



**High
Point
Christian
Academy**

**2011-2012
Elementary School
Handbook**

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High Point, NC 27262

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www.hpcacougars.org/elementary-2

Kingdom Education:

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

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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
Mrs. Teresa Weaver
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

7th/8th 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 School Computer
Mrs. Candace Wall – High School Media

Resource (K-8)

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

Lunchroom

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

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
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
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
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
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
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
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
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
	ED Early Dismissal Day	H No School - Holiday
		WD No School-Teacher Work Day

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

High Point Christian Academy

Statement of Philosophy

Academy's Mission

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

Academy's Vision

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

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

Academy's Objectives

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

Spiritually our students will:

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

Academically our students will:

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

Socially our students will:

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

Physically our students will:

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

Core Values

Kingdom Education

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

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

Dependence upon God

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

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

Biblically-Integrated Curriculum

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

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

Quality Personnel

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

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

Partnering with Parents

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

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

Philosophy of Education

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

The Purpose of Education

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

The Content of Education

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

The Process of Education

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

The Responsibility of Education

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

The Nature of the Student

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

Statement of Faith

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

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

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

We believe in the total depravity of all mankind.

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

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

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

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

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

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

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

Biblical Principles On The Education Of Children and Youth

1. The education of children and youth is the primary responsibility of parents.
Deuteronomy 6:4-9; 11:18-21; Psalms 78:1-7; Psalms 127:3; Proverbs 22:6; Malachi 2:13-16;
Ephesians 6:4
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth till maturity.
Deuteronomy 6:7; 11:19; Proverbs 22:6
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation.
Psalms 78:6-7; Matthew 28:19-20.
4. The education of children and youth must be based on God's Word as absolute truth.
Matthew 24:35; Psalms 119
5. The education of children and youth must hold Christ as preeminent in all of life.
Colossians 2:3, 6-10
6. The education of children and youth must not hinder the spiritual and moral development of the next generation.
Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17
7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles.
Exodus 18:21; I Samuel 1:27-28; 3:1-10
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers.
Luke 6:40
9. The education of children and youth must have a view of the future that includes the eternal perspective.
Colossians 3:1-2; Matthew 6:19-20; II Timothy 4:6-8; Acts 20:24;
Hebrews 11:13; Colossians 3:23-24

ADMISSION POLICIES

HPCA as Ministry

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

Non-Discrimination Policy

High Point Christian Academy (HPCA) is operated as an educational institution for the benefit of the families in our community. Students are admitted without regard to race, color, or national or ethnic origin.

Communication Is Important

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

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

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

Parental Involvement Is Key

In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the HPCA program. As in any activity children undertake, the interest and involvement of parents has a tremendous positive influence on their performance. 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 5th birthday on or before August 31st. The LAP-D test will be administered to all Kindergarten applicants whose 5th birthday falls after March 1st 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>

TUITION AND FINANCIAL INFORMATION

2011-2012 School Year

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-12th Grade PER STUDENT (Non-refundable)

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

NEW STUDENT DEPOSIT: \$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 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 6:00pm for K – 6th grade. Families will be charged \$1.00 for every minute a child remains in afterschool care after 6:00pm.

AFTERSCHOOL TUITION RATES:

Monthly:

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

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 You may choose either a 10-month payment plan or a 12-month payment plan. You may also choose the draft of either the 5th, 15th, 20th or the 25th of each month. **All tuition payments will start in June of each year.** On the 10 month plan the payments will be June – March. On the 12 month plan the payments will be June – May. The annual fee for this service is \$38.00 PER FAMILY (this amount will be drafted by FACTS).

ACADEMICS

Schedule of the Day

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

Grading

The purposes of grading are to:

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

Progress Reports

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

Report Cards

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

Parent-Teacher Conference

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

ELEMENTARY GRADING SYSTEM

KINDERGARTEN

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

GRADES ONE – TWO

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

O	Outstanding
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory
INC	Incomplete

GRADES THREE - FIVE

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

ELEMENTARY SPECIAL CLASSES

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

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.

K	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.
1st	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.
2nd	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.
3rd	John 14:6	Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me."
4th	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.
5th	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.
6th	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.
7th	Romans 3:23	For all have sinned and fall short of the glory of God.
8th	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.
9th	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.
10th	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.
11th	James 1:22	Do not merely listen to the word, and so deceive yourselves. Do what it says.
12th	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.

Literature

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

Computers and Laboratory

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

Internet Policy

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

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

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

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

Internet – Inappropriate Usage

Students are not permitted to use the Internet inappropriately inside or outside of school. Inappropriate may be defined as using offensive language, making threats, posting sexually suggestive material, gossiping, harassing, slandering, taking the Lord's name in vain, visiting pornographic websites, or any other activity that is not honoring to the Lord. Students who are engaged in these activities may receive discipline that could include detention, suspension, or expulsion.

Textbook Policy

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

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

N = Book is new

G = Book is in good condition

F = Book is in fair condition

P = Book is not acceptable for future use

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

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

Textbook Fine Schedule

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

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

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

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

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

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

Academic Probation

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

Retention Policy

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

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

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

Standardized Achievement Testing

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

Honor Roll

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

Communication

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

Homework

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

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

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

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

ATTENDANCE

Student Attendance

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

Tardies

Tardiness to School: School will start promptly at 8:00 am. Students must have a tardy slip from the office if they arrive after the 8:00 am bell. Students who linger in the hallways will be counted tardy. After five tardies in a quarter, the Principal will make a contact with the parents. Parents will receive written notification of excessive tardies each quarter. Set a good example for students. **BE ON TIME.**

Absences

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

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

(Please submit these notifications to the Elementary School office. Parental notes are strongly preferred, but Academy personnel will document a parent's phone call, voice mail or other verbal explanation for a student's absence.)

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

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

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

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

Class Trips

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

Arriving Late or Leaving Early

Students who arrive late to school must go to the office and sign in. (Parents may accompany students if they like.) Students will be given a Tardy slip to present to their teachers when they enter the classroom.

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

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

Make-Up Work

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

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

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

Requests for Assignments and Homework (When Absent)

When students are absent, office personnel sometimes receive requests for missed assignments or homework which the parent will pick up later in the day. If we receive your request by 9:00 am, assignments and homework will be available for pick up between 3:00-4:00 pm.

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

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

Returning To School After An Absence

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

Excessive Absences

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

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

Early Dismissal

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

DISCIPLINE

Student Conduct/Discipline Concerns

Students are expected to adhere to these Biblical principles:

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

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

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

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

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

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

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

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty, i.e., lying, cheating and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar or profane language, as well as, taking the name of the Lord in vain.
6. Bullying / hazing or teasing other students will not be tolerated. Any student engaged in this activity will be sent to the Principal. The punishment will be determined by the Principal and could include detention, suspension, or expulsion.

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

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

Disciplinary Probation

A student placed on disciplinary probation will have a specified time to correct poor behavior or attitude. A student may be placed on disciplinary probation based on the following factors:

- Deliberate defiance and disobedience
- A rebellious spirit which is unchanging after much effort by teachers
- A negative attitude toward others
- Misconduct inside or outside of school, which has an adverse effect on the Academy's testimony
- An out-of-school suspension or in-school suspension

In-School Suspension

Student is removed from his/her classroom for the entire day and completes classroom assignments. The student will not eat in the cafeteria or attend any Academy function.

Out-of-School Suspension

Student will not be permitted on Academy property or allowed to attend any school function. All missed work (tests, projects, homework, etc) will be reduced by one letter grade (8 points).

Stealing or Major Damage to School or Personal Property

Students shall respect school property and the personal property of other students, school employees, and other persons. Faculty or staff members will immediately send the student involved in this activity to the Principal for disciplinary action. The offense may result in suspension or expulsion. Parents will be responsible for the cost to repair or replace any damaged property or equipment.

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.

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

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 _____

DRESS CODE

Uniforms are required for all students at High Point Christian Academy. We believe that a prescribed wardrobe policy promotes neatness, decreases competition, is cost effective for parents, helps improve self-image and behavior, ensures modesty, helps to promote team spirit, and decreases distractions in the learning environment. Any uniform combination is acceptable unless the teacher instructs the students to wear a specific combination for a special event.

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

1. Bandanas and hats (after arrival to school)
2. Sunglasses inside buildings
3. Earrings for boys at school or any school sponsored event
4. Body piercing jewelry, with the exception of girls' earrings.
5. Unusual or unnatural hair coloring and styles (i.e. pink, green, blue, etc.)

Uniforms

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

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

Jackets, Sweaters, Sweatshirts, Hoodies

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

Hair Styles

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

Shoe Options

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

Dress Down Guidelines

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

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

Friday Dress

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

Consequences

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

This dress code policy is not intended to be all-inclusive. The administration reserves the right to make decisions on items not specifically mentioned. A student's appearance must always be modest, appropriate and inoffensive.

GENERAL

After School Program

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

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

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

Lunches and Snacks

- Catered lunch options are available each day, but *students must pre-order catered lunches*. Extra food is not ordered. 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.
- 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.

School Closings Due to Weather

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

Protection for Children

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

Security

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

Child Abuse Reporting

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

Visitors

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

Fire Drills, Tornado Drills, Safety Drills

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

Electronic Devices

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

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

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

Locker Policy (Grade Five)

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

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

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

Educational Excursions

High Point Christian Academy teachers plan trips away from school which support curricular objectives. Parents will be notified in advance of field trips. Permission slips must be signed for each field trip. Some parents may be asked to help chaperone. Parents may ride the bus or van as space is available. When space is not available, parents may choose to travel in their own vehicle at their own expense and liability. Children will not be allowed to ride in vehicles with parents without permission from the administration and the child's parent/guardian. At times, there may be a cost to the students and parents for the field trip. Although we are glad for parents to accompany the class on field trips, the opportunities to go must be shared among all parents. Please talk to your child's teacher to determine what his/her field trip procedures are. If you are interested in driving your vehicle on a field trip, you must complete the necessary forms provided in the Academy office.

Siblings are not allowed to attend field trips unless the trip has been approved and announced as a family event.

Bus Rules

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

Chapel

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

Parties

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

Invitation Policy for Parties

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

Flowers, Balloons, or Gifts

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

Communication Via Internet

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

Communication Via Mail

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

Communication Via E-mail

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

Student Telephone Use

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

Parent Conduct

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

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

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

Parent Teacher Fellowship

The Parent-Teacher-Fellowship (PTF) was established to promote school spirit, communication, unity, and the overall good of the school. Your support and suggestions are important and you will be given many opportunities to participate and be involved in HPCA.

PTF Mission Statement:

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

Parent Involvement

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

HEALTH AND SAFETY

Sick Policy

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

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

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

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 FFNA. FFNA is a third-party agency that makes financial needs assessments for schools. They use information supplied by the applicant to assess financial need. Applications can be made on-line at www.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. *New students must be accepted by HPCA prior to Tuition Assistance being requested.*

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

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

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.

PARENT COMMITMENT

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

12. We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child/youth as outlined in the Parent Handbook and the tuition contract.
13. We understand that the academy reserves the right to change a policy at anytime without notice.
14. We have read and agree to adhere to the policies and procedures stated in the parent/student handbook.
15. We, as parents of the student, do sincerely give our pledge to the above items. We understand that failure of the parents or child/youth to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending High Point Christian Academy.

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 of Medication Form (AMF) or the Over-the-Counter Medication Form (OTC) must be filled in completely 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 instruction. 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.

Authorization for Medication Form (AMF)
High Point Christian Academy

This form shall be completed for

- prescription medication
- over-the-counter medication that is not listed on the *Over-The-Counter Medication Form*

that is to be administered by school personnel. The completed form is to be returned to the Academy office. The medication is to be hand-carried to the office by the parent/guardian in its original container or pharmacy-labeled container. Please do not send medications with the student or give any medications to teachers. Please refer to High Point Christian Academy medication policy found in the student handbook for further information (Handbooks are found on our website www.hpcacougars.org).

Student Name _____ Birth Date _____

Classroom / Homeroom Teacher Name _____

This box to be completed by physician:

Name of Medication: _____ (include generic and trade name)	
Dosage (amount to be given) _____	
Time(s) to be taken at school: _____ To be given from (date) _____ to _____	
Reason for Medication: _____	
Side effects (expected or predictable): _____	
Prescribing Physician's Name (Print): _____ Office Phone _____	
_____ Physician Signature	_____ Date

PARENT'S PERMISSION

I hereby give my permission for my child (named above) to receive medication during school hours. I understand that the school undertakes no responsibility for the administration of the medication. This medication has been prescribed by a licensed physician, and I hereby release High Point Christian Academy from any liability that may result from the prescribed medication.

Parent/Guardian Signature

Date

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 (Child’s weight _____)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Acetaminophen (Tylenol or generic equivalent) <input type="checkbox"/> Ibuprofen (Advil or generic equivalent) <input type="checkbox"/> Midol (Girls only) <p>Bee Stings or Allergic Reactions: Use product directions according to weight.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Diphenhydramine (Benadryl or generic equivalent) liquid or rapid melts <p>Upset Stomach: Use product directions</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tums (chewable) <p>First Aid of Minor Scrapes/Itching:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Antibacterial Ointment (Polysporin or generic equivalent) <input type="checkbox"/> Cortizone Cream 1% 	<p style="text-align: center;"><input type="checkbox"/> All the Medications Listed</p> <p>No medical contraindication to administering over-the-counter medications.</p> <hr/> <p>Physician’s Name (Please Print)</p> <hr/> <p>Physician’s Signature _____ Date _____</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