



2025 – 2026
High School Handbook
LEAD – BUILD - EQUIP

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

This parent/student handbook does not create a contract and is subject to change at any time.

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Mission

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

Vision

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

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

Expected Student Outcomes

We partner with parents in pursuing the achievement of these objectives so that our students will be able to flourish in all areas of their lives:

Spiritually, our students will: (Mat. 22:36-38, II Tim. 3:16-17, II Tim. 2:15, Gal. 5:22, Heb. 10:23-25, I Thess. 5:16-18)

1. profess faith in Christ as Lord and Savior.
2. grow as a disciple of Christ by modeling the fruit of the Spirit in attitudes and actions.
3. apply God's Word to their lives (what does the Bible say about....)
4. share the gospel with others.
5. develop spiritual disciplines of reading the Bible, praying, attending church, serving others, treating others in a godly manner, etc.
6. identify who they are in Christ.

Academically, our students will: (Col. 3:23-24, Col. 2:8, Rom. 1:20)

1. adopt a biblical worldview in all subject areas.
2. skillfully write and speak to communicate God's truth.
3. analyze and evaluate ideas in literature and the arts through a biblical perspective.
4. use technology to locate, evaluate, and communicate information in a God-honoring manner.
5. utilize problem solving skills in order to demonstrate proficiency in mathematics and science, and explain God's created order in the universe.
6. express knowledge of people, events, cultures, and historical movements, and identify God's overriding hand through the course of history.
7. show respect for other cultures and languages; dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality.
8. exhibit academic integrity, personal responsibility, and a strong work ethic.

Relationally, Socially, our students will: (Gen. 1:27-28, Gal. 3:8, Phil. 2:3, Eph. 4:2, Rom. 12:18)

1. cultivate God-honoring relationships with all people.
2. display respect for the worth of every individual as made in God's image through God-honoring actions and attitudes.

3. honor God's design for all personal relationships, respect His creation, and value all human life.
4. recognize the needs of others and seek opportunities to serve willingly, following Christ's example.

Physically, Mentally, and Emotionally our students will: (Rom. 12:18; Col. 3:23-24, I Cor. 3:16, 3 John 2)

1. steward their bodies as a temple of God and dwelling place of the Holy Spirit through healthy habits of diet, sleep, and exercise for their overall well-being.
2. display Christ-like sportsmanship by competing and training with diligence, viewing competitors as opponents and not enemies, and respecting the efforts of all who compete and officiate.
3. develop healthy disciplines of prioritizing responsibilities, managing time efficiently, and balancing work and rest to make the most of the time God has provided.
4. display godly character traits such as integrity in all circumstances, contentment in all situations, and modesty/humility in appearance, attitude, and actions.
5. show discernment by taking every thought captive to align with God's Word.
6. recognize and use their God-given abilities (academic, athletic, creativity, design, etc.) for His glory.

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 reinforce a strong work ethic.
5. using curriculum and teaching that is biblically and developmentally appropriate.

Quality Personnel

High Point Christian Academy places emphasis on the Christian character, professional qualifications, and ministry mindedness 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 from a biblical worldview.
2. maintaining an equitable, regionally comparable salary scale and employee benefits.
3. requiring ongoing professional development.

Partnering with Parents

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

1. pursuing the achievement of our spiritual, academic, social and physical objectives.
2. developing, improving and expanding the academy's programs and services.
3. strengthening the home-school relationship via regular communication and sound academy policy.

Philosophy of Education

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

The Purpose of Education

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

The Content of Education

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

The Process of Education

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

The Responsibility of Education

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

The Nature of the Student

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

Statement of Faith

The Scriptures

1. The Holy Bible was written by men divinely inspired and is God's only written revelation of Himself to man. It is a perfect treasure of divine instruction. All Scripture is totally true and trustworthy.

The Godhead

2. There is one and only one living and true God; the eternal triune God reveals Himself to us as Father, Son, and Holy Spirit.
3. Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit, born of the Virgin Mary, and was without sin. He gave his life as a substitutionary death on the cross, was raised from the dead with a glorified body, ascended into Heaven, and is now exalted at the right hand of God.
4. The Holy Spirit is the Spirit of God who indwells believers, enables men to understand truth and convicts men of sin. He cultivates Christian character, comforts believers, and bestows spiritual gifts by which they serve God.

Salvation

5. God is the Creator of the universe. Man is a special creation of God, made in His own image.
6. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. This places man under God's condemnation.
7. Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith alone in Jesus Christ as Lord.
8. All true believers endure to the end. Believers may fall into sin through neglect and temptation, yet they shall be kept by the power of God through faith unto salvation.
9. Christ will return personally and visibly to the earth: the dead will be raised and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous will receive their reward and will dwell forever in Heaven with the Lord.

Christian Living

10. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime.
11. Children, from the moment of conception, are a blessing and heritage from the Lord.
12. Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation.
13. A New Testament church is an autonomous local congregation of baptized believers who God will use to extend the gospel to the ends of the earth.
14. Christ's people are to live in Christian unity and may engage in voluntary cooperation with various Christian denominations for common ends when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Since HPCA is a Southern Baptist established school, all doctrinal matters must conform to the "Baptist Faith and Message" of the Southern Baptist Convention. The Bible is the only authoritative and final standard for belief and conduct. The Academy Board is the sole authoritative interpreter of the Bible for the Academy.

HPCA's Position on Marriage and Sexuality

1. Every person is created in the image of God (Gen. 1:26-27) and deserves to be treated as such. Christians or non-Christians living in a lifestyle outside of God's design still have the opportunity to be redeemed and their relationship with God restored (1 John 1:9).
2. The Bible teaches that the only appropriate expression of all sexual intimacy happens within the confines of a covenant marriage relationship between one man and one woman and contributes to God's design for human flourishing (Gen. 1:27-28; 2:24-25; I Tim. 5:14).
3. Man is a special creation of God, made in His own image. He created them male and female. Denying one's biological gender is dishonoring to God's created order (Gen. 1:26-27, 2:21-24).
4. Any practice of heterosexual sexual intimacy outside of marriage is against God's created design and obstructs human flourishing (Ex. 20:14; Prov. 5:18-23; 6:20-35; 1 Cor. 6:9-10; Heb. 13:4).
5. The Bible clearly states that the practice of homosexual acts is always sinful and lies outside of God's created order, distorting the grand design of God's gift of sex (Lev. 18:22, 20:13; Rom. 1:26-27; 1 Cor. 6:9-11; 1 Tim. 1:8-10).
6. Because of the curse of sin, human sexual desires do not always line up with God's design. God's help should be sought to help control those sexual desires that are not in line with His plan (Gen. 3; Rom. 5:12-21, 7:18-25; Gal. 5:16-24).
7. Temptations or desires for sexual expression outside of a heterosexual covenant marriage do not in and of themselves constitute sin (James 1:13-15).
8. One sins when he or she willfully entertains sexual thoughts or actions outside of a heterosexual covenant marriage (Matt. 5:27-28; James 1:15).
9. The Bible teaches that believers should seek to marry other believers (1 Cor. 7:39; II Cor. 6:14).
10. The Bible does not condemn marriage between people from different races or cultures (Gen. 1:27, 3:20; Num. 12; Acts 17:28; Gal. 3:28; Col. 3:9-11; Rev. 5:9, 7:9).
11. Children, from the moment of conception, are a blessing and heritage from the Lord and are created in His image. Abortion is a sinful act that destroys God's special creation. (Gen. 1:26-27, Psalm 139:13-14)
12. We believe lifelong singleness, and thus celibacy, is neither imperfect, incomplete, nor insufficient for human flourishing, but instead offers Christian believers' unique opportunities for dedication of time and energy for Christian service (1 Cor. 7:6-8, 32-38).

High Point Christian Academy (HPCA) is a school ministry 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, and teaches good health habits and physical fitness. We teach the Bible as God's inerrant Word providing our students opportunities to come to repentance and experience a personal, saving relationship with Christ as their Lord and Savior. Basic doctrines of the Christian faith are taught and we encourage each student to apply these principles in daily Christian living. We help each student develop his whole personality, based on a proper understanding and acceptance of himself and on the full development of his capabilities in Christ. We encourage the wise use of time as God's stewards. The Academy fosters attitudes and values needed to establish God-honoring relationships and teaches the use of material things for the glory of God.

Non-Discrimination Policy HPCA is a religious institution that admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. HPCA does not discriminate on the basis of race, color, national or ethnic origin in its administration of its education policies, admissions policies, tuition assistance, and athletic and other school-administered programs.

We celebrate cultural diversity, oppose racism in any fashion, and believe in the impartiality of God and the equality of all people as described throughout the Bible.

Communication Our ministry requires that there be close communication between home and 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 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 educational 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 have a tremendously positive influence on their performance. Opportunities also exist for parents to involve themselves in classroom activities, chaperone field trips, and volunteer during holiday school parties and 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.

High Point Christian Academy is a religious, nonprofit organization providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in partnership with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This

includes, but is not necessarily limited to, living in, condoning, promoting or supporting sexual immorality (promiscuity, homosexuality, alternate gender identity) or otherwise having the inability to support the moral principles of the school (I Cor. 6:9-10, Eph. 5:3, Heb. 13:4, Rom. 1:24-27, Matt. 19:4-6).

Entrance Requirements Applicants in grades 3-12 are required to submit recent standardized test scores such as EOG, Terra Nova, Stanford, Woodcock Johnson, etc. Applicants may be required to take an entrance test for the purpose of proper grade placement. 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 Admissions office.

Students applying for entrance to our Kindergarten program should have reached their fifth birthday on or before August 31st. Exceptions can be made on an individual basis. A placement test will be administered to all Kindergarten applicants. This assessment is a reliable and consistent indicator used to determine Kindergarten readiness, together with the considerations of maturity level, preschool performance, teacher recommendation, and other factors.

All students who are accepted in to HPCA are accepted conditionally. Students are expected to adhere to the rules and procedures of the Academy and to maintain passing grades.

HPCA's normal practice 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.

Athletic Eligibility Students who desire to participate in extracurricular athletic activities must be enrolled as a full-time student on track to graduate (excludes football).

Re-Enrollment All returning students have the right of first renewal on maintaining their status at HPCA. This also applies to siblings not yet enrolled at HPCA. In January of each year, communication giving specific information will be sent to all families regarding re-enrollment for the next school year. 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.

Resident Attestation: It is a requirement to fulfill the mission statement of our school that students reside with their parent or legal guardian. The administration reserves the right to evaluate and make accommodations for special circumstances on a case-by-case basis.

Immunization Requirements A record of immunization is due no later than 30 calendar days after school begins for all new students and for all kindergarten students. Students entering the seventh or twelfth grade must provide documentation showing the following no later than 30 days after school begins:

- 7th Grade: a Booster dose of Tetanus, diphtheria, and pertussis (Tdap) and one dose of Meningococcal Conjugate Vaccine (MCV).
- 12th Grade: Booster dose of Meningococcal Conjugate Vaccine (MCV).

International Student Program

Overview

High Point Christian Academy has several goals for our international student program. One is to provide an awareness and of different cultures to our school body. We also desire to assist the international students in their quest for an American high school education through the lens of Kingdom Education.

Language Usage

HPCA recognizes that international students come from many diverse countries and that typically English is a second language. One reason students come to our international program is for their English to improve as they seek continued education opportunities in the United States. To that end, students should strive to speak English as often as possible. Students are expected to speak English during class times, but they may use their native language as necessary at other times such as during lunch, passing periods, or study hall.

Participation in School Events

There are many opportunities offered to international students that will allow them to experience a full and diverse American high school experience. International students are required to participate in the international club, senior trip, field trips, class trips, and any class-required activities. International students are encouraged to participate in additional opportunities offered at HPCA such as academic clubs, service clubs, sports teams, prom, homecoming, spirit week, etc. When a student joins one of these groups, they are expected to participate in all events related to the group. If an international student desires to not participate in a required activity, they need to obtain permission from the international student coordinator and possibly administration.

Travel Procedures

International students should follow the following guidelines regarding travel.

1. Students may travel out of town with their host families but should not typically miss any school days for travel. If they desire to miss school, they must have permission from their agency (if applicable), the international student coordinator and the high school principal.
2. Students who come through an agency must follow that agency's guidelines for travel procedures.
3. Students are not allowed to use transportation services such as Uber or Lyft unless they are 18 years old AND a senior. The policies for these agencies dictate that passengers must be 18 years old. If students are under 18 or not a senior, they may use local taxis for transportation if approved by the host parents.
4. Students should always travel with an adult at least 25 years old. They should present documentation of a picture ID of the adult person who is responsible. This person may be contacted for verification of this responsibility.
5. All travel information should be given to the international student coordinator, including dates of travel, destination, means of transportation, etc. The international student coordinator and high school principal must approve of all travel *before* any tickets are purchased.
6. If the student is at least 18 years old AND is a senior, they may travel unaccompanied. However, the travel must still be approved by the host family, the agency (if applicable), the international student coordinator, and the high school principal. (Travelling unaccompanied is allowed but not recommended.)

International Student Agreement

All international students and their biological parents sign this agreement each year.

General

1. I will obey all the laws of North Carolina and the United States.
2. I will not purchase or consume alcohol.
3. I will not use drugs unless they are prescribed by a doctor.
4. I will not smoke, vape nor use tobacco products of any kind.
5. I will not drive or attempt to purchase a motorized vehicle that requires a valid license to operate. I am aware that HPCA has a policy that international students at our school are not to obtain a driver's license.
6. I am aware that if I terminate the contract with my agency, I will not be permitted to remain at HPCA as an independent international student.
7. I am aware that HPCA honors the rules and regulations set by the agencies from which they receive international students. For that reason, I must abide by my agency rules at all times.

Homestay

1. I will treat my host family members with respect and consideration.
2. I will act as a member of the family, voluntarily helping with reasonable household chores and respecting reasonable rules and expectations established by my host family, including curfew times and appropriate times of electronics usage.
3. I will keep my host family informed of my whereabouts at all times.
4. I will respect my host family's privacy.
5. I will attend church activities with my host family.

School

1. I will pay my tuition and fees in a timely manner. I am aware that I will receive a monthly statement through SMART tuition regarding my financial standing with HPCA. I understand that if there is any unpaid balance at the end of the school year, my agency will be contacted and my report card/transcript will not be released.
2. I will read and sign the HPCA Student Commitment. I will obey school rules as outlined in this commitment form and in the HPCA handbook.
3. I will attend school regularly and follow the attendance guidelines cited in the HPCA handbook. I understand that according to SEVIS regulations, I must be in school on all regulation school days with limited exceptions.
4. I will not be tardy to school or to classes.
5. I will complete homework assignments and maintain a satisfactory level of academic achievement.
6. I understand that if I do not maintain a reasonable academic average or if I exhibit disruptive behaviors that result in my suspension or expulsion from school, I may be sent home at my own expense.
7. I understand that all decisions made by HPCA officials must be respected and abided by at all times.

HPCA 2025-2026

Financial Information

General School-Wide Financial Information

Online Application Fee: \$115.00 per student. (Non-refundable) Discounted application fees apply for multiple students.

TUITION: Tuition can be paid monthly or yearly. If paying in full for the year, payment must be submitted by June 1, 2025. All Academy families must establish a Blackbaud Account. Information and sign-up for Blackbaud Tuition is located on the HPCA website at www.hpcacougars.org. Tuition does not include field trips, athletic and fine art fees, yearbooks, PE/school uniforms, AP exams, online classes, Resource Services, senior fees, additional hours of care such as early room and afternoon programs, etc.

Blackbaud Tuition Management System: The annual fee for this service is \$56.00 PER FAMILY. This amount is drafted by Blackbaud with your first monthly payment. Blackbaud Tuition Management may charge additional transaction fees.

SUSPENSION FOR NON-PAYMENT: Students are not 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.

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

RETURNED CHECK FEE: A fee of \$40.00 will be charged for all returned checks.

LATE FEES: A school late fee of \$30.00 is assessed each month if tuition and fee installment payments are not paid by the due date. A \$40.00 fee is charged by Blackbaud Tuition Management. The total fee of \$70.00 will be assessed to your Blackbaud Tuition account. We encourage you to make timely payments so that you do not incur a late fee.

FORCE MAJEURE: The student's guardians understand that the duties and obligations of the School may be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to fire, acts of God, war, governmental action, terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations may be suspended or postponed until such time as the School, in its sole discretion, may safely re-open campus, transition to a distance learning model, alter the school calendar, daily schedule, or shorten or lengthen the school year in order to complete the academic programs. The student's guardians further understand that the sole remedy for a force majeure event is future service delivery, if and when possible, and that their obligations will continue. No portion of any amounts paid or outstanding will be refunded or cancelled if the School determines it is necessary to transition to a distance learning model, alter the school calendar, daily schedule, or shorten or lengthen the school year in order to complete the academic program or if the School is closed or is unable to provide classes, instruction, or other services to the extent that such change has been caused by force majeure. Any failure or delay in the performance of the School because of force majeure will not relieve the student's guardians of their obligations to pay any amounts owed under their contract.





Preschool Specific Financial Information

All preschool tuition payments will run on a 10-month plan with payments drafting August - May.

New Student Tuition Deposit: \$300.00 PER STUDENT (non-refundable). After July 1, the tuition deposit becomes the first of 10 payments (August-May of the following year). This deposit will be applied toward the yearly tuition. This deposit is in addition to the registration fee.

Registration/Activity Fee: (Non-refundable) Tuition rates do not include the annual registration fee, which is \$135.00 per returning student with a deadline of February 3, 2025, or \$150.00 per returning student if after February 3, 2025. The registration/activity fee for new students enrolling in their first year is \$150.00. This does not include the registration fee for the Afterschool Program (\$30.00 per student – main campus), Lunch Bunch Program (\$15.00 per student – WBC campus), or the Early Room Program (\$15.00 per student – both campuses). All registration fees must be paid at time of registration. The activity portion of this fee includes certain in-class special events, some field trips, guest speakers, and more.

Afterschool Care - LATE CHARGE: A \$1.00 per minute late fee is charged for children not picked up by their designated time.

Change of Care Request: If a request for a reduction in services change is made, a \$50.00 fee will assessed to your account. This amount is added to the Blackbaud payment that was changed. Request for programming changes must be made by the 15th of the month prior. Programming changes, once approved, will begin on the 1st of the following month.

Withdrawal Fee: \$650.00 per preschool student. Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of student(s) creates an opening, which HPCA may not be able to fill with a viable candidate. Student(s) who withdraw after May 31 for the 2025-2026 school year will be charged the \$650.00 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 nonrefundable. Refunds are for tuition only, and are made on accounts that are paid beyond the current month.



TK – 12th Grade Financial Information

All tuition payments will start in June for TK – 12th-grade students. The 10-month plan is June – March and the 12-month plan is June – May.

New Student Tuition Deposit: \$300.00 PER STUDENT (non-refundable). After July 1, the tuition deposit becomes the first of 10 payments (August-May of the following year). This deposit will be applied toward the yearly tuition. This deposit is in addition to the registration fee.

Registration Fee: (Non-refundable) Tuition rates do not include the annual registration fee, which is \$185 per returning student with a deadline of February 3, 2025, or \$200.00 per returning student if after February 3, 2025. The registration fee for new students enrolling in their first year is \$200.00.

HPCA Tuition Assistance: A limited amount of financial aid is available yearly for which families may apply; proof of financial need is required. There is a \$35 fee to apply through BLACKBAUD Tuition Aid, the third party administering this aid. The deadline for applying for financial aid is March 15 for current families. Applications submitted after that date will also be reviewed by

BLACKBAUD Tuition Aid, who will determine if applicants are eligible and, if so, the amount will be based on the amount of assistance remaining. To apply, go to our website (www.hpcacougars.org) and click on "Admissions", then "Financial Aid."

TK – 12th Grade Withdrawal Fee: \$1,500.00 per student (TK – 12th grades). Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of student(s) creates an opening, which HPCA may not be able to fill with a viable candidate. Student(s) who withdraw after May 31 for the 2025-2026 school year will be charged the \$1,500.00 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.

Afterschool Care: TK – 8th Grade Afterschool Program has a registration fee of: \$30.00 per student (Non-refundable). Afterschool care is paid monthly through your Blackbaud account. The first payment is due September 2025 and final payment is due May 2026. A \$1.00 per minute late fee is charged for children not picked up by their designated time.

High School Technology Fee: \$200.00 yearly required fee for all 9th – 12th grade students (non-refundable).

Lunch: The lunch program for all TK – 12th grade students is an independently run program that school fees and tuition do not cover.

Afterschool Care: Elementary Afterschool Program has a registration fee of: \$30.00 per student (Non-refundable). Afterschool care is paid monthly through your Blackbaud account. The first payment is due September 2024 and final payment is due May 2025. A \$1.00 per minute late fee is charged for children not picked up by their designated time.

High School Technology Fee: \$200.00 yearly required fee for all 9th – 12th grade students (non-refundable).

Lunch: The lunch program for all TK – 12th grade students is an independently run program that school fees and tuition do not cover.

A-Day/B-Day Schedule

Each grade of high school students rotates through a weekly schedule of classes during one of four daily class periods. Students have four classes one day and four different classes on the next day. In this A-Day / B-Day rotation, these students have all core and elective classes (8 AM – 3 PM).

Academic Probation

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

AP and Honors Classes

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

Canvas

The high school participates in a web-based communications tool called Canvas. Canvas gives families information about student assignments and grades. School personnel will provide families with the information needed to access their Canvas account. To access this information, go to the academy's website, www.hpcacougars.org. *While Canvas is a valuable source of information and teachers make every attempt to keep it updated and accurate, the instructions/assignments given in class by the teacher always supersedes that which is on Canvas.*

Chapel

Chapel attendance is required of all students because spiritual growth and worship are a vital part of the academy's philosophy and purpose. Students who have late arrival privilege are required to attend all chapels and be on-time; this means arriving to school and participating in homeroom at 8am. Students who have multiple unexcused absences for chapel may lose late arrival privileges or other disciplinary measures.

Class Schedule Requirements

If the school's master class schedule allows it, Seniors must take at least six graded classes in their senior year and 5 of those classes must be through HPCA. All other high school students must take at least seven classes each year.

High School Daily Bell Schedules

<u>Standard Day Schedule</u> 8:00 - 9:30 AM 1 st Period 9:30 - 9:40 AM Break - 1st floor classes 9:30 - 9:35 AM Passing Period, 2 nd floor 9:40 - 11:10 AM 2 nd Period on 1 st floor 9:35 - 11:05 AM 2 nd Period on 2 nd floor 11:05 - 11:15 AM Break – 2 nd floor classes 11:10 - 11:15 AM Passing Period, 1 st floor 11:15 - 12:45 PM 3 rd Period 12:45 - 1:20 PM <i>Lunch</i> 1:20 - 1:30 PM Passing Period 1:30 - 3:00 PM 4 th Period Cougar Den Food/Drink Service: 7:30 - 11:30 AM.	<u>Chapel Day Schedule</u> 8:00 - 9:05 AM Check-IN/Chapel 9:05 - 9:15 AM Break after chapel 9:15 - 10:25 AM 1 st Period (All) 10:25 - 10:35 AM Break - 1st floor classes 10:25 - 10:30 AM Passing Period, 2 nd floor 10:35 - 11:45 AM 2 nd Period on 1 st floor 10:30 - 11:40 AM 2 nd Period on 2 nd floor 11:40 - 11:50 PM Break – 2 nd floor classes 11:45 - 11:50 AM Passing Period, 1 st floor 11:50 - 1:00 PM 3 rd Period 1:00 - 1:35 PM <i>Lunch</i> 1:35 - 1:45 PM Passing Period 1:45 - 3:00 PM 4 th Period Cougar Den Food/Drink Service: 7:30 - 12:00 PM		
<u>Early Dismissal Schedule</u> 8:00 - 9:00 AM 1 st Period 9:00 – 9:05 AM Passing Period 9:05 - 10:05 AM 2 nd Period 10:05 - 10:00 AM Passing Period 10:10 - 11:10 AM 3 rd Period 11:10 - 11:15 AM Passing Period 11:15 - 12:15 AM 4 th Period * No Lunch Served or Cougar Den Food/Drink Services	<u>Two-hour delay Schedule</u> 10:00 - 11:00 AM 1 st Period 11:00 - 11:05 AM Passing Period 11:05 - 12:05 PM 2 nd Period 12:10 - 12:15 PM Passing Period 12:15 - 1:15 PM 3 rd Period 1:15 - 1:50 PM <i>Lunch</i> 1:50 - 2:00 PM Passing Period 2:00 - 3:00 PM 4 th Period		
<u>Pep Rally Schedule</u> 8:00 - 9:15 AM 1 st Period 9:15 - 9:25 AM Break - 1 st floor classes 9:15 - 9:20 AM Passing Period, 2 nd floor 9:25 - 10:40 AM 2 nd Period on 1 st floor 9:20 - 10:35 AM 2 nd Period on 2 nd floor 10:35 -10:45 AM Break – 2 nd floor classes 10:40 -10:45 AM Passing Period, 1 st floor 10:45 -12:00 PM 3 rd Period 12:00 -12:05 PM Passing Period 12:05 -1:20 PM 4 th Period 1:20 -1:50 PM <i>Lunch</i> 1:50 PM Everyone head to Pep Rally in Gym	<u>Spirit Week Schedule:</u> 8:00 - 9:25 AM 1 st Period 9:25 - 9:35 AM Break – 1 st floor classes 9:25 - 9:30 AM Passing Period, 2 nd floor 9:35 - 11:00 AM 2 nd Period on 1 st floor 9:30 - 10:55 AM 2 nd Period on 2 nd floor 10:55 - 11:05 AM Break – 2 nd floor classes 11:00 - 11:05 AM Passing Period, 1 st floor 11:05 - 12:30 PM 3 rd Period 12:30 - 12:50 PM <i>Spirit Week Games</i> 12:50 - 1:25 PM <i>Lunch</i> 1:25 - 1:35 PM Passing Period 1:35 - 3:00 PM 4 th Period		
<u>Exam Schedule</u> December 15th - 17th May 18th - 20th 8:00 - 9:30 AM <i>Ten Minute Break</i> 9:40 - 11:10 AM <i>Ten Minute Break</i> 11:20 - 12:50 PM	<u>Day 1</u> A1 A2 A4	<u>Day 2</u> B1 B2 B4	<u>Day 3</u> A3 B3

Computers: Internet Policy

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

1. Students 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. Using computers, mobile devices, or internet technology to harass, insult, attack, or otherwise demean others.
 - d. Intentionally damaging or defacing computer systems, mobile devices, printers, or network equipment.
 - e. Violating copyright laws.
 - f. Accessing another User's login and/or password; including but not limited to, Academy network login, Google E-mail Services (i.e. Gmail), School Management System (i.e. RenWeb), Learning Management System (i.e. Canvas).
 - g. Trespassing in another's folders, work, or files.
 - h. Intentionally wasting limited resources or participating in activities that jeopardize network security, including but not limited to unnecessary bandwidth consumption, mass email broadcast, spam, or hacking related activities.
 - 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.
 - k. Installing any software on school-owned computers or mobile devices.

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

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

Core Memory Verses

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

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.

Online High School Classes

We offer online high school classes for those classes which are unavailable on our campus. These online options are available through online schooling agencies and will be integrated into a student's schedule. All online courses will be taken in the Cougar Den or Resource Center and under the supervision of an on-site teacher. When students are on campus, they are required to conduct online coursework with a school-issued Chromebook, unless it does not meet class requirements. Cost of an online course will be \$675 for a regular 1 credit course and \$535 for a ½ credit course. Online AP courses will be \$775 (1 credit) and \$635 (1/2 credit). *These costs do not include the testing fee or additional textbooks needed (fees subject to change according to demands of online institution).* All students taking online AP courses will be expected to take the AP exam in May. All online courses must be approved by administration. Credit will be rewarded for all online courses with passing grades, but no online courses will be figured into a student's HPCA (weighted) GPA. **Online courses are open to students in grades 10 – 12, and must be approved by administration.**

Dual enrollment courses allow students to earn college credit and high school credit simultaneously.

- Dual enrollment courses may count as elective credit toward graduation requirements, but may not replace HPCA required English, Math, Science, Social Studies, Bible, Fine Arts, or Health/PE courses. The exception to this is English IV Honors dual enrollment partnership with the College at Southeastern (option 2 listed below).
- If a course is offered at HPCA, to obtain high school credit, students are required to take it at HPCA (pending no scheduling conflicts).
- Juniors must report to campus for a minimum of 7 periods and seniors must report to campus for a minimum of 6 periods.
- Students must be enrolled in a minimum of 5 HPCA courses.
- 3-credit college courses will be listed on the student's high school transcript as one high school credit.
- Dual enrollment courses will be included in a student's unweighted GPA calculation.
- If a student enrolls in a Dual Enrollment course, their final grade will be included on their high school transcript.
- Upon high school graduation, students are responsible for requesting official college transcripts to be sent from the college where dual enrollment credit was earned to the college where they enroll to ensure credit transfer.

At HPCA, there are three options for students to pursue dual enrollment.

1. **Career and College Promise (CCP) (Non-Christian based)**

Career and College Promise is a program that allows high school juniors and seniors in North Carolina to earn college credit through local community colleges, such as Guilford Technical Community College. Credits are tuition-free and transferrable to UNC System institutions with a final grade of a C or higher (as well as many of North Carolina's Independent Colleges and Universities). Many HPCA students take CCP dual enrollment courses online during a Study Hall period. These are semester-long courses. Students should expect 4-6 hours per week of work outside of class time for each 3-credit course. Although these courses are tuition-free, families are still required to pay for textbooks and fees.

Students apply and register for these courses primarily on their own, with the support of the HPCA College and Career Counselor and the CCP Student Advisors. Students must have a minimum

weighted GPA of 3.75 and sign a contract. Students must also meet course prerequisites set forth by the community college.

HPCA does not necessarily agree with the content that will be taught in community college dual enrollment courses. These courses may not be taught from a Christian worldview.

Resource Links:

[Career and College Promise at GTCC](#)

[North Carolina Comprehensive Articulation Agreement](#)

2. **Embedded into English IV Honors:** HPCA partners with Judson College to offer college credit to students taking English IV Honors with qualified HPCA instructors. Students who attain a minimum final grade and pay the tuition set by the college (\$245) can earn transferable credit for a college-level English course.

The College at Southeastern is accredited by SACSCOC (Southern Association of Colleges and Schools Commission on Colleges), the same body that accredits UNC system schools. Students and parents are encouraged to look at transfer equivalency guides for colleges they are interested in attending to determine exactly how these credits will transfer.

3. **Other Dual Enrollment Options through Christian Colleges and Universities**

There are many options for high school students to take online dual enrollment courses through institutions such as Liberty University, California Baptist University, Regent University, Dallas Baptist University, Grand Canyon University, and Southern Wesleyan University. Colleges and Universities may offer reduced tuition rates for dually enrolled high school students, but the registration and payment process is the responsibility of the student and family. Students must also meet prerequisites set forth by the college or university. Students and parents are encouraged to look at transfer equivalency guides for colleges they are interested in attending to determine exactly how these credits will transfer. *To participate in this dual enrollment option and ensure these credits are recognized on the high school transcript, students must complete a Dual Enrollment Course Approval Form through the HPCA College and Career Counselor.*

Credits

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

- Online and dual enrollment classes will not be calculated into the weighted GPA.

Athletic Eligibility

Students must be enrolled as a full-time student at HPCA to participate in athletics; this is a requirement that satisfies the NCISAA rule of eligibility.

- Participation on HPCA football teams are exempt from this requirement established by the NCISAA. Homeschool and part-time students are eligible to participate in football.
- Online and dual enrollment courses do not satisfy this NCISAA requirement.

Exams

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

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

- Exams are not allowed to be conducted prior to the Monday of exam week.

Students who have an **excused absence** for an exam must take the makeup exam before teachers leave for Christmas break or for the summer. If they cannot do so they will receive an “incomplete” in the class. Students who have an **unexcused absence** for an exam must take the exam before teachers leave for Christmas break or for the summer. If not, the *exam* grade will be recorded as a zero. Any exam made up after an **unexcused** absence will be reduced one letter grade (10 points).

AP Exam Attendance Policy

Students taking an AP Exam are excused from all classes on the day of their exam, both before and after the testing session. However, students are responsible for any missed assignments, notes, or classwork and should communicate proactively with their teachers. Students who choose to attend class on the day of their AP exam must remain on campus for the entire school day. Leaving campus after an exam and returning later is not permitted.

Exam Exemptions

A **senior** is exempt from *all* second semester exams according to the following requirements:

- Student has been absent from the class no more than 8 times for the year. (excused or unexcused – extreme medical/administration exceptions may apply).
- Student has arrived tardy to school no more than 16 times for the year.
- Student has arrived tardy to the individual class period fewer than 8 times in the year.
- The student must not have had significant discipline issues.
- Any student who has been suspended will not be allowed to exempt any exam, and will be required to attend the standard exam date for grades 9-11.

Any student (9-11) can be exempt from *one* second semester exam if s/he has a 90 average for the course, and all exam requirements noted above for seniors apply.

*For exam exemption purposes, tardies to school for an appointment with a licensed professional such as a doctor’s appointment will not count toward the total if a note from the doctor’s office that includes the date and time of departure from the visit is provided.

- Visits to the DMV are excused tardies and absences so students can obtain their permit or driver’s license.

Grade Point Scale

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

Grade point averages are calculated on a weighted scale based on final grades. Grades earned at other schools apply toward graduation requirements but are not calculated into the weighted GPA.

Grade Average	Letter Grade	College Prep Courses	Honors Courses	Advanced Placement Courses		Grade Average	Letter Grade	College Prep Courses	Honors Courses	Advanced Placement Courses
100	A	5.0	5.5	6.0		74	C	2.4	2.9	3.4
99	A	4.9	5.4	5.9		73	C	2.3	2.8	3.3
98	A	4.8	5.3	5.8		72	C	2.2	2.7	3.2
97	A	4.7	5.2	5.7		71	C	2.1	2.6	3.1
96	A	4.6	5.1	5.6		70	C	2.0	2.5	3.0
95	A	4.5	5.0	5.5		69	D	1.9	2.4	2.9
94	A	4.4	4.9	5.4		68	D	1.8	2.3	2.8
93	A	4.3	4.8	5.3		67	D	1.7	2.2	2.7
92	A	4.2	4.7	5.2		66	D	1.6	2.1	2.6
91	A	4.1	4.6	5.1		65	D	1.5	2.0	2.5
90	A	4.0	4.5	5.0		64	D	1.4	1.9	2.4
89	B	3.9	4.4	4.9		63	D	1.3	1.8	2.3
88	B	3.8	4.3	4.8		62	D	1.2	1.7	2.2
87	B	3.7	4.2	4.7		61	D	1.1	1.6	2.1
86	B	3.6	4.1	4.6		60	D	1.0	1.5	2.0
85	B	3.5	4.0	4.5		59	F	0.9	1.4	1.9
84	B	3.4	3.9	4.4		58	F	0.8	1.3	1.8
83	B	3.3	3.8	4.3		57	F	0.7	1.2	1.7
82	B	3.2	3.7	4.2		56	F	0.6	1.1	1.6
81	B	3.1	3.6	4.1		55	F	0.5	1.0	1.5
80	B	3.0	3.5	4.0		54	F	0.4	0.9	1.4
79	C	2.9	3.4	3.9		53	F	0.3	0.8	1.3
78	C	2.8	3.3	3.8		52	F	0.2	0.7	1.2
77	C	2.7	3.2	3.7		51	F	0.1	0.6	1.1
76	C	2.6	3.1	3.6		0-50	F	0.0	0.0	0.0
75	C	2.5	3.0	3.5						

Grade Determination and Reporting

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

Quarter grades are determined from grades on class work, quizzes, homework, projects, major papers and tests. For high school students, the semester grade is the average of the two quarter grades (which counts 90% of the semester grade for regular college prep classes and 80% of the semester grade for honors and AP classes) and the semester exam (which counts 10% for regular college prep classes and 20% for honors and AP classes). The final (or yearly) grade is the average of the two semester grades.

Grade Scale Teachers use this grade scale for all classes:

- A 90 – 100
- B 80 – 89
- C 70 – 79
- D 60 – 69
- F 59 and below

High School students who have “Teacher Assistant” as a class as given either a **PASS** or a **FAIL** for the grade in that class.

Graduation-Related Academic Honors

Valedictorian: The valedictorian is the senior with the highest *cumulative* high school weighted GPA as determined during the current school year's fourth quarter. To be eligible for valedictorian, a senior must have been enrolled at HPCA for the entire junior and senior years. The student must also maintain must not have major discipline infractions. A speech will be given by the valedictorian that must be approved in advance by the high school principal.

Salutatorian: The salutatorian is the senior with the second highest *cumulative* high school weighted GPA as determined during the current school year's fourth quarter. To be eligible for salutatorian, a senior must have been enrolled at HPCA for the entire junior and senior years. The student must also maintain must not have major discipline infractions. A speech will be given by the salutatorian that must be approved in advance by the high school principal.

Junior Marshals: The seven juniors with the highest cumulative high school weighted GPA as determined during the fourth quarter will be chosen as junior marshals. To be eligible for junior marshal a junior must have been enrolled at HPCA for the entire sophomore and junior years. These students must also must not have major discipline infractions. Junior marshals assist seniors, faculty and guests at graduation. They are responsible for the expense of renting their formal attire.

- Failure to adhere to the following standards may result in probation or revocation of club membership.

Beta Club (Sophomores)

There is a required weighted GPA of 4.0 and you must complete the following steps:

- Obtain an information packet from club advisor that will showcase your qualifications for the three remaining characteristics of these clubs: leadership, service and character.
 - Write a 250-word essay explaining how, if inducted, you plan to uphold the club's four criteria: leadership, scholarship, service and character.
 - Provide two forms of recommendation (found in the student packet) from **non-family members** that corroborate your good character.
- The Faculty Beta Club Council at High Point Christian Academy will review your information to determine if you will be selected for membership into Beta Club. If you are selected, you will be notified by mail and will receive further information regarding the induction ceremony and club expectations. Membership in Beta Club entails four qualities: leadership, scholarship, service and character. **Since membership is not based on academic qualifications alone, this letter does not guarantee your induction into Beta Club.**

Interact Club

Students are required to participate in a variety of volunteer service opportunities throughout the school year. The total hours for credits/projects that equal 10 credits /projects per school year. Please see Interact Advisor for more specifics.

National Honors Society (NHS) (Juniors and Seniors)

In addition to maintaining your character, leadership, and scholastic record of a cumulative weighted GPA of 4.4 or higher, you are required to fulfill a certain number of school-sponsored projects and individual service hours. The projects and hours that you fulfill for Beta Club will be counted as fulfillment of this requirement for National Honor Society.

Science National Honors Society (SNHS) Juniors and Seniors

Every student inducted as a Full Member SNHS has met the following qualifications:

- Classified as either a junior or a senior at HPCA.
 - Have and maintain a 3.0 grade point average overall on a 4.0 scale.
 - Credit for at least one Honors science course prior to their junior year at HPCA.
 - Credit for at least one AP science course during or prior to their senior year at HPCA.
 - Completed four (4) science classes by the end of their senior year.
 - Must maintain an average grade of at least 90 across all science courses in grades 9-12.
 - No suspensions from school and had serious disciplinary issues (cheating/honor code).
- Juniors will be inducted as a Provisional Member into the SNHS since you have not met and maintained all of the above qualifications. In order to have Full Membership, you are required to earn credit in 4 science classes including at least one AP science course; maintain your GPA (overall) and science average grade, attend monthly science club meetings, and complete a community service requirement. Once you have met these qualifications, you will be eligible to be promoted to Full Membership status.

Student Council

- At least three years of service as a High School Student Council Representative (or) service as Class Officers (vice president/president) at least 2 years will also qualify for the honor cord.
- Must have a 3.0 unweighted cumulative GPA at the end of each academic year.
- Must be in good behavioral standing throughout their high school time.
- Served the required school events and have no more than 2 unexcused absences each year from Student Council meetings.
- Must not have exceeded the unexcused absences as defined by the Student Handbook for class credit.

Tri-M Music Honor Society

Tri-M Music Honor Society candidates, at the time of their selection, must meet the following requirements:

- They must have enrolled in a music ensemble and or class for at least one semester of the current school year at **HPCA**
- They must exhibit leadership, service, and character in their activities while at **HPCA**; and
- They must have maintained for the previous semester at least an A average grade or equivalent in music with at least a **3.8 weighted grade point average** overall.
- They must have been a member of band or choir for at least 3 of their 4 years of high school.

High Point Christian Academy High School Course Plan

Content Area/Subject	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
ENGLISH		<input type="checkbox"/> English I <input type="checkbox"/> English I H	<input type="checkbox"/> English II <input type="checkbox"/> English II H	<input type="checkbox"/> English III <input type="checkbox"/> English III H <input type="checkbox"/> AP English Lang.	<input type="checkbox"/> English IV <input type="checkbox"/> English IV H <input type="checkbox"/> AP English Lit.
MATH	<input type="checkbox"/> Algebra I	<input type="checkbox"/> Algebra I <input type="checkbox"/> Geometry <input type="checkbox"/> Geometry H	<input type="checkbox"/> Geometry <input type="checkbox"/> Geometry H <input type="checkbox"/> Algebra II <input type="checkbox"/> Algebra II H	<input type="checkbox"/> Algebra II <input type="checkbox"/> Algebra II H <input type="checkbox"/> Precalculus <input type="checkbox"/> Precalculus H <input type="checkbox"/> AP Statistics <input type="checkbox"/> AP Calculus AB	<input type="checkbox"/> Adv. Functions & Mod. <input type="checkbox"/> Precalculus <input type="checkbox"/> Precalculus H <input type="checkbox"/> Statistics <input type="checkbox"/> AP Statistics <input type="checkbox"/> AP Calculus AB
SCIENCE		<input type="checkbox"/> Biology <input type="checkbox"/> Biology H	<input type="checkbox"/> Chemistry H <input type="checkbox"/> Phys. Science <input type="checkbox"/> Earth Science	<input type="checkbox"/> Chemistry <input type="checkbox"/> Chemistry H <input type="checkbox"/> Phys. Science <input type="checkbox"/> Earth Science <input type="checkbox"/> Anatomy & Physiology <input type="checkbox"/> Anatomy & Phys. H <input type="checkbox"/> Physics H <input type="checkbox"/> AP Environmental Sc. <input type="checkbox"/> AP Chemistry <input type="checkbox"/> AP Biology	<input type="checkbox"/> Chemistry <input type="checkbox"/> Chemistry H <input type="checkbox"/> Phys. Science <input type="checkbox"/> Earth Science <input type="checkbox"/> Anatomy & Physiology <input type="checkbox"/> Anatomy & Phys. H <input type="checkbox"/> Physics H <input type="checkbox"/> AP Environmental Sc. <input type="checkbox"/> AP Chemistry <input type="checkbox"/> AP Biology
HISTORY		<input type="checkbox"/> US History	<input type="checkbox"/> World History <input type="checkbox"/> AP US History	<input type="checkbox"/> World History <input type="checkbox"/> Govt. & Economics <input type="checkbox"/> Govt. & Economics H <input type="checkbox"/> AP US History <input type="checkbox"/> AP Psychology	<input type="checkbox"/> World History <input type="checkbox"/> Govt. & Economics <input type="checkbox"/> Govt. & Economics H <input type="checkbox"/> AP US History <input type="checkbox"/> AP Psychology
BIBLE		<input type="checkbox"/> Bible I	<input type="checkbox"/> Bible II <input type="checkbox"/> Bible II H	<input type="checkbox"/> Bible III <input type="checkbox"/> Bible III H	<input type="checkbox"/> Philosophy (Understanding the Times)
Phys. Ed.		<input type="checkbox"/> Health/PE			
Foreign Language		<input type="checkbox"/> Spanish I	<input type="checkbox"/> Spanish I <input type="checkbox"/> Spanish II <input type="checkbox"/> Spanish II H	<input type="checkbox"/> Spanish II <input type="checkbox"/> Spanish II H <input type="checkbox"/> Spanish III H	<input type="checkbox"/> Spanish III H
Electives		<input type="checkbox"/> Band <input type="checkbox"/> Choir <input type="checkbox"/> Art <input type="checkbox"/> Yearbook	<input type="checkbox"/> Band <input type="checkbox"/> Choir <input type="checkbox"/> Art <input type="checkbox"/> Yearbook <input type="checkbox"/> Strength & Conditioning <input type="checkbox"/> Ethics (½) <input type="checkbox"/> Personal Finance (½) <input type="checkbox"/> Leadership (½) <input type="checkbox"/> Life Skills (½) <input type="checkbox"/> Film Study (½) <input type="checkbox"/> Drama (½) <input type="checkbox"/> Study Lab <input type="checkbox"/> Study Hall <input type="checkbox"/> Online Course	<input type="checkbox"/> Band <input type="checkbox"/> Choir <input type="checkbox"/> Art <input type="checkbox"/> Yearbook <input type="checkbox"/> Teacher Assistant <input type="checkbox"/> Strength & Conditioning <input type="checkbox"/> Ethics (½) <input type="checkbox"/> Personal Finance (½) <input type="checkbox"/> Leadership (½) <input type="checkbox"/> Life Skills (½) <input type="checkbox"/> Film Study (½) <input type="checkbox"/> Drama (½) <input type="checkbox"/> Study Lab <input type="checkbox"/> Study Hall <input type="checkbox"/> Online Courses <input type="checkbox"/> Dual Enrollment	<input type="checkbox"/> Band <input type="checkbox"/> Choir <input type="checkbox"/> Art <input type="checkbox"/> Yearbook <input type="checkbox"/> Teacher Assistant <input type="checkbox"/> Strength & Conditioning <input type="checkbox"/> Advanced PE <input type="checkbox"/> Ethics (½) <input type="checkbox"/> Personal Finance (½) <input type="checkbox"/> Leadership (½) <input type="checkbox"/> Life Skills (½) <input type="checkbox"/> Film Study (½) <input type="checkbox"/> Drama (½) <input type="checkbox"/> Study Lab <input type="checkbox"/> Study Hall <input type="checkbox"/> Online Courses <input type="checkbox"/> Dual Enrollment

HPCA GRADUATION REQUIREMENTS

ENGLISH	4 credits English I, II, III, IV
MATH	4 credits* Algebra I, Geometry, Algebra II and a unit of advanced math for which Algebra II is a prerequisite
SCIENCE	3 credits Biology, Chemistry**, and one additional
HISTORY	3 credits US History, World History, Government & Economics
BIBLE	3 credits
Health/PE	1 credit to include CPR certification
Foreign Language	2 credits (in the same language)
Philosophy	1 credit Philosophy: Understanding the Times
Fine Arts	1 credit
Electives	6 credits
KIP Senior Project	30 service hours
TOTAL	28 credits

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

**Physical Science may replace Chemistry as the graduation requirement with prior administrative approval. Requests must be submitted before April 1st prior to the student's senior year.

In order to be considered a full-time student, students must be enrolled in a minimum of 5 HPCA-taught courses. All students must take the following courses on campus each year; Bible, Math & English.

Graduation Policies

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

Reclassing Students

A student who reclassifies will extend their high school enrollment from the traditional **four years to five years**. High Point Christian Academy is committed to partnering with families who choose this path, as permitted by the **North Carolina Independent Schools Athletic Association (NCISAA)**.

Reclassified students must meet the following expectations each academic year:

- Must be enrolled in a **full course load**
- Must take **Bible, Math, and English** courses each year
- Fulfill **all HPCA graduation requirements**
- Comply with **all HPCA rules, policies, and behavioral expectations**

Reclassification must be approved through proper academic and administrative channels and is intended to support the student's long-term academic, spiritual, and personal development.

- Families desiring to reclassify their child's grade level are required to meet with administration to express reasoning and sign a contract. This should be completed by April 1st of the year prior to the reclassification year. Reclassified students have the opportunity to apply to graduate after completing the 1st semester of their 5th year. An application must be submitted before April 1st of the year prior to their 5th year and must receive administrative approval.
- The public school system in NC only allows four years of athletic eligibility. Therefore, if they leave HPCA for whatever reason, they are ineligible to participate in athletics in a public school during their 5th year.
- Once the decision to reclassify has been made, the student and family are committed to that decision. There will not be a chance to graduate from HPCA prior to the successful completion of the 5th year.

Homework

Homework is defined as out of class preparation which is assigned by a teacher. Homework can be given for reinforcement of classroom instruction, practice in skill development, memorizing important information, applying skills and preparing or studying for tests. Students are responsible for completing homework assignments by the due dates given by the teachers. Incomplete or late assignments may result in academic penalties (see teacher's syllabus for detailed information.) It is a student's responsibility to seek clarification of assignments and to seek assistance from the teacher as soon as the need is realized. Due to the alternating block schedule, homework can be given in grades 9–12 on Wednesdays and tests on Thursdays.

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

K.I.P. Senior Project

Completion of the K.I.P. senior project is required for all students in order to graduate. A brief outline of this requirement is below; specific details will be introduced to students as they progress through the HPCA program.

Components:

- **Kommunity Impact Project** proposal: Students submit a proposal to the high school principal for project approval. Each student is required to meet with the principal before their project will be approved. The project should ideally match the students' individual passions and mission with the purpose of influence.
- **Signed commitment of supervision:** Each student must have a supervising adult to sign a commitment to supervise and verify the validity of service hours.
- **A minimum of 30 hours of volunteer service required in addition to class assignments in UTT and English IV classes.**

Literature Through a Biblical Lens

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

Study Halls

Study Halls are a quiet time for students to work on homework, study for tests, and complete assignments. Disruptions in study hall may result in discipline. We recommend only one study hall per student during the school year. Freshman that actively participate in HPCA sports may have a study hall in lieu of PE during their sports season. Freshman students will still be required to compete the CPR and Health requirement for PE. Seniors are the only students who may have up to two study halls in their weekly schedules. Seniors do not have to be present for their 1st or 4th study hall if they follow the handbook guidelines.

Standardized Testing

The NC Division of Non-Public Education requires aptitude testing in 9th and 11th grades. The Preliminary Scholastic Aptitude Test (PSAT) for grades nine through eleven will be administered to all students in the fall. In the Spring, Juniors will take the ACT, and 9th and 10th grade students will take the Pre-ACT.

HPCA requires a minimum score of 13 on the ACT or 760 on the PSAT/SAT for graduation. This is also based on guidelines from the NC Division of Non-Public Education.

Textbook Use and Damage

Textbooks are used as resources to enhance the learning of the students at 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 as follows:

- N = Book is new
- G = Book is in good condition
- F = Book is in fair condition
- If a book is not acceptable for future use, it will be discarded.

Each book is examined at the end of the academic year for damage. Damaged books will be turned into the high school office where they will be repaired or discarded over the summer.

Textbook Fine Schedule

A fine for a book that has notable damage will be determined by the division administration. The fee will be based on the number of years the text has been in circulation and the extent of damage. This fee will either cover damage repair or replacement of the book.

1	<i>Year of Circulation</i>	<i>90% of Cost of Replacement Text</i>
2	<i>Years of Circulation</i>	<i>80% of Cost of Replacement Text</i>
3	<i>Years of Circulation</i>	<i>50% of Cost of Replacement Text</i>
4	<i>Years of Circulation</i>	<i>40% of Cost of Replacement Text</i>
5	<i>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 hard cover books must be covered with a book cover. No adhesive book covers are to be placed on non-consumable books.

Transcripts

A \$3.00 fee is charged for each official transcript request by alumni or withdrawn students.

A transcript request form is on-line from the school website under the Guidance tab.

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

Absences**Excused Absences**

Excused absences include the following:

- Personal illness with a doctor's note / medical verification
- Medical or dental appointments which cannot be scheduled at other times. Please try to schedule all appointments before or after school.
- Death in the family (Please notify the school, if possible)
- Serious personal or family problems (Please notify the school)
- Administratively-approved prearranged absences
- (Juniors and Seniors only) College visit (no more than 2 days per year and you must bring a note from the college admission office, else the absence is unexcused)

Unexcused Absences – All other absences (besides listed above) are considered unexcused unless deemed as excused by administration. This includes choosing not to participate in field trips.

School Sponsored Absences

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

Attendance clarifications:

1. High school students, who miss any one credit class more than 12 times in a school year or one-half credit class more than 6 times in a school year, may not receive credit (Non-Credit N/C) for the class. Teachers and administration will consider chronic illness, lengthy hospital stays or other serious family situations when deciding on class credit in this situation.
2. Whenever a student is absent, he/she may not participate with an athletic team in practice or games. Students must be present for a minimum of 2 full class periods to participate in all extracurricular activities (including athletic practices and games).
3. A student who misses more than ½ of a school day is considered absent from school for the day. A student who misses more than ½ of a period is considered absent for the whole period.

***In all cases HPCA administration determines whether a student's absence is excused or unexcused.**

Arriving Late or Leaving Early

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

A student who plans to leave school before the end of the school day, must have their parents contact the high school. Students who leave a class early (Sports/Fine Arts/Doctor Appointments, etc.) are responsible for the work; no extra time is provided. Accumulated absences may result in loss of credit for the course. Students who leave early due to illness may be given extra time at the teacher's discretion.

A parent/guardian must report to the office to sign students out early. Students with driver's licenses may sign themselves out if parents have contacted the school. Non-driving students may be released only to parents or guardians and those adults noted by parents on the Authorization Release Form.

Make-up Work

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

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

Students who are absent for **unexcused** reasons but may make up missed work with a 10-percentage point grade reduction (1 letter grade) within the number of days that the student was absent. Failure to make up work within this time will be subject to greater academic consequences.

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

Requests for Assignments and Homework (when absent)

When students are absent, office personnel sometimes receive requests for assignments missed or homework which the parent will pick up later in the day. If we receive your request by 9:00 am, assignments and homework will be available for pick up between 3:00 - 4:00 pm. (**Please note:** Teachers may refer parents and students to CANVAS to get assignments.)

Parents or designees are responsible to get any books/materials needed from the student's locker. Within the school day, it is our desire for teachers to have every minute possible for instruction, so we ask that parents **not** go to the classrooms to pick up assignments during school hours.

Students are required to contact their teacher for their work for planned absences. Please keep in mind, we may not always be able to comply with requests for assignments in advance of a student's planned absence from school.

School Closing Due to Weather

The academy will make its own decisions regarding school closing due to inclement weather. **We will not automatically follow Guilford County Schools' decision.** You may visit our website at www.hpcacougars.org. Local television stations will broadcast school closings. We will also send out text messages. The administration and the school board will determine make-up days.

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

Conduct

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

Students are expected to adhere to these Biblical principles:

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

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

Discipline

Discipline is understood to be an **instructive and redemptive process**, as modeled in Scripture. It is designed to guide flawed individuals toward growth in **wisdom, maturity, and character**. Through discipline, negative or destructive behaviors are **refined**, and in their place, a **tender heart** is cultivated—one that **hungers and thirsts for righteousness** (Matthew 5:6).

Discipline at HPCA is not merely punitive, but is intended to shape the heart, correct behavior, and build habits that reflect **Christlike character**.

Partnership in Discipline constituents addressing discipline **primarily by the classroom teacher and in collaboration with parents**. This partnership seeks to ensure that correction is:

- Timely and appropriate
- Rooted in grace and truth
- Focused on restoration, not shame
- Aimed at developing personal responsibility and self-control

Minor Misconduct

Minor misconduct refers to low-level, inappropriate behaviors that disrupt the learning environment, but do not pose a serious threat to safety or school operations. These behaviors are typically addressed through classroom-level interventions and progressive discipline. Minor misconduct can be but not limited to the following: off-task classroom behaviors, being unprepared for class, leaving class without permission, failure to follow instructions, mild horseplay in and outside the classroom, etc.

- *Repeated minor misconduct may result in a referral to administration and more serious disciplinary action.*
- *High School administration reserves the right to amend these consequences based on the severity of individual situations.*

General Guidelines for Minor Misconduct:

- 1st Offense: Verbal warning and redirection with teacher/admin
- 2nd Offense: Review of rules, one on one conversation with teacher/admin, parent contact
- 3rd Offense: Office Referral to Dean of Students, parent contact and 30-minute detention
- 4th Offense and Beyond: Dean of Students contacts parents/May move to serious misconduct

Cell Phone Violations: All students are expected to comply with the school's cell phone policy as outlined in the Student Handbook. Students in violation will be required to adhere to the following consequences:

- **For a first violation**, students who violate this procedure will have their devices collected and sent to the office. Students may pick it up at the end of the day from the High School Dean of Students and will serve silent lunch detention. Parents will be notified.
- **For a second violation**, parents must pick up the device and student will serve (2) silent lunch detentions.
- **For a third violation**, (Moves to Serious Misconduct) parents must pick up the device, student will serve (2) silent lunches and will receive 2 demerits and will also not receive the phone back until the end of the school day for the following three weeks.

Dress Code: All students are expected to comply with the school's dress code as outlined in the Student Handbook. Students in violation will be required to change immediately into appropriate attire. Progressive disciplinary action will be taken for repeat offenses.

Students who need to change clothing must have their own change of clothes available at school. If not, they will need to contact a parent or guardian to bring appropriate clothing or return home to change and then come back to school.

<u>Violation</u>	<u>Consequence</u>
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1st	Verbal warning; student must change clothing
2nd	Office Referral to Dean of Students; student must change; parent/guardian contact
3rd	30-minute detention; student must change; parent/guardian contact
4th	Two (2) 30-minute detentions; student must change; parent/guardian contact
5th	One (1) hour detention; student must change; parent/guardian contact

- *Continued dress code violations after the fifth offense may be considered **serious misconduct** and subject to additional disciplinary action.*

Tardiness to School (Arrival): Students are expected to be **in class** by 8:00 am each school day. Tardies are tracked on a **per-semester** basis. Tardies to school for appointments with a licensed professional (such as doctor's appointments) will be excused with a note from their office that includes the date and time of the visit.

- **Consequences for Tardiness to School (per semester):**
- **5th – 8th tardy:** 30-minute detention **per tardy**
 - **9th and subsequent tardies:** 60-minute detention **per tardy**
 - **12th Tardy:** *Loss of exam exemption privileges*

Tardiness to Individual Classes: Students are required to be in their assigned classroom **before the bell rings**. Teachers will follow this policy consistently and document tardies. Parents/guardians will be notified when detention is assigned.

- **Consequences for Tardiness to Class (per semester):**
 - **1st tardy:** Verbal warning
 - **2nd Tardy:** One-on-one conversation with teacher
 - **3rd – 5th Tardies:** 30-minute detention **per tardy** and parent contact
 - **6th and subsequent tardies:** 60-minute detention **per tardy**
 - **8th Tardy:** *Loss of exam exemption privileges*

Serious Misconduct

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

- **Blatant disrespect, abusive words or actions** – Students shall respect other students, faculty, and staff by utilizing appropriate language and actions at all times. (Eph. 4:29, Rom. 12:10, Heb. 13:17)
- **Bullying/Harassment-** Students shall not engage in any form of harassment, which includes bullying, hazing, teasing or any other behavior that creates an environment of intimidation. See the Anti-harassment Policy at the end of this section for additional information. (Eph. 4:29-32, I Pet. 2:1)
- **Cell Phones** - All students are expected to comply with the school's cell phone policy as outlined in the Student Handbook. A third cell phone violation moves to serious misconduct. However, due to the potential devastating nature of inappropriate content that can be stored on phones and electronic devices, immediate suspension or expulsion may result from a first violation according to the evaluation of HPCA Administration.
 - Students are not to take, share pictures, videos of HPCA employees without their permission.
 - Students are not to listen to music, stream videos, view pictures, or share files that are profane, immoral, or otherwise inappropriate during school or extracurricular functions.
 - Administration reserves the right to examine the contents of any device, **with parent approval**, that has been confiscated if cause exists to suspect Academy rules have been violated. **If approval is not granted, parents will be required to come to campus to examine the contents related to this matter.**
 - When a standardized test is administered, students who are in possession of a cell phone may receive severe consequences.
- **Cheating/Plagiarism** –The first time a student is caught cheating, parents will be contacted by the teacher, a zero will be given for the work, and an after-school detention may be given. The second time a student is caught cheating, the parents will be contacted by the administration, a zero will be given for the work, and an in-school detention may be assigned. The student will automatically be placed on disciplinary probation. This policy will be carried out for any student who is involved in cheating on an exam, test, quiz, report, homework, or other assigned work by the teacher. Students are not allowed to write or draw on their skin as it may be mistaken for test

or quiz reference. Any student who willingly provides answers for another student may receive the same discipline. (Ex. 20:15, Eph. 4:28)

➤ **AI - Artificial Intelligence Procedures**

- Students are not allowed to use Artificial Intelligence (AI) for any HPCA academic work unless directed by their teacher.
- Presenting material for assignments must always be the original work of the student, or appropriately cited following the APA/MLA style guide.
- Violation of this policy will be handled under the academic integrity policy.
- All work may be evaluated by using authenticity verification technology.
- AI is a fast-moving and fluid field, this requires our procedures of detecting, ensuring and requirements for submission to constantly be evaluated and updated.
- **Computer/Lab Equipment:** School owned Computers and laboratory equipment are never to be moved by students from their respective rooms. Students must always get permission before using this equipment other than during their regular class time. Students should not alter the settings on school computers without permission.
- **Fighting** – Students shall not fight or attempt to cause bodily harm to another student. If a student attempts to promote a fight, the other student should walk away and report the incident to a faculty member. Student(s) involved in fighting will be reported to the principal. Both students, under most circumstances, may be disciplined when involved in a fight. (Mat. 5:39, Gal. 5:22-23, Eph. 4:31)
- **Internet – Inappropriate Usage** – Students shall not use the internet inappropriately. Inappropriate may be defined as using offensive language, making threats, posting sexually suggestive material, posting/viewing offensive videos/photos, gossiping, harassing, slander, taking the Lord's name in vain, visiting pornographic websites, or any other activity that is not honoring to the Lord. (I Thes. 5:15, Phil.2:3, Ex. 20:7, Eph. 5:4)
- **Perceived Threat** – Students shall not engage in any activity or bring items to campus or any school-related activity which may be considered threatening. (Heb. 13:17, Col. 3:12, I Thes. 5:13)
- **Possession and/or use of lighters/matches** Students shall not use or have in their possession lighters or matches while on campus or at any school-related activity. (Heb. 13:17)
- **Possession or use of tobacco, vapes/e-cigarettes, alcohol, or drugs(illegal or prescription)** – Students shall not use or have in their possession tobacco, marijuana, narcotics, vapes/e-cigarettes, stimulants, alcoholic beverages, prescription medication (that is not prescribed to them) or any other illegal substance or drug paraphernalia. If a student is involved in this type of activity on campus or at any school-related activity, the substance, material or object will be confiscated from the student and reported to the principal. Drug testing may be required. Parents will be contacted and the student may be suspended or expelled from the academy. (Rom. 13:1-2, I Cor. 6:19-20, Eph. 5:18)
- **Sexual promiscuity or immorality** - Students shall remain sexually pure according to biblical standards. A student who engages in, condones, promotes or supports sexual immorality which includes but is not limited to promiscuity, homosexuality, alternate gender identity, or otherwise has the inability to support the moral principles of the school may be suspended or dismissed from the school (I Cor. 6:9-10, Eph. 5:3, Heb. 13:4, Rom. 1:24-27, Matt. 19:4-6).
- **Skipping school or a class** – Students shall attend school and all assigned classes. Any student who skips school and/or classes or leaves campus without school permission will receive disciplinary action. Also, tests, quizzes or other class work missed by the student while skipping

will not be allowed to be made up. The student will receive a zero for this work. (Heb. 12:1, Heb. 13:17)

- **Stealing or Major Damage to School or Personal Property** – Students shall respect school property and the personal property of other students, school employees, and other persons. Parents will be responsible for the cost to repair or replace any stolen/damaged property or equipment. (Ex. 20:15, Phil. 2:3-4, Eph. 4:28)

Disciplinary Practices

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

- **Demerits** are primarily a disciplinary tool administered by faculty and administration as a consequential reminder to help remediate unacceptable student conduct. Student demerits are recorded in our database system. An email is sent to parents each time a demerit has been issued. After the 5th demerit, a parent meeting with administration may be required.

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

- 1st – 4th demerit – 30-minute detention for each incident
- 5th – 7th demerit – 1 hour detention for each incident and parent conference
- 8th demerit - Parent conference and ISD or ISS and disciplinary probation
- 9 demerits – Multiple-day (OSS) and disciplinary probation
- 10 demerits – may be dismissed from school
- *The demerit count resets to zero at the beginning of each semester; however, a record of all demerits is kept on file. Students who have **a pattern of earning demerits on a regular basis may be dismissed from HPCA**. Multiple demerits become a serious discipline issue when a student does not respond properly by adjusting their behavior.*
- **Parent Conference** – Parents will be informed of the situation and asked to partner with the school in supporting appropriate discipline, with the shared goal of restoring healthy order and behavior.
- **After School, Before School or Lunch Detention** - Detention will usually be Wednesday or Thursday beginning at 3:15 PM. Students in detention will be working on their school work or cleaning the school grounds under the supervision of high school administration or designee. Students who are required to serve a detention on the date of an extracurricular activity are required to first fulfill the obligation of serving detention; this could preclude students from participating in an extracurricular event.
- **In-School Detention (ISD)** – Student is removed from the classroom for the entire day and completes classroom assignments. The student will not eat in the cafeteria or attend any school function during school hours and may be placed on disciplinary probation. *Students may not participate in after-school activities. ISD does not remain on student's permanent records.*
- **In-School Suspension (ISS)** – Student is removed from the classroom for the entire day and completes classroom assignments. The student will not eat in the cafeteria or attend any school function during school hours and will be automatically placed on disciplinary probation. All missed work that is due during the suspension (tests, projects, homework, etc.) will be reduced by half a letter grade (5 percentage points). *Students may not participate in after-school activities. ISS remains on student's permanent records.*

- **Out-of-School Suspension (OSS)** – Student will not be permitted on academy property or allowed to attend any school functions during the school day or after school hours. The student will also be automatically placed on disciplinary probation. All missed work that is due during the suspension (tests, projects, homework, etc) will be reduced by one letter grade (10 percentage points).
 - For ISD, ISS, and OSS: Students will be on disciplinary probation for the remainder of the school year and students may face further consequences in other clubs or activities: i.e.: Beta Club, NHS, Student Council, athletics, fine arts, homecoming court, etc.)
- **Disciplinary Probation** – A student placed on disciplinary probation will have a specified time to correct poor behavior or attitude. A student may be placed on disciplinary probation based on the following factors:
 - Deliberate defiance and disobedience
 - A rebellious spirit (negative, mocking or scolding attitude) which is unchanging after much effort by teachers
 - An accumulation of multiple demerits over the course of the school year
 - Several detentions in a quarter
 - An in-school detention, in-school suspension, or out-of-school suspension

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

- **Expulsion** – A student may be permanently removed from the academy for repeated rules violations, serious misconduct, or multiple suspensions. Expulsion of a student involves the consultation and agreement of the administrative team. The following list has examples of serious misconduct that may result in expulsion. This list is not intended to be all-inclusive.
 - Harassment
 - Fighting, perceived threats, and/or weapons on campus or at any school-related activity
 - Usage, sale or possession of illegal drugs, drug paraphernalia, or alcohol
 - Sexual promiscuity or immorality
 - Making threats (verbal, written, gestures, social media, email, etc.) against the academy, faculty, staff or students whether in a serious, casual or joking manner

{Students may also be referred to law enforcement agencies}

Re-enrollment of a Withdrawn Student

Any student who is withdrawn (dismissed) from the academy due to academic and/or disciplinary reasons must wait one calendar year before making application for re-enrollment, and are not able to attend the HPCA prom as a guest during the year in which the student left HPCA.

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

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 anti-harassment 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 Anti-Harassment Policy

The student anti-harassment 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. Dean of Students (High School)
3. Head of School
4. College and Career 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. Both the accuser and the accused are not to discuss the situation with other students and/or friends or on social media. They are limited to speaking with school officials, parents/guardians, and law enforcement personnel.

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 head of school. The principal or head of school will direct an investigation in a manner that is fair to both the accuser and the accused, prompt and thorough. The contact between the accuser and the accused may be limited prior to, during and after the 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. Local law enforcement may also be contacted as the circumstances warrant.

Report Form for Reports or Complaints of Harassment

Complainant _____

Home address _____

Home phone (_____) _____ Work phone (_____) _____

Date of alleged incident(s) _____

What type of harassment did the incident(s) involve?

- sexual _____
- racial _____
- national/ethnic origin _____
- disability _____
- age _____
- general bullying/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 anti-harassment policy and understand the procedures the school will follow.

Complainant signature _____ Date _____

Complaint received by (name) _____ Date _____

HPCA High School Standard of Dress 2025-2026**High Point Christian Academy High School Dress Code**

Dress and hair should not be distracting to teachers, students, or the educational environment.
Modesty is expected in all clothing choices.

High School Dress Code

Clothing and accessories must not have inappropriate, controversial messages or images, as defined by the mission of High Point Christian Academy and the administration. Clothing should not advertise alcohol, tobacco, drugs, any anti-Christian slogans, secular artists, or political or divisive messaging/slogans.

- All clothing should be clean and in good repair.
- Tattoos and Piercing: No body-piercing jewelry other than earrings (nose piercing – small, straight stud only). Tattoos are permitted, but it is up to the administration’s discretion if they need to remain covered during school-sponsored events.

Permitted Items

- Students are allowed to wear any shirt that abides by the HPCA dress code.
- Students may wear any long pants, jeans, or shorts that abide by the HPCA dress code.
 - The length for shorts is no more than 4 inches above the knee; however, administration reserves the right to determine appropriate short length on an individual basis.

These clothing items/materials are not allowed:

- See-through materials, sleeveless, crop tops, skin-tight clothing.
- Visible cleavage, backs, or midriffs.
- Clothing/items with holes, or the appearance of holes, or frayed shorts.
- Undergarments should not be visible.
- Sweatpants/pants that are sweatpant material, yoga pants, leggings, or athletic shorts.
- No dresses or skirts.
- Unnatural hair colors
- Hats or hoods worn inside campus buildings.
- Blankets are not to be used/worn as an article of clothing.
- Bedroom slippers

Dress Down is allowed only for Theme Days or Special Event Days as directed by School

Administration: Sweatpants/sweatpant material pants, athletic shorts of appropriate length, loose pajama pants, may be worn on theme days only, as long as it goes with the school-appointed theme.

This dress code policy is not intended to be all-inclusive. The administration reserves the right to make decisions on items not specifically mentioned in the dress code.

Activities and Clubs

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

- Beta Club
- Fine Arts Performance
- Imago Dei Club
- Interact Club
- Mission Trips
- National Honor Society
- Praise Team
- Science National Honor Society
- STEM Club
- Student Government
- Tri-M Music Honor Society

Athletics

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

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

(See athletic handbook for more detailed information and additional policies and procedures.)

Academic Eligibility Standards for Athletics

At our school, academic success is a priority for all student-athletes. To participate in the athletic program, students must meet the following academic and behavioral standards:

Eligibility Requirements: Student-athletes must maintain a **weighted cumulative GPA of at least 2.0** in the **previous academic quarter**.

- Students may **not have more than one failing grade (F)** in the final report card for the previous quarter.
- Grades are reviewed **each quarter** when report cards are issued.

Ineligibility Protocol

- Any student who **does not meet the academic standards** will be considered **ineligible for competition** during the **next quarter**.
- Ineligible student-athletes:
 - **May try out** for a team.
 - **May practice** with the team.
 - **May not compete** in games.
 - **May not travel** with the team to away games.

Ongoing Grade Monitoring

- If a student is ineligible at the end of the academic year, they will be evaluated **every 4 weeks** during the following school year.
 - Students may **regain or lose eligibility** based on these periodic grade checks.
 - After **4 weeks (or 4½ weeks as determined by program policy)**, if eligibility standards are met, the student will be cleared to resume participation in competitions.

Team Commitment Policy

- If a student-athlete **quits a team before the season ends**, they **may not try out** for another team in a different season **until the original team's season is complete**.
 - **Example:** A girls' basketball player who quits just before playoffs may not try out for the spring soccer team until the basketball season concludes.

Late Arrivals Due to School Activity or Athletic Event

- Students who arrive at school from an HPCA activity after 11:00 PM may arrive to school the following morning at 9:00 AM.

Cell Phone/Electronic Devices

Cell phones, smart watches, smart glasses, and other electronic devices can be distracting to both students and faculty. Cell phones, music devices, and other non-school-issued electronic devices should not be activated or visible during the school day unless authorized by the teacher for academic purposes only. Smart watches may be asked to be removed at the teacher's or administration's discretion.

If parents need to send an urgent message to their child or speak with them, office personnel will assist with these matters.

Therefore, the following procedures will be followed:

High School students have three options: leave their phone in their vehicle, at home, or turn it in at the high school main entrance each morning.

For students choosing to bring their cell phones into the building:

1. Students are to turn in their cell phones at the high school's main entrance between 7:30 a.m. and 8:00 a.m. (Late arriving students will turn in their phones to the main office upon arrival.)
2. Phones will be kept secure at the front high school office during the school day.
3. At the end of lunch, students may retrieve their devices from the high school's main front entrance or from their cars.
4. Phones will be stored in the classroom wall pockets during 4th period.

For students choosing to leave their cell phones in their vehicles:

1. At the end of lunch, students may pick up their devices from their vehicles.
2. Phones will be stored in the classroom wall pockets during 4th period.

If a student must have a cell phone for (significant and electronically monitored) medical conditions, his or her parents must schedule a meeting with the principal and provide medical documentation. High School administration will determine if the exception can be made, but the same policies and consequences are in place if the phone is used outside of the purpose for which administration has deemed acceptable.

If the medical exception is approved, the cell phone must remain in the student's backpack or packed away in a bag on or near the student. The device may only be used for health purposes.

Students are not to listen to music, stream videos, view pictures, or share files that are profane, immoral, or otherwise inappropriate during school or extracurricular functions. Administration reserves the right to examine the contents of any device, **with parent approval**, that has been confiscated if cause exists to suspect Academy rules have been violated. **If approval is not granted, parents will be required to come to campus to examine the contents related to this matter.**

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

Child Abuse Reporting

The state of North Carolina requires citizens 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.

Communication

- **Via Email**

Parents should contact teachers through school email. Canvas or other educational information systems may be used, but not for formal communication.

- **Via Website**

The school website, www.hpcacougars.org, carries general announcements and calendar information. In addition, all secondary school parents may check announcements, their student's grades and assignments on Canvas.

- **Via Mail**

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

Drinks in Class

Water is essential for proper brain functioning; therefore, students may have drinks in class. Drinks sold in the Cougar Den are allowed in the classroom at the discretion of the teacher.

***In classes where there is a drink privilege allowed, please know that drinks have the potential of spilling and damaging books and other materials, and the drink owner will be responsible to cover any, and all costs to repair or replace damaged items.**

Field Trips

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

Fire, Tornado, and Safety Drills

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

Flowers, Balloons, or Gifts

All flowers, balloons, or gifts must be checked in at the main office.

Chromebooks

Students are only allowed to use their school-issued Chromebooks while on campus. However, students must bring their Chromebooks fully charged each day.

Locker Policy

Students are expected to identify all their clothing, lunch boxes, book bags, etc. and to remove personal belongings from the hallways each day. All unlabeled items or items left outside of lockers will be placed in lost and found. Tape, items with adhesive backing, writing, or printed materials are not allowed on lockers. Lockers are the property of HPCA and are subject to inspection by school personnel as needed.

Lunches and Snacks

****No deliveries of food are allowed by 3rd party services, such as restaurants, nor services such as Grubhub, etc. Parents may bring lunch to their student and leave it at the front office.**

A variety of delicious lunch options are offered in our cafeteria each school day.

- An exclusive contract exists between HPCA and a professional dining service to provide all food services for our lunch program that is prepared fresh for our students from a collection of culinary perspectives.
- All students must have an account for purchasing lunches and snacks.
- Standard lunch options and the rotational menu items are available through the school's website hpcacougars.org
- Students may not leave campus and go to lunch and return to school.

Off-Campus Activities and HPCA Staff Involvement

Employees of High Point Christian Academy are often asked by parents to assist with activities that are off-campus and not sponsored by the school such as babysitting, tutoring, private lessons, chauffeuring, etc. The Academy will not be responsible for the actions of school employees occurring off-campus at activities/events that are not sponsored by the school.

Parent Conduct

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

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

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

Parent – Teacher Conferences

Parent conferences are encouraged and may be scheduled by the principal, teacher, or by parent request. During the first quarter there will be designated Parent – Teacher conference days. After the first quarter those conferences can be throughout the year as necessary.

Promotional Materials

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

Re-enrollment

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

Security

Maintaining a safe, secure environment for all students and staff is very important. HPCA uses a video surveillance to monitor the campus. All entrances to the facility are kept locked. A police officer will be on duty every school day from 7:30 AM to 5:30 PM. Police Officers will patrol parking lots, conduct perimeter checks of the buildings, and be available to assist in emergency situations. HPCA also employs a full-time, on-site Director of Facilities and Security.

Safe & Healthy Protocols

Deciding when to keep a sick child home from school is not always easy. But when a child is truly sick, it is necessary for the child to stay home to get well and to prevent spreading illness to others.

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

- **Communicable Diseases** (covid, e-coli, MRSA, etc.) - the school will follow the directives of the physician's office and/or local health department. **Fever at or above 100 degrees** – Student should be fever free without fever reducing medication for 24 hours before returning to school.
- **Vomiting** – Student should stay home until no vomiting has occurred for 24 hours.
- **Diarrhea** – Student should stay home until no diarrhea has occurred for 24 hours.
- **Strep Throat** – Student may return to school 24 hours after treatment with a prescription antibiotic begins and the student has been fever free for 24 hours without fever-reducing medications.
- **Pink Eye** – Generally, student may return to school 24 hours after treatment with a prescription antibiotic ointment or eye drop. However, please consult your child's physician because cases vary in type and severity.
- **Undiagnosed Rash** – Especially if accompanied by fever, discomfort and/or behavior change.
- **Head Lice** – Student may return to school after being treated with a lice treatment product, if no live lice are present. Parent/guardian must provide proof of purchase of a lice treatment product.
- **Nasal Discharge** that is thick, profuse or yellow/green.
- **Cough** that is persistent enough to limit physical activity.

If a student goes home sick from school with (but not limited to) the above symptoms, they will need to stay home for a full 24 hours before returning to campus.

If you have questions regarding when your child may return to school, please email our school nurse team. Please take all necessary precautions with your child, as it is our responsibility to keep our students, faculty, and staff healthy while on our campus!

Student Driving Policy

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

Parking on Campus

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

1. Students must enter and exit campus by the Phillips Road entrance.
2. All students must park in the areas designated for student parking in the parking lot during the school day. Cars must be parked within the lines. Do not take up two spaces.
3. The pedestrian always has the right of way.
4. Reckless driving will not be tolerated.
5. The following will be levied in penalty for the above guidelines (dangerous violations may be addressed swiftly and skip directly to significant disciplinary consequences):
 - a. 1st violation – warning and communication to parents.
 - b. 2nd violation – Suspension of driving privileges on campus for 5 days, communication with parents and demerits issued.
 - c. 2nd violation – Suspension of driving privileges on campus for 10 days, driving contract signed by student and parents, and demerits issued.
 - d. 3rd violation – Significant disciplinary action will be constructed at the discretion of HPCA administration to help remediate the issue.
6. Students must complete appropriate paperwork with the office to park on campus.

Transporting Students

Students are not to transport other students on any school related activity (field trip, athletic events, etc.) without signed parent permission and approval from a school official. Students do not leave campus during school hours via personal transportation without prior written permission from parents and approval from a school official.

Tutors and Other Outside Services

High Point Christian Academy often provides a list of tutors, counselors, and businesses associated with the Academy. These lists are not intended to be recommendations, but rather resources that parents may choose to utilize. The Academy will not be responsible for the actions of the people and organizations that are listed.

Visitors

Parents and family members are welcome to visit during the school day. It is essential that every parent and/or visitor sign in at the school office for a visitor's badge. Any other person wishing to visit during the school day must have permission from one of the administrators. We welcome students' pastors for lunch. Non-HPCA students are not permitted to visit during the school day or attend lunch. However, **exceptions may be made** for visiting **family members** or **HPCA alumni**. When alumni visit, the high school receptionist will check teacher availability for possible classroom visits.

Volunteer Policy

- **Purpose:** This policy sets the expectation for a volunteer as a role model for students. A volunteer is a person who serves in a position of trust, leadership and has regular contact with High Point Christian Academy students and parents (e.g. classroom helpers, chaperones, library workers, etc.)
- **Background:** The mission and objectives for High Point Christian Academy are founded upon biblical principles. Therefore, the lifestyle of each regular volunteer is an important issue.
- **Policy:** The volunteer will manifest by daily example the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and to others. Christian influence is demonstrated by word, deed, example, and shared experience. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living.
- A background check is required for all volunteers who accompany students on off-campus field trips. The cost is \$15.00 and is to be paid for by the volunteer. A signed release will be required prior to HPCA conducting a background check. **Background checks are valid for 3 years; however, the Volunteer Information Form must be completed annually.**
- *All volunteers must complete the Volunteer Information Form at the beginning of each school year.*

	Visitors	Procedure
	<ul style="list-style-type: none"> • Family members/former students/ministers who are visiting with students during lunch. 	Check in at the Front Desk and receive a visitor's tag.

	Volunteer Capacity	Required Items
Level One	<ul style="list-style-type: none"> • assisting teachers in clerical situations. • assisting teachers with class parties. • assisting students in the classroom with teacher supervision. 	1. Volunteer Information Form
Level Two	<ul style="list-style-type: none"> • Chaperoning/supervising students on off-campus field trips. 	1. Volunteer Information Form 2. Background Check
Level Three	<ul style="list-style-type: none"> • transporting students by school bus or personal vehicle. 	1. Volunteer Information Form 2. Background Check 3. Volunteer Driver Application is required if using personal vehicles to transport students.

High Point Christian Academy Parent Commitment

1. We have read and understand the school's statement of philosophy, and we are in agreement with the purpose and philosophy of High Point Christian Academy.
2. We, as parents, accept the challenge to train our children according to Biblical standards, and we do state that this training will be carried out in the home. We place our trust in HPCA to extend that training more completely.
3. We do hereby state that we have made a thorough investigation of the school's program, curriculum, discipline, dress code, etc. and we agree to make them our full-hearted choice for the coming school year.
4. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the academic standards of this school by providing a place at home for our child/youth to study, and to give our child/youth encouragement in the completion of homework assignments.
5. We will faithfully support the school through our prayers and a positive attitude and in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school's chain of command. (i.e. Teacher-Administrator-School Board)
6. We understand that the standards of HPCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
7. We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. We further agree that we will cooperate and discipline our child/youth in the home as needed.
8. We pledge that if, for any reason, our child/youth does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child/youth.
9. We understand that our family is responsible for any costs incurred to repair or replace the school facility and its property caused by our child/youth. 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 volunteering to support events and groups that align with our schedules and interest. 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 Student Handbook.
13. We understand that the academy reserves the right to change a policy at any time without notice.
14. We, as parents of the student, do sincerely give our pledge to the above items. We understand that failure of the parents or child/youth to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending High Point Christian Academy.

Parent's Signature

Date

Parent's Printed Name

High Point Christian Academy

Student Commitment

1. I understand the school's philosophy of Christian education, and I am in agreement with the purpose and philosophy of High Point Christian Academy.
2. I will faithfully support the school through my prayers and positive attitude, and in keeping with Matthew 18:15, I am committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school's chain of command.
3. I understand that the standards of HPCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
4. I understand that tobacco, alcoholic beverages, illegal or unauthorized substances such as drugs, vapes and related paraphernalia on campus or off campus at any time of the year, are serious violations of the standards of High Point Christian Academy, and may 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, condones, promotes or supports behaviors or lifestyles that are inconsistent with biblical guidelines as indicated in the student handbook. This policy applies to behavior on and off campus and throughout the calendar year.
6. I understand that my family is responsible for any costs incurred to repair or replace the school facility and its property caused by my actions, either directly, or indirectly.
7. I pledge to honor all students in word and deed.
8. I agree to adhere to the policies and procedures stated in the Parent/Student Handbook.
9. I sincerely give my pledge to the above items. I understand that failure to comply with the established regulations and discipline could forfeit my privilege of attending High Point Christian Academy.

Student's signature _____ Date _____

Student's printed name _____ Grade _____

High Point Christian Academy Medication Administration Procedures

Please note: no medication will be given without completed medication forms. New forms must be completed each school year.

Prescription and Non-prescription Medication:

1. In accordance with North Carolina General Statute § 115C-375.1, **physician authorization (signature)** and **parent permission** are required before school employees can administer any prescription and/or over-the-counter medication. The Prescription Medication Form (PMF) and the Over-the-Counter Medication Form (OTC) are available in the school office or on the HPCA website under the forms tab.
2. Parents/guardians may come to the school and administer medication directly to their child if they do not have a PMF or OTC form on file.
3. Prescription medications must be brought to the school office by the parent/guardian in the pharmacy labeled container which indicates the following information:
 - a. Student's Name
 - b. Physician's Name
 - c. Date of Prescription
 - d. Name of Drug
 - e. Dosage/Directions for Administration
4. Over-the-Counter medication must be brought to the school office by the parent/guardian in the original labeled container and will be administered according to the physician's written instructions.
5. Parents are responsible for notifying school personnel of any medication changes.
6. Daily non-emergency medication will be kept and administered in the school office. Medications will not be administered in the classroom except in individual cases approved by the principal and school nurse.
7. Emergency medications, such as Epi-Pens and rescue inhalers, will be kept in the first aid pack in the classroom or in the lunchroom as deemed appropriate.
8. Students, who turn in a completed and signed Prescription Medication Form (PMF) and a Student Agreement for Self-carried Medication (SASM) Form, may self-carry emergency medications.
9. Each dose of medication administered by staff will be recorded on a Medication Administration Log.
10. No medications will be given beyond the expiration date.
11. The parent/guardian is responsible for removing medication from the school premises when treatment has been completed. Medication left on school premises at the end of the school year will be discarded if not picked up by the parent/guardian within 2 weeks after the last day of school.

Common Childhood Infectious Illnesses		
ILLNESS/DISEASE	HOW IS IT SPREAD?	WHEN CAN CHILD RETURN TO SCHOOL?
Common Cold	Contact with droplets from nose, eyes, or mouth of infected person; some viruses live on surfaces (toys, tissues, etc) for several hours	No restriction unless child has fever or is too uncomfortable or fatigued to participate in activities
Cough	Contact with droplets from nose, eyes, or mouth of infected person; some viruses live on surfaces (toys, tissues, etc) for several hours	No restriction unless child has fever or is too uncomfortable or fatigued to participate in activities
Diarrhea	Direct or indirect contact with person or diarrhea	No diarrhea for 24 hours
Ear Infection	Contact with droplets from nose, eyes, or mouth of infected person; some viruses live on surfaces (toys, tissues, door knobs) for several hours	No restriction unless child has fever or is too uncomfortable or fatigued to participate in activities
Fever	Temperature at or above 100 degrees	No fever for 24 hours (without fever-reducing medicine) and child feels well enough to participate
Fifth Disease	Contact with droplets from nose, eyes, or mouth of infected person	No need to restrict once rash appears (unless fever is present)
Flu	Highly contagious; contact with droplets from nose, eyes, or mouth of infected person; virus can live on surfaces (toys, tissues, door knobs) for	No fever for 24 hours (without fever-reducing medicine) and child feels well enough to participate
Hand, Foot and Mouth Disease	Contact with fecal, oral or respiratory secretions	No fever for 24 hours (without fever-reducing medicine), no fluid filled blisters, no secretions from blisters, blisters are dried and scabbed over, and child feels well enough to participate
Head Lice	Direct contact with individual's hair and sharing brushes, hats or bedding	After treatment with a lice treatment product and no live lice present
Impetigo	Direct skin contact, nasal discharge, or contaminated surfaces	After at least 24 hours of antibiotics; cover lesions
Mononucleosis	Contact with the infected person's saliva	No restriction unless child has fever or is too uncomfortable or fatigued to participate in activities
Pertussis (whooping cough)	Contact with droplets from nose, eyes, or mouth of infected person	After appropriate antibiotic treatment for 5 days, and child feels well enough to participate in activities

Pink Eye (conjunctivitis)	Highly contagious; contact with secretions from eyes of infected person or contaminated surfaces	After 24 hours of treatment; however, please consult your child's physician because cases vary in severity and type
Ringworm	Direct skin contact with infected person, animal, surface, or object contaminated with the fungus	After 24 hours of treatment; ringworm on the scalp requires oral medication
Sore Throat	Contact with droplets from nose, eyes, or mouth of infected person; some viruses live on surfaces (toys, tissues, door knobs) for several	No restriction unless child has fever or is too uncomfortable or fatigued to participate in activities
Strep Throat	Contacts with droplets from nose and mouth	After 24 hours of antibiotic treatment, no fever for 24 hours (without fever-reducing medicine) and child feels well enough to participate in
Vomiting	Direct or indirect contact with person or vomitus	No vomiting for 24 hours
*These are general recommendations. This information does not take the place of consulting your child's medical provider.		
*Please note, this list is not all inclusive.		

Community Relations:

Use of and Creation of Social Media Networks

HPCA has official social media accounts that are managed by school officials. Public social media accounts are not to be created using the school's name, logos, or images of the school or school officials, unless written permission has been granted by the Advancement Director.

Fundraising/Sponsorships

All solicitations must receive written approval by the Advancement Director before businesses and/or individuals are approached for donations (financial or in-kind). On-campus solicitation of non-HPCA sanctioned events/causes are not allowed.

Branding Policy

Students and parents are not permitted to create, re-create, or revise the HPCA school logo. The use of the school logo is not allowed for personal sales, personal gain/benefit, or misrepresentation of the school. If a parent/student would like to use the school logo for public use, prior written permission must be given by the Advancement Director. To review the complete Branding Policy, please contact the Advancement Director.

The Apostles' Creed

I believe in God, the Father Almighty,
Maker of Heaven and Earth,
and in Jesus Christ, His only Son, our Lord;
Who was conceived of the Holy Spirit,
born of the virgin Mary,
suffered under Pontius Pilate,
was crucified, dead, and buried.
He descended to the dead.
The third day He rose from the dead.
He ascended into Heaven
and sits at the right hand of God
the Father Almighty.
From there He will come to judge
the living and the dead.
I believe in the Holy Spirit,
the holy Christian church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting.
AMEN.