



## Middle School Handbook 2011-2012

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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  
Dr. Rita Haire  
Mr. Scott Prohaska  
Mr. Mike Cliff

**Department Directors**

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

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

**Office Personnel**

Administrative Assistant  
Bookkeeper  
K-8 Administrative Assistant  
K-8 Administrative Assistant  
Health Services Coordinator  
High School Administrative Assistant  
K-8 Receptionist  
High School Receptionist

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

**School Board**

Mr. Brad Dula  
Mrs. Mary Helen Jackson  
Mr. Dave Recchion  
Mrs. Anne Flater  
Dr. Bob Migliardi

Mr. Michael Gay  
Mr. Mike Newby

**Elementary**

Transitional Kindergarten:  
Kindergarten:

First Grade:

Second Grade:

Third Grade:

Fourth Grade:

Fifth Grade:

**Teachers**

Mrs. Elissa Cox  
Mrs. Anne Cashwell  
Mrs. Paula Segers  
Mr. Kirk Oakley  
Mrs. Crystal Newell  
Mrs. Sue Ashby  
Mrs. Joy Barrett  
Mrs. Brittany Ivey  
Mrs. Debbie Peel  
Mrs. Hollie Seaford  
Mr. Justin Bingham  
Mrs. Lisa Spillman

**Assistants**

*Mrs. Kathy Marley*  
*Mrs. Teresa Weaver*  
*Mrs. B.J. Hight*  
*Mrs. Stephanie Kirby*  
*TBA*  
*Mrs. Kathy Marley*  
  
*Mrs. Sherrie White*  
  
*Mrs. Sherrie White*

Mrs. Sandy Fowler, Bible/Math/Science  
Mrs. Deborah Key, Language Arts/Social Studies  
*Assistant: Mrs. Sherrie White*

### **Middle School**

Sixth Grade: Mrs. Carole Harrington, Language Arts  
Mrs. Donna Reynolds, Bible/Social Studies  
Mr. Michael Seamon, Math/Science

7<sup>th</sup>/8<sup>th</sup> Grade: Mrs. Vicki Cohen, Language Arts  
Mr. Todd Farlow, Science  
Mrs. Madeline Pack, Language Arts  
Mrs. Beth Saintsing, *Assistant (6-8)*

Mrs. Cynthia Ellas, Mathematics  
Mrs. Cindy McManus, Social Studies  
Mr. David Spencer, Bible

### **High School**

Mrs. Mary Bryant – Science  
Mrs. Melanie Carroll – Math/Science  
Mr. Bruce Johnson – Social Studies  
Mrs. Tonya Kaukola – Math  
Mr. Andy Oats – Math  
Mr. Joel Smith – Social Studies  
Miss Carolyn Warner – English

Mr. Don Capps – Bible  
Mrs. Kimberly Holland – English  
Mrs. Evelyn Johnson – Science  
Mr. Steve Lechner – Social Studies  
Mrs. Rebecca Ortiz – Spanish  
Miss Catie Thomas – 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. Donna Henry – Middle School Computer  
Mrs. Abby Lewallen – Elementary/Middle School Art  
Mr. Shawn Mehegan – PE/Campus Ministry Coordinator  
Mrs. Angela Norris – High School Resource  
Mr. Ron Padgett – Middle School Band/High School Band and Drama  
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 Computer  
Mrs. Candace Wall – High School Media

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

Mrs. Molly Huneycutt – Director of K-8 Resource and Counseling  
Mrs. Lynn Shores – Resource Teacher  
Mrs. Pat Wheeler – Resource Teacher  
Mrs. Stephanie Kirby – Resource Teacher

### **Lunchroom**

Mrs. Belinda Self – Food Services Coordinator  
Mrs. Nadine Penland – High School Lunch

### **Afterschool**

Mrs. Debbie Fox – Director

# High Point Christian Academy

## 2011-2012 School Calendar

2011						
JULY						
S	M	T	W	Th	F	S
					1	2
3	H	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	H	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	
OCTOBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	ED	WD	15
16	17	18	19	ED	ED	22
23	24	25	26	WD	WD	29
30	31					
NOVEMBER						
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	ED	H	H	26
27	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	ED	17
18	H	H	H	H	H	24
25	H	H	H	H	H	31

**August**

4-5 Teacher Workdays - Optional  
 8-15 Teacher Orientation  
 11 Student/Parent Orientation K-12  
 16 First Day of School

**September**

5 No School - Labor Day

**October**

13 Early Dismissal\*\*  
 Last Day of 1st Quarter 42 Days  
 14 No School Teacher Work Day\*\*  
 20-21 Early Dismissal\*\*  
 Parent/Teacher Conferences  
 27-28 No School - ACSI Convention\*\*

**November**

23 Early Dismissal\*\*  
 24-25 No School - Thanksgiving

**December**

13-16 High School Exams  
 16 Early Dismissal\*\*  
 Last Day of 2nd Quarter 41 Days  
 19-30 No School - Christmas Break

**January**

16 No School - MLK Jr. Day

**February**

20 No School - Presidents' Day

**March**

8 Early Dismissal\*\*  
 Last Day of 3rd Quarter 47 Days  
 9 No School - Teacher Work Day\*\*

**April**

6-13 No School - Easter Break  
 8 Easter  
 30 Stanford Testing (K-8)

**May**

1-4 Stanford Testing (K-8)  
 21-24 High School Exams  
 24 Early Dismissal\*\*  
 Last Day of 4th Quarter 48 Days  
 25 Teacher Work Day  
 Graduation

2012						
JANUARY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	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	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29			
MARCH						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	ED	WD	10
11	12	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	2	3	4	5	H	7
8	H	H	H	H	H	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	ED	WD	26
27	H	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	178 School Days	<b>H</b> No School - Holiday
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, scholarship, 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 partner 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. pursuing the achievement of our spiritual, academic, social and physical objectives.
2. developing, improving and expanding the academy's programs and services.
3. 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**

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. 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. If entrance tests are required they will be scheduled through the Director of Enrollment.

Students applying for entrance to our Kindergarten program should have reached their 5<sup>th</sup> birthday on or before August 31<sup>st</sup>. The LAP-D test will be administered to all Kindergarten applicants whose 5<sup>th</sup> birthday falls after March 1<sup>st</sup> of the enrolling year. The LAP-D 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.

## **Health Certificate**

A record of immunization is due by September 1 for all new students. The link below provides state law information regarding immunizations.

<http://www.immunize.nc.gov/schools/index.htm>

Students entering 6<sup>th</sup> grade, must provide documentation showing a DTAP immunization within the past four years.

TUITION AND FINANCIAL INFORMATION  
**2011-2012 School Year**

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**APPLICATION PROCESSING FEE: \$60.00 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: \$150.00 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: \$250.00 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 FACTS Tuition Aid. FACTS is a third-party agency that makes financial needs assessments for schools. FACTS uses information supplied by the applicant to assess financial information. Applications can be made online by going to [www.hpcacougars.org](http://www.hpcacougars.org) and clicking on Quick Links and then select the Financial Aid Application. 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 31, 2011 (for the 2011-12 school year) and March 31, 2012 (for the 2012-13 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 and May 31 will be assessed a \$500.00 Withdrawal Fee. In addition, the full month's tuition is due for any month in which the student(s) 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 30 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:** \$25.00 **PER STUDENT** (Non-refundable)

**AFTERSCHOOL CARE:** If your students attend afterschool on a monthly basis, the monthly fees will be added to 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 2011 and the final payment is due May 2012. Our afterschool hours are from 2:15 to 6:00 pm 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:**

2:15 – 4:00      \$95.00 per month

2:15 – 6:00      \$155.00 per month

**Daily:**

2:15 – 4:00      \$13.00 per day

2:15 – 6:00      \$18.00 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 prior to the next lunch ordering cycle.

## TUITION PAYMENT PLANS

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### FULL PAYMENT PLAN

Tuition may be paid in full by June 1, 2011:

K - \$5,975.00

1-5 - \$6,725.00

6-8 - \$7,170.00

9-12 - \$7,720.00

### 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>, 15<sup>th</sup>, 20<sup>th</sup> or the 25<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 middle school students rotates through a weekly schedule of electives classes during one of the four class periods. Sixth grade students have all core classes each day. Students in grades 7-8 have three classes one day and three different classes on the next day. In this A-Day / B-Day rotation, these students have all core classes.

**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 for each core subject may not be promoted to the next grade level.

**Bell Schedules (Middle School)**

REGULAR Schedule (6<sup>th</sup> Grade)

8:00 – 8:08	Homeroom
8:13 – 9:40	1 <sup>st</sup> Period
9:45 – 11:10	2 <sup>nd</sup> Period
11:15 – 1:15	3 <sup>rd</sup> Period & Lunch
1:20 – 2:45	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

Regular Schedules (7<sup>th</sup> & 8<sup>th</sup> Grade)

8:00 – 8:08	Homeroom
8:13 – 9:40	1 <sup>st</sup> Period
9:45 – 11:10	2 <sup>nd</sup> Period
11:15 – 1:20	3 <sup>rd</sup> Period & Lunch
1:25 – 2:50	4 <sup>th</sup> 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. Secondary chapels meet on designated Thursdays.

**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.

## **Edline**

The middle 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 in on Edline.*

## **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 middle school students, the final (or yearly) grade is the average of the four quarter 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

## **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. In 6<sup>th</sup> grade, homework will not be given on Wednesdays or tests on Thursdays. Due to the alternating block schedule, homework may be given in grades 7–8 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 high school) 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.

**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.

**Junior Beta Club (See Extra-Curricular Section)****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.

## Mathematics for the Middle School

### 7<sup>th</sup> Grade Math Placement

Seventh Grade Math provides an opportunity for students to solidify basic math skills. Students on this track will have the following high school schedule:

8<sup>th</sup> Grade: Pre-Algebra

9<sup>th</sup> Grade: High School Algebra I

10<sup>th</sup> Grade: Geometry or Geometry Honors\*

11<sup>th</sup> Grade: Algebra II or Algebra II Honors\*

12<sup>th</sup> Grade: Advanced Math Class or Honors Advanced Math\*

(\*Subject to student's schedule and class availability)

Students who complete this track successfully will meet the eligibility requirements to enroll in the UNC system as well as other colleges and universities upon graduation from HPCA.

### 7<sup>th</sup> Grade Honors Math

Students who meet 2 of the 3 following criteria in the sixth grade may be offered the opportunity to skip 7<sup>th</sup> grade math and take Pre-Algebra in the 7<sup>th</sup> grade:

1. earned an overall grade average of 90% or higher in sixth grade math (Final Grade on Report Card.)
2. placed in the 80<sup>th</sup> percentile or higher on the total math section of the End of Grade Achievement Test.
3. scored a grade of 80% or higher on the diagnostic test administered in class in the sixth grade year.

To remain in Pre-Algebra (an honors class for seventh grade), an average grade of 85% or higher must be maintained each quarter. If a student fails to meet this requirement, the student may be placed in 7<sup>th</sup> Grade Math for the remainder of the school year or repeat Pre-Algebra in the 8<sup>th</sup> grade.

*(It is very important to understand that pushing students into classes for which they are not ready may be detrimental to their future success in math. Skipping seventh grade math to take Pre-Algebra brings some challenges. Students who are not ready may struggle and math may become a source of frustration for years to come.)*

### 8<sup>th</sup> Grade Math Placement

Students who passed 7<sup>th</sup> grade math with a 70 or higher will take Pre-Algebra in the eighth grade.

To be enrolled in Algebra I (an honors class in the eighth grade) a student must successfully complete seventh grade Pre-Algebra with a grade of 85% or higher and/or have a recommendation from the teacher. Students whose overall Pre-Algebra grade is less than 85% will take Pre-Algebra again in the eighth grade.

### High School Placement

Students are placed in a high school class based on their performance in the eighth grade and teacher recommendation.

<b>8<sup>th</sup> Grade Class and Performance</b>	<b>9<sup>th</sup> Grade Placement</b>
Pre-Algebra with grade of 70 or higher	High School Algebra I
MS Algebra I with grade of 77 or lower	High School Algebra I
MS Algebra I with grade between 77 and 93	Geometry
MS Algebra I with grade 90 or higher	Honors Geometry

*The administration reserves the right to adjust these requirements as needed to accommodate teacher schedules and class sizes.*

### **Promotion, Retention and Skipping Grades**

HPCA 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 an important decision and in every instance, the decision should be considered carefully. Several factors need to be evaluated. These include the student's academic progress, general ability, social and emotional adjustment, and physical maturity. Another question to answer is, "Will the retention benefit the student?"

### **Sexual Purity Classes**

The middle school years can be a challenging time for the students. This is the age when they begin to look to their peers for acceptance and for answers to their questions. In regards to topics of a sexual nature, those questions are best answered by their parents. At HPCA, we believe that the parents are responsible for the education of their children and they should be the first to introduce this topic to their children. We want to support you in this process and reinforce what you are teaching at home. Therefore, we are providing you with our curriculum so we can work together.

- In fifth grade, an evening Tea is available for Moms and Daughters to discuss puberty and other related issues.
- In sixth grade, a list of resources is provided to assist you in teaching your children about sexual reproduction and sexual purity.
- In seventh grade, we conduct separate classes for the boys and the girls to review sexual reproduction, to provide biblical counsel on the proper way to treat members of the opposite gender, and to discuss the purpose of dating.
- In eighth grade, we conduct classes to discuss the biblical view of love, sex, and relationships. Sexual purity is taught as well as the spiritual, physical, and emotional consequences that occur when abstinence is violated. In separate classes, boys are taught the dangers of pornography and girls are taught about modesty.

### **Study Halls**

Middle School 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.

# *High Point Christian Academy*

## *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 book cover.

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.

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

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 middle 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.

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 (2 class periods) is considered absent from school.

### 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 middle 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 two 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. Students (following the A-Day / B-Day schedule) who are absent must contact their teachers *on the day they return following an absence*. *Students are to turn in completed work the next time the class meets.*

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 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. 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, a tardy demerit may be given to the student.** If an additional five tardies have been recorded, another demerit may be issued and parents may be notified.

*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 Cor. 6:19-20; Mat. 15:8-9
- **Respect Self** Ps. 119; I Cor.6:19, Phil. 4:8, Col. 3:17
- **Respect Others** Phil. 2:3; Prov. 18:24, I Thess. 5:15
- **Respect Property** Prov. 3:9

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

**Minor Misconduct (6<sup>th</sup> – 8<sup>th</sup>)**

Demerits are primarily a disciplinary tool for less serious student misconduct while on the academy campus or at any school-related activity. Violations of the following rules may result in middle school students receiving a demerit. These guidelines are not intended to be all-inclusive but rather examples which may result in a demerit: (Student may or may not receive a verbal warning prior to being issued a demerit.)

- Classroom tardiness
- Acting in a manner that interferes with the instructional process
- Mildly abusive language between or among students, not including profanity
- Failure to carry out directions (starting bellwork, etc.)
- Littering classrooms or academy grounds or contributing to a mess
- Public display of affection between couples (i.e. holding hands, hugging, etc.)
- Running, shoving, yelling, boisterousness, or “horseplay”
- Possession of toys such as laser lights, shock pens, etc.
- Out of dress code
- Teasing/ gossiping –1<sup>st</sup> offense (repeated offenses may be considered serious misconduct)
- Using a cell phone, music device, or other electronic equipment
- Using the Lord’s name in a disrespectful manner
- Shooting rubber bands, spit wads, etc.
- Entering another student’s locker, book bag, purse, etc. without permission
- Minor damage to school or personal property
- Other unacceptable conduct as determined by the teacher or administrator

Demerits are recorded by teachers and turned into the Middle School Principal. After a third demerit, parents will be notified and the student will meet with the principal.

Based on the cumulative number of demerits, students may expect these consequences: (For each demerit, the student may be separated from peers during lunch or open gym.)

- 1<sup>st</sup> demerit – Student may be separated from peers during lunch or open gym.
- 2<sup>nd</sup> demerit – Student may be separated from peers during lunch or open gym.
- 3<sup>rd</sup> demerit – Written assignment that is to be signed by a parent

- 4<sup>th</sup> demerit – 1 hour of after-school detention
- 5<sup>th</sup> demerit – 1 hour of after-school detention and student disciplinary probation
- 6<sup>th</sup> demerit – 1 hour of after-school detention and parent conference
- 7<sup>th</sup> demerit – One day of in-school detention
- 8<sup>th</sup> demerit - Out-of-school suspension (number of days to be determined by administration)
- 9<sup>th</sup> demerit - Student may be dismissed from school

(After-school detention will usually be on Wednesdays from 3:00 – 4:00. Students in detention will either work on a spiritual discipline packet or clean the school grounds under the supervision of the Middle School Principal or designee.)

*The demerit count begins anew at the beginning of each quarter. However, a record of all demerits is kept on file. Students receiving 20 or more demerits in a school year may receive an in-school detention. 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.*

### **Serious Misconduct (6-12)**

Students involved in misconduct listed below while on campus or at any school-related activity may be disciplined as indicated in the **Disciplinary Practices** section depending on the severity of the situation as determined by the administration. *Students involved in misconduct outside of school or when school is not in session where their behavior has an adverse effect on the academy may also receive discipline.* This list is not intended to be all-inclusive.

- **Blatant disrespect, abusive words or actions** – Students shall respect other students, faculty, and staff by utilizing appropriate language and actions at all times. (Eph. 4:29, Rom. 12:10, Heb. 13:17)
- **Bullying/Harassment-** Students shall not engage in any form of harassment, which includes bullying, hazing, teasing or any other behavior that creates an environment of intimidation. See the Antiharassment Policy at the end of this section for additional information. (Eph. 4:29-32, I Pet. 2:1)
- **Cheating** –The first time a student is caught cheating, parents will be contacted by the teacher, a zero will be given for the work, and an after-school detention may be given. The second time a student is caught cheating, the parents will be contacted by the administration, a zero will be given for the work, and an in-school detention may be assigned. The student will automatically 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. Any student who willingly provides answers for another student may receive the same discipline. (Ex. 20:15, Eph. 4:28)
- **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 reported to the principal. Both students, under most circumstances, may be disciplined when involved in a fight. (Mat. 5:39, Gal. 5:22-23, Eph. 4:31)
- **Internet – Inappropriate Usage** – Students shall not use the internet inappropriately. Inappropriate may be defined as using offensive language, making threats, posting sexually

suggestive material, posting offensive videos/photos, gossiping, harassing, slandering, taking the Lord's name in vain, visiting pornographic websites, or any other activity that is not honoring to the Lord. (I Thes. 5:15, Phil.2:3, Ex. 20:7, Eph. 5:4)

- **Perceived Threat** – Students shall not engage in any activity or bring items to campus or any school-related activity which may be considered threatening. (Heb. 13:17, Col. 3:12, I Thes. 5:13)
- **Possession and/or use of lighters/matches** Students shall not use or have in their possession lighters or matches while on campus or at any school-related activity. (Heb. 13:17)
- **Possession or use of tobacco, alcohol, or drugs** – Students shall not use or have in their possession tobacco, marijuana, narcotics, stimulants, alcoholic beverages or any other unauthorized or controlled, illegal substance or drug paraphernalia. If a student is involved in this type of activity on campus or at any school-related activity, the substance, material or object will be confiscated from the student and reported to the principal. Parents will be contacted and the student may be suspended or expelled from the academy. (Rom. 13:1-2, I Cor. 6:19-20, Eph. 5:18)
- **Possession and/or use of a weapon** – Students shall not use or have in their possession any weapon while on campus or at any school-related activity. The weapon will be confiscated and the student will be reported to the principal. The student may be suspended or expelled. Pocketknives are considered a weapon and fall under this rule. (I Thes. 5:13-15, Titus 3:1-2)
- **Sexual promiscuity or immorality** – Students shall remain sexually pure according to biblical standards. A student who engages in sexually impure behavior (especially if evidenced by pregnancy, except in cases of proven rape) or any homosexual or lesbian activity/behavior may be expelled from school. (I Cor. 6:9-10, Eph. 5:3, Heb. 13:4, Rom. 1:24-27)
- **Skipping school or a class** – Students shall attend school and all assigned classes. Any student who skips school and/or classes or leaves campus without school permission will receive disciplinary action. Also, tests, quizzes or other class work missed by the student while skipping will not be allowed to be made up. The student will receive a zero for this work. (Heb. 12:1, Heb. 13:17)
- **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. Parents will be responsible for the cost to repair or replace any stolen/damaged property or equipment. (Ex. 20:15, Phil. 2:3-4, Eph. 4:28)

### **Disciplinary Practices**

Academy administration responds to serious student misconduct by administering one or more disciplinary actions as described below:

- **Parent Conference** – Parents are informed of the situation and asked to administer appropriate discipline.
- **After-School Detention** – Student performs after-school class work or clean-up duties.
- **In-School Detention (ISD)** – Student is removed from the classroom for the entire day and completes classroom assignments. The student will not eat in the cafeteria or attend any school function during school hours and may be automatically placed on disciplinary probation. Students may participate in after-school activities at the discretion of the coach/advisor. (Students may face further consequences in other clubs or activities: i.e.: Jr. Beta Club, Student Council, athletics, fine arts, homecoming court, etc.)

- **In-School Suspension (ISS)** – Student is removed from the classroom for the entire day and completes classroom assignments. The student will not eat in the cafeteria or attend any school function during school hours and will be automatically placed on disciplinary probation. All missed work that is due during the suspension (tests, projects, homework, etc) will be reduced by half a letter grade (4 percentage points). Students may participate in after-school activities at the discretion of the coach/advisor. (Students may face further consequences in other clubs or activities: i.e.: Jr. Beta Club, Student Council, athletics, fine arts, homecoming court, etc.)
- **Out-of-School Suspension** – Student will not be permitted on academy property or allowed to attend any school functions during the school day or after school hours. The student will also be automatically placed on disciplinary probation. All missed work that is due during the suspension (tests, projects, homework, etc) will be reduced by one letter grade (8 percentage points). (Students may face further consequences in other clubs or activities: i.e.: Jr. Beta Club, Student Council, athletics, fine arts, 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 (negative, mocking or scorning attitude) which is unchanging after much effort by teachers
  - An accumulation of multiple demerits over the course of the school year
  - Two after-school detentions in a quarter
  - An in-school detention, in-school suspension, or out-of-school suspension

At the end of the period, academy administrators 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.
  - Harassment
  - Fighting, perceived threats, and/or weapons on campus or at any school-related activity
  - Usage, sale or possession of illegal drugs, drug paraphernalia, or alcohol
  - Sexual promiscuity or immorality

### **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 re-enrollment.

*High Point Christian Academy generally follows the 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.*

## Student Antiharassment Policy

The policy of High Point Christian Academy is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

HPCA does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

### I. Definitions and Prohibited Acts

**1. Sexual harassment.** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

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

**2. Unwelcome and Offensive.** The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may

not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

- 3. Verbal Harassment.** Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean a particular gender.

- 4. Physical Sexual Harassment.** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

- 5. Sexual Harasser.** A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

- 6. Race, Color, National or Ethnic Origin, Age, and Disability Harassment.** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

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

**7. Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The student antiharassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

**8. Physical Harassment.** Prohibited actions include, but are not necessarily limited to, the following:

Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.

General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

**9. Definition of Bullying or Intimidation.** "Bullying or intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

**10. Examples of Harassment, Bullying, or Intimidation.** Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

Unwanted sexual advances or propositions.

Offering academic benefits in exchange for sexual favors.

Making or threatening reprisals after a negative response to sexual advances.

Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.

Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.

Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.

Physical conduct such as touching, assaulting, impeding, or blocking movements.

Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

## **II. Application of Antiharassment Policy**

The student antiharassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

## **III. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation**

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

## **IV. Where to Report Harassment, Bullying, or Intimidation**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

1. Division Principals
2. Headmaster
3. Guidance Counselor

## **V. Confidentiality**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **VI. Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

## **VII. Procedure for Investigation of a Complaint and Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the principal or headmaster. The principal or headmaster will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

# Report Form for Reports or Complaints of Harassment

Complainant \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Home phone (\_\_\_\_\_) \_\_\_\_\_ Work phone (\_\_\_\_\_) \_\_\_\_\_

Date of alleged incident(s) \_\_\_\_\_

Did the incidents involve \_\_\_ sexual harassment, \_\_\_ racial harassment, \_\_\_ national or ethnic origin harassment, \_\_\_ disability harassment, and/or \_\_\_ age harassment?

Give the name of the person who you believe harassed or was violent toward you or another person:  
\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person:  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

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

Where and when did the incident(s) occur?  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

This complaint is filed on the basis of my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's antiharassment policy and understand the procedures the school will follow.

\_\_\_\_\_

Complainant signature \_\_\_\_\_ Date \_\_\_\_\_

Complaint received by (name) \_\_\_\_\_ Date \_\_\_\_\_

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 community, and decreases distractions in the learning environment.

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 jewelry other than ear rings for girls
5. Unusual hair coloring (i.e. pink, green, blue, etc.)

### **Uniform/Dress Code**

A list of approved items for the middle school is available upon request.

**Tops:** Since there is such a wide variety of tops and colors among vendors, tops must be purchased from Lands' End or Educational Outfitters only. School logo is available but not required.

**Pants, Shorts, Capris:** Students may purchase uniform-style long pants, Bermuda-style shorts, or capris from any store including Lands' End and Educational Outfitters provided they meet the following guidelines:

1. Material must be a chino-type material or twill weave made mostly of cotton (no denim or corduroy). They should look like the uniform bottoms from Lands' End and Educational Outfitters.
2. Solid navy blue or khaki colors only.
3. No cargo shorts or pants.
4. Shorts should be no more than 3 inches above the knee (Bermuda style).
5. Holes or appearance of holes are not acceptable.
6. Pants and shorts should not be sagging, too tight, or too low-riding.

**Skirts and Skorts:** Skirts, skorts, and culottes are to be no more than 2 inches above the knee and must be purchased from Educational Outfitters according to the Approved Uniform Options List.

### **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

Hairstyles 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. Students in violation of this may receive a verbal notice, a letter mailed home, or a demerit.

## Shoes

Shoes must have rubber soles and must protect the toes. Open-toed shoes are not allowed. Open heel shoes are permitted in the middle school. Tennis shoes, hiking shoes, and boots are acceptable. Flip-flops are not permitted except on dress down days.

## Dress down guidelines

Periodically, students may be allowed to dress down. Clothing should be neat, modest, and appropriate for school. Students may wear flip flops on dress down days only.

The following should *not* be worn to school at any time.

1. tight or short shorts (3 inches maximum above the knee)
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, any music groups, etc.
8. clothes with holes or the appearance of holes

## Friday Dress

HPCA t-shirts and other designated t-shirts (HPCA Team Shirts, See You at the Pole, Operation Christmas Child, Camp Merriwood and other Christian shirts) may only be worn on Fridays. (No music or band t-shirts of any style music)

## Game Days

Middle School students participating in an HPCA athletic game that day may wear their team's current t-shirt. Bottoms must still be an HPCA uniform item.

## Consequences

Any student not dressed in accordance with this policy 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. The administration reserves the right to make decisions on items not specifically mentioned. A student's appearance must always be modest, appropriate and inoffensive.**

**Activities and Clubs**

Middle school students can be involved in a variety of student clubs and activities which may include:

ACSI Competitions

*Band Festival, Math Olympics, Speech Meet, Spelling Bee, Writing Competition*

ACSI Middle School Leadership Conference (For those elected to Student Council)

BASIC – (Brothers and Sisters in Christ)

Junior Beta Club

Math Counts

Student Council

Various other Clubs

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

Students may also try out for several athletic teams. The number of teams offered per sport depends on the number of students who try out. In cases where the number of students trying out is larger than the number of positions available, cuts may be made.

**Middle School Girls' Sports**

Basketball

Cheerleading

Cross Country (7-12)

Soccer

Softball

Swimming (7-12)

Tennis (7-12)

Track (7-12)

Volleyball

**Middle School Boys' Sport**

Baseball

Basketball

Cross Country (7-12)

Football (6-8)

Golf

Soccer

Swimming (7-12)

Tennis (7-12)

Track (7-12)

***Academic Standards for Athletics***

All student athletes must have an average of 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 final average of 77% or above the previous year. Also, they may not have failed more than one course in both the fourth quarter and the final grade. Student athletes who do not meet the academic standards will be ineligible to participate in sports during the next quarter.

Students who are ineligible may tryout for a team and/or practice with a team but will be unable to participate in competitions. They will not travel with the team to away games. After 4 ½ weeks, ineligible students' grades will be re-evaluated. If grades meet the eligibility requirements at that time, the student may begin to participate in the competitions.

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

## **Junior Beta Club**

At the beginning of the second quarter of the seventh grade year, students may have the opportunity to join the Junior Beta Club. The Junior Beta Club is comprised of students who display Christ-like characteristics, maintain a high level of academic achievement, and desire to serve others. The purpose of the club is more than recognizing students who have achieved a certain standard. Its purpose is to train students to lead by serving others. Therefore, there are certain expectations of the members. Monthly meetings will be held that members must attend. They must be willing to make sacrifices so they can serve others in various school projects and community service activities. It is a great opportunity for students to serve others in the community and to learn more about their own personal gifts and abilities that the Lord has provided.

There are three requirements for becoming a member.

### **Academics**

At the end of the sixth grade school year, students will need to have a numerical average of 95.00 or higher (without rounding). We will look at the final overall average, not each quarter. Students will also need to maintain a 95.00 or higher during the first quarter of the seventh grade. These grades include all core classes and special classes. Students who receive a “C” or lower in any class will not be considered for membership even if that “C” is in a special class.

### **Behavior**

Students must have a good behavior record to become a member. Students who have received major disciplinary action or have a pattern of demerits may not be considered. Students who have disciplinary issues after being inducted in the Junior Beta Club may be placed on probation, prohibited from participating in certain events, or dismissed from the club.

### **Christ-like Servant’s Heart**

Students who have met both of the above requirements will be asked to complete permission forms from parents and reference forms from teachers and/or youth pastors.

Students who do not meet the criteria in the seventh grade may be eligible after the second quarter of the eighth grade. All students will also have an opportunity to join the High School Beta Club in the 10th grade.

**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.

**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.

**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 Friday Folders**

Sixth grade students will receive a weekly folder each Friday. This will contain news and information items. Parents are asked to sign the folder and return it the very next school day.

**via The School Website**

[www.hpcacougars.org](http://www.hpcacougars.org) carries general announcements and calendar information.

**via Edline**

Edline contains information about assignments and student grades. Newsletters and other announcements are also posted on [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**

Each month, a Middle School Newsletter will be posted on Edline and emailed to parents. This is to inform you of school news and activities.

**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.

**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 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. 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.

## 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

- Catered lunch options are available each day, but ***students must pre-order catered lunches***. We do not order extra food. The ordering cycle takes place approximately once a month. See HPCA website for ordering dates.
- Parents are responsible to check for their child's field trips and other activities prior to placing their lunch order.
- Account balances must be paid prior to the next ordering period. Accounts that have a balance at the beginning of a new ordering period will be suspended. Once the balance has been paid, the account will be unsuspended and an order may be placed as long as the ordering period is still open. The ordering period is approximately 10 days long.
- A catered lunch consists of the main entrée, one chip item, one fruit item and one drink. Students may not substitute items.
- Water, milk and juice will be available every day for cash purchase. Students may not charge items to their account or ask for an IOU. Water cups will be provided if students are without a drink.
- Students may only purchase lunch items during their scheduled lunch time.
- Lunches and snacks brought from home will not be refrigerated. Microwaves are not available for grades K-8.
- Middle School students are allowed to buy certain items from the vending machines. Students are not permitted to purchase sodas and candy before or during school hours. (See "Vending Machine" section in Middle School Handbook.)
- In emergency situations only, if a student does not bring a lunch and extra catered lunches are available, a student's account will be charged \$5.00 for a lunch. If an extra catered lunch is not available, the student will be provided with peanut butter or cheese crackers, apple sauce or other fruit items, and a drink. Account will be charged the regular lunch price.

## Medication

Please read the Medication Administration Procedure at the end of this handbook. 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 days.

### **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.

### **Parties**

The Middle School grades hold two parties per school year that parents organize.

1. Christmas Party which will be held the last school day in December
2. End-of-Year Party which will be held the afternoon of field day

Parents interested in organizing one of these parties should see the grade level leader or the principal.

### **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.

## **Vending Machines**

Middle School students are allowed to buy certain items from the vending machines. Due to the ingredients in sodas and candy (i.e.: caffeine, sweeteners, food colorings, etc.) which may lead to concentration and focus concerns, students are not permitted to purchase sodas and candy until

after school. These items will be confiscated if purchased before or during the school day. Students may pick these items up after school from the office. Repeat offenders may be given a demerit. Students are advised not to stop at the vending machines between classes as tardy demerits will be issued to students who are late to class.

### **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

## 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 30 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 and May 31 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 FACTS. FACTS 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.hpcacougars.org](http://www.hpcacougars.org). 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, 2011 (for the 2011-12 school year) and March 15, 2012 (for the 2012-13 school year). Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining.

**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, 2011 – July 31, 2012.

**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 (prescription or over-the-counter) by the school, a completed *Authorization for Medication Form* (AMF) or *Over-the-Counter Medication Form* (OTC) must be on file in the school office. The school is required to have a **physician signature** prior to dispensing both prescription and over-the-counter medication.

**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 agree to, and support, the policies that are included in the *High Point Christian Academy Parent-Student Handbook* for the 2011-2012 school year. Parent/Student Handbook is available online at [www.hpcacougars.org](http://www.hpcacougars.org)

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### ***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 parents' 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 Student Handbook.
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:** I agree to, and support, the statements outlined in this *Parent Commitment*. 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 statement of 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 standards. 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.

## **HIGH POINT CHRISTIAN ACADEMY MEDICATION ADMINISTRATION PROCEDURE**

- Physician authorization and parent permission is required before school employees can administer any prescription or over-the-counter medication. The Authorization for Medication Form (AMF) or the Over-the-Counter Medication Form (OTC) must be completed prior to administration of medication. These forms are available in the office or on our website.
- Prescription medications must be brought to the school office by the parent or guardian in the pharmacy-labeled bottle with identifying and administration information. Medications should never be sent with students.
- Over-the-counter medications must be received in the original container and will be administered according to the physician's written instructions. The school will provide the medications listed on the OTC form.
- Herbal preparations will not be dispensed.
- Parents are responsible for notifying school personnel about changes in medication.
- Medications will be administered in a central location determined by the school principal. Medications will not be administered in the classroom setting except in individual cases approved by the principal and school nurse.
- Any student wishing to self administer medication must submit a completed Student Agreement for Self-carried Medication (SASM) to the office and demonstrate to the school nurse competence to self administer.
- Parents who need to give their child medication but do not have an AMF or OTC on file, may come to school and administer medication directly to their child.
- Any medication in the possession of a student in which the student does not have an SASM in place will be confiscated by a staff member and turned in to the office. The office will inform the parents of our policy and procedure.



## Over-The-Counter Medication Form (OTC) High Point Christian Academy

The most common reasons for sick visits to the office are listed below with a description of the medications available. If you consent to this medication being administered to your child by the Health Services Director or designee, please check the consent box. Before any medication other than what is listed below can be administered at school, an Authorization for Medication Form (separate from this form) must be completed by a parent/guardian and signed by a physician.

Student Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Classroom/Homeroom Teacher Name \_\_\_\_\_

**This box to be completed by physician:**

<p>For Pain: Use product directions – Dosage according to weight (<b>Child’s weight</b> _____)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Acetaminophen (Tylenol or generic equivalent)</li> <li><input type="checkbox"/> Ibuprofen (Advil or generic equivalent)</li> <li><input type="checkbox"/> Midol (Girls only)</li> </ul> <p>Bee Stings or Allergic Reactions: Use product directions according to weight.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Diphenhydramine (Benadryl or generic equivalent) liquid or rapid melts</li> </ul> <p>Upset Stomach: Use product directions</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tums (chewable)</li> </ul> <p>First Aid of Minor Scrapes/Itching:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Antibacterial Ointment (Polysporin or generic equivalent)</li> <li><input type="checkbox"/> Cortizone Cream 1%</li> </ul>	<p style="text-align: center;"><input type="checkbox"/> <b>All the Medications Listed</b></p> <p style="text-align: center;"><b>No medical contraindication to administering over-the-counter medications.</b></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center;"><b>Physician’s Name (Please Print)</b></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center;"><b>Physician’s Signature</b> <span style="float: right;"><b>Date</b></span></p>
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If a student has a fever of 100.4° F or higher, parents will be contacted and the student will be sent home. In this case, the Health Services Director or designee will not provide medication without instructions from parent or physician.

I do hereby release High Point Christian Academy from any and all damages for injuries or illnesses occurring from taking any of the above non-prescription medications given to my child during school hours or activities. I hereby authorize the Health Services Director to share this information with High Point Christian Academy staff as necessary for the safety and welfare of my child during the school year.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date