipline concern arise, parents will be contacted for communication purposes to work with the teacher in establishing positive behavior. The faculty will do all possible to meet the needs of the children.

All discipline will be based on Biblical principles, e.g., restitution, apologies, (public and private), assertive discipline, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level.

Love and forgiveness will be an integral part of the discipline of a student.

There are six basic behaviors that will necessitate discipline from the Principal (versus the teacher). Those behaviors that will necessitate discipline from the Principal include:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty, i.e., lying, cheating and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar or profane language, as well as, taking the name of the Lord in vain.
6. 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.

During the visit with the Principal, the Principal will determine the nature of the discipline.

The administration may suspend a student from school for improper behavior. The administration and Academy Board reserve the right to expel a student at anytime he/she is found out of harmony with the rules and policies of the Academy. We reserve the right to request the withdrawal of a student with options and recommendations for further services. Corporal punishment is not allowed at HPCA.

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 out-of-school suspension or in-school suspension

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.

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 points).

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.

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 young children and 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 Headmaster.

Perceived Threat

Students shall not engage in any activity or bring items to school/school related activities which may be considered threatening. An offense may result in suspension or expulsion.

High Point Christian Academy generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or Academy 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.

DRESS CODE

Uniforms are 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 team spirit, and decreases distractions in the learning environment. Any uniform combination is acceptable unless the teacher instructs the students to wear a specific combination for a special event.

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

1. Bandanas and hats (after arrival to school)
2. Sunglasses inside buildings
3. Earrings for boys at school or any school sponsored event
4. Body piercing
5. Tattoos (permanent or temporary)
6. Unusual hair coloring (i.e. pink, green, blue, etc.)

Uniforms

All clothing must be purchased through Educational Outfitters or Lands End. We are not requiring a logo on uniform shirts. However, you may add an approved HPCA logo through Educational Outfitters. A list of approved items for the Elementary School is available upon request. Tee shirts worn under uniform shirts must reflect the school colors (I.e. white, navy blue, hunter green, red, light yellow.)

1. All bottom items should be no more than 2 inches above the knee.
2. Holes or appearance of holes are not acceptable.
3. Pants and shorts should not be sagging.
4. Shirts should fit properly and not be too tight.

Jackets, Sweaters, Sweatshirts, Hoodies

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 their outerwear if it becomes a distraction.

Hair Styles

Hair styles should reflect the school culture and should be clean and neatly maintained. Boys should have haircuts above the eyebrows, mid-ear or above, and above a standard shirt collar.

Shoe Options

Shoes must have rubber soles (for safety) and must buckle, tie or have Velcro. Tennis shoes, hiking shoes and boots are acceptable. **For safety reasons, sandals or shoes without enclosed heels (i.e. clogs) or toes are not permitted at any time.**

Dress Down Guidelines

Periodically, students may be allowed to dress down. Clothing should be neat, modest, and appropriate for school. The following should not be worn to school.

1. tight or short shorts
2. tank shirts, spaghetti-strap shirts, sleeveless shirts
3. tight or low riding jeans
4. short shirts or shirts with low-cut necklines
5. sagging shorts or pants
6. rude/vulgar descriptions or language on clothes
7. shirts that advertise alcohol, tobacco, non-Christian music groups, etc.
8. clothes with holes or the appearance of holes

Friday Dress

Students may wear any HPCA shirt on Fridays (i.e. field day, team shirts, etc.). Bottoms must still be an HPCA uniform item.

Consequences

Any student not dressed in accordance with this policy may 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. The administration reserves the right to make decisions on items not specifically mentioned.

GENERAL

After School Program

Our after-school care hours are from 2:15 p.m. through 6:00 p.m. for kindergarten through grade six.

If students are **dismissed** early due to inclement weather, the after-school program will not be available.

If the school is **closed** due to inclement weather, the after-school program will not operate.

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. Also, no microwave will be available for grades K-8.

Students in grades K-8 are not allowed to purchase soft drinks or snacks from the machines in the building during the school day.

No beverages or food are permitted in class unless approved by the Principal.

School Closings Due to Weather

HPCA will make its own decisions regarding school closing due to inclement weather. **We will not automatically follow the Guilford County Schools' decision.** You may call the Academy office for an announcement on the voice mail or visit our website at www.hpcacougars.org. Local radio and television stations will broadcast school closing. Listen closely to these announcements. Make-up days will be determined by the administration. If school is in session, please use your judgment to determine it is too dangerous to transport your student to school.

Protection for Children

Children may be released only to parents and those adults noted by parents on the Authorization Release Form. **NO EXCEPTIONS**. It is essential that every parent and/or visitor sign in and out of the school office.

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.

Visitors

Parents and family members are welcome to visit at any time during the school day. Please check in at the school office for a visitor's badge. **Any other person wishing to visit the school during the school day must gain permission to visit through one of the administrators.**

Fire Drills, Tornado Drills, 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 emergency.

Electronic Devices

Electronic devices are distracting to both students and faculty. Cell phones, music devices and other electronic devices should not be activated or visible during the school day. Students who violate this policy will have their devices collected by teachers. Students may pick them up at the end of the day from the Elementary School office. For a second violation, parents will be notified before the device is returned. For a third violation, parents must pick up the device.

During extracurricular functions or certain field trips where 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.

Students are not to bring radios, DVD, CD, tape players, electronic games, or other such devices unless authorized by the Principal.

Locker Policy (Grade Five)

Students are expected to identify all their clothing, lunch boxes, book bags, etc., and to remove personal belongings from the hallway 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.

Educational Excursions

High Point Christian Academy teachers plan trips away from school which support curricular objectives. 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 chaperone. 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. Children will not be allowed to ride in vehicles with parents without permission from the administration and the child's parent/guardian. At times, there may be a cost to the students and parents for the field trip. Although we are glad for parents to accompany the class on field trips, the opportunities to go must be shared among all parents. Please talk to your child's teacher to determine what his/her field trip procedures are. 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 to attend field trips unless the trip has been approved and announced as a family event.

Bus Rules

Riding a school bus on educational excursions is a privilege extended to students by the school. For the safety of all students, proper bus behavior must be observed by all riders. Failure to comply with the bus rules may result in the student not participating in future excursions.

Chapel

Chapel is a time for the students that will include celebration, worship, devotions, Christian groups and much more. It begins at 8:15 a.m. for elementary and secondary students in the Worship Center and is held on designated Thursdays. Parents are welcome to attend.

Parties

On occasion, teachers will have classroom parties for various events. Parties promoted by parents must be cleared through the teacher. Swim parties are not permitted in kindergarten through eighth grade due to liability concerns.

Invitation Policy for Parties

When students are having a birthday party, etc., and invitations are being sent home, please mail the invitations or make phone calls. Invitations are not to be handed out in the classroom unless all students in that class are to receive one. We do not want to have situations where it is obvious that some students are excluded.

Flowers, Balloons, or Gifts

All flowers, balloons, or gifts must be checked in at the main office. The students may pick up their gifts at the end of the day.

Communication Via Internet

The school website, www.hpcacougars.org, carries general announcements and calendar information.

Communication 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 you posted on matters of concern and interest related to the school.

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.

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 office personnel will assist the student in making the necessary call. **All other telephones are reserved for staff use.**

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 children.*
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 don't understand something, ask the right people. Do not assume.*
6. *Be positive about the school in front of the children; 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 Fellowship

The Parent-Teacher-Fellowship (PTF) was 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.

PTF Mission Statement:

The purpose of the Parent-Teacher Fellowship (PTF) is to partner with the faculty and staff of High Point Christian Academy to help provide an outstanding educational experience for the Academy students.

Parent Involvement

We encourage parents to participate in school and classroom activities. Parents may be asked to participate in classroom activities during curriculum time as long as it does not distract students from learning. The classroom teacher will always be in charge and will make final decisions and schedules about these matters.

HEALTH AND SAFETY

Sick Policy

Please note that the following policies are for the well-being of your child and the other children in the classroom.

Students should not be at school if they have any of the following conditions:

- **Fever above 100 degrees Fahrenheit** – Children should be fever-free without medication for 24 hours before returning to school.
- **Diarrhea and/or vomiting** – Children should stay home until no diarrhea or vomiting for 24 hours.
- **Strep Throat** – May return to school 24 hours after treatment begins.
- **Pink Eye** – Generally, children may return to school 24 hours after treatment with ointment or drops. However, please consult doctor because cases vary in severity.
- **Unexplained/undiagnosed rashes** – especially when accompanied by a fever or a behavior change.
- **Untreated head lice** – May return to school the day after shampooing with a lice treatment product if no live lice are present.
- **Runny nose with thick green mucous**
- **Cough that is persistent enough to limit physical activity**

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.

Non-Prescription 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

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.

Student Name: _____ **Homeroom:** _____

Printed Name - Father/Guardian

Printed Name - Mother/Guardian

_____/_____
Signature of Father/Guardian Date

_____/_____
Signature of Mother/Guardian Date

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.ffna.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

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.