



Parent/Student Handbook
TK-8th Grade
2022-2023

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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:

Spiritually our students will:

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

Academically our students will:

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

Socially our students will:

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

Physically our students will:

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

Core Values

Kingdom Education

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

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

Dependence upon God

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

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

Biblically Integrated Curriculum

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

1. integrating biblical truth into every area of the curriculum.
2. using curriculum and teaching that will uphold the traditional family, the dignity of life, the biblically-ordained institutions of marriage, family, church and government.
3. using curriculum and teaching that will unite science and faith.
4. using curriculum and teaching that 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; and, 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; and, 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; and, 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; and, 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) as Ministry

HPCA is a school in which God's guidance and direction is continually sought. Our school is a ministry in leading children/youth to a saving faith in Christ and development of Christian character. We promote high academic standards, good study habits and strive to help our students achieve skills in creative and critical thinking. The Academy promotes honor of the body as the temple of God, and teaches good health habits and bodily fitness. We teach the Bible as God's inerrant Word and give our students opportunities to 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 Is Important

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. The LAP-D test may be administered to Kindergarten applicants whose fifth birthday falls after March 1st of the enrolling year. The LAP-D test is a reliable and consistent indicator used to determine Kindergarten readiness, together with the considerations of maturity level, pre-school performance, teacher recommendation, and other factors.

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.

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.

Immunization Requirements

A record of immunization is due no later than 30 calendar days after school begins for all new students.

Students entering the seventh or twelfth grade must provide documentation showing the following:

- 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).

TUITION AND FINANCIAL INFORMATION

2022-2023 School Year

APPLICATION PROCESSING FEE: \$125.00 PER STUDENT (Non-refundable)

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

REGISTRATION FEE: \$200.00 for TK-12th Grade PER STUDENT (Non-refundable)

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

NEW STUDENT DEPOSIT: \$300.00 PER STUDENT (Non-refundable)

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

TUITION ASSISTANCE: As a private, non-profit institution providing outstanding, Christ-centered education, we do not receive generalized funding from the government. That is why tuition is required to cover a large portion of the cost to educate your children. However, tuition does not adequately cover the costs of providing education for our students and, as a result, we actively raise money through a variety of means and concentrated efforts every year. We are blessed to have the opportunity to offer financial aid for families who qualify, according to the criteria and in accordance with the application process. If a family applies for financial aid, all parents who share custodial rights for the students must provide financial documentation through the Blackbaud Aid application to receive consideration. There is one exception: if any individual parent has court documentation to verify that they have 100% custodial rights, then only the parent with 100% custodial rights is required to complete the financial aid application.

Tuition Assistance Awards are based on the family's demonstrated need as determined by Blackbaud Financial Aid Management (formerly called Smart Aid). Blackbaud is a third-party agency that makes financial needs assessments for schools. Blackbaud uses information supplied by the applicant to assess financial information. Applications can be made online by going to www.hpcacougars.org and clicking on Admissions and then select Financial Information. Each award is made in the form of a discount on tuition and is for one year only, based on availability of Tuition Assistance funds. This process must be completed every year. **The deadline for initial awards is March 31.** Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining.

WITHDRAWAL FEE: \$1000.00 PER STUDENT - Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of students creates an opening, which HPCA may not be able to fill with a viable candidate. Students who withdraw anytime between July 1 and May 31 will be assessed a \$1000.00 Withdrawal Fee. In addition, the full month's tuition is due for any month in which the student(s) attends school one day. All fees are due in full and are non-refundable. Refunds are for tuition only, and will be made on accounts that are paid beyond the current month. Official transcripts, report cards, and records cannot be released or sent to other schools with an outstanding balance remaining at HPCA.

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

DELINQUENT PAYMENT: If an account becomes 30 days delinquent then the family will be notified by the business office and the family may lose their Canvas access until the account is reconciled. If an account becomes 60 days delinquent then the student's enrollment may be suspended until the account is reconciled.

Students are subject to dismissal if their account is not brought current within one week of their suspension. A subsequent suspension for non-payment may result in the student's dismissal from HPCA.

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.

AFTERSCHOOL REGISTRATION FEE: \$35.00 **PER STUDENT** (Non-refundable)

AFTERSCHOOL CARE: If your student(s) attend afterschool on a monthly or daily basis, the fees will be added to your Blackbaud Tuition Management account. The first payment is due September 2021 and the final payment is due May 2022. Our afterschool hours are from 2:15 to 6:00 pm for TK – 8th grade. Families will be charged \$1.00 for every minute a child remains in afterschool care after 6:00pm.

FULL TUITION PAYMENT PLAN	AFTERSCHOOL TUITION RATES:
Tuition may be paid in full by June 1, 2022: TK - \$ 8,060.00 K - \$ 8,855.00 1-5 - \$ 9,570.00 6-8 - \$10,065.00 9-12 - \$10,920.00	Monthly: Pick up before 4:30 \$150.00 per month Pick up after 4:30 \$230.00 per month Daily: Pick up before 4:30 \$18.00 per day Pick up after 4:30 \$26.00 per day

MONTHLY PAYMENT PLAN (drafted by Blackbaud Tuition Management (formerly Smart Tuition))

Blackbaud Tuition Management will be used to draft all payments. Information and sign-up for Blackbaud is located on the HPCA website - www.hpcacougars.org. You may choose either a 10-month payment plan or a 12-month payment plan. You may also choose the draft of either the 5th, 15th, or the 20th of each month. If a request for payment change is made, a \$15.00 fee will be assessed to your account. This amount will be added to the Blackbaud payment that was changed. **All tuition payments will start in June of each year.** On the 10-month plan the payments will be June – March. On the 12-month plan the payments will be June – May. The annual fee for this service charged by Blackbaud Tuition Management is \$50.00 **PER FAMILY** (this amount will be drafted with your first payment by Blackbaud).

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.

A-Day / B-Day Schedule for 7th/8th Grade

Students rotate through a weekly schedule of elective classes during 2nd period. Students have three core classes one day and three different core classes on the next day. In this A-Day / B-Day rotation, students have all core classes.

Academic Probation (3rd – 8th Grade)

Students who have a grade below a 60 in a core subject or their average falls below a 60 on a quarterly report card may be placed on academic probation. Probation may be lifted at the end of the next quarter provided the students have brought their core class grade to a 60 or above and their average is 60 or higher. Students who do not score a 60 or higher in the final cumulative grade for each core subject may not be promoted to the next grade level.

Bell Schedules (Middle School)

Regular Schedule (6th Grade)

8:00 – 8:05	Homeroom
8:10 – 9:35	1 st Period (Specials)
9:40 – 11:05	2 nd /3 rd Period
11:10 – 11:55	4 th Period
12:00 – 12:30	Lunch
12:45 – 1:30	5 th Period
1:35 – 2:05	6 th Period
2:10 – 2:40	7 th Period
2:45	Dismissal

Regular Schedules (7th & 8th Grade)

8:00 – 8:05	Homeroom
8:10 – 9:40	1 st Period
9:45 – 11:10	2 nd Period (Specials)
11:15 – 1:20	3 rd Period & Lunch (7 th Lunch 12:05 – 12:35) (8 th Lunch 12:10 – 12:40)
1:25 – 2:55	4 th Period
2:50	7 th Grade Dismissal
2:55	8 th Grade Dismissal

Canvas (3rd – 8th Grade)

3rd – 8th grade participate in a web-based communications tool called Canvas. In 3rd – 5th grades, students and parents can see grades. In 6th – 8th grades, students and parents can see both assignments and grades. 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 middle school class by the teacher always supersede that which is on Canvas.

Computers and Laboratory

Computers and laboratory equipment are never to be moved by students from their respective rooms. Students must always get permission before using this equipment other than during their

regular class time. Students should not alter the settings on school computers without permission. All necessary computer hardware, software, and internet access will be provided to students enrolled in computer-related classes. The use of student-owned computers and mobile devices may be permitted at the instructor's discretion.

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. 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. FACTS), 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 (ESV: English Standard Version)

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 only Son, that whoever believes in him should not perish but have eternal life.
1st	Romans 8:28	And we know that for those who love God all things work together for good, for those who are called according to his purpose.
2nd	Proverbs 3:5-6	Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths.
3rd	John 14:6	Jesus said to him, "I am the way, and the truth, and the life. No one comes to the Father except through me.
4th	Hebrews 12:2	Looking to Jesus, the founder and perfecter of our faith, who for the joy that was set before him endured the cross, despising the shame, and is seated at the right hand of the throne of God.
5th	Joshua 22:5	"Only be very careful to observe the commandment and the law that Moses the servant of the LORD commanded you, to love the LORD your God, and to walk in all his ways and to keep his commandments and to cling to him and to serve him with all your heart and with all your soul."
6th	Ephesians 4:29	Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.
7th	Romans 3:23	For all have sinned and fall short of the glory of God....
8th	Ephesians 2:8-9	For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast.
9th	I Timothy 4:12	Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.
10th	Romans 12:1-2	I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.
11th	James 1:22	But be doers of the word, and not hearers only, deceiving yourselves.
12th	II Cor. 10:4-5	For the weapons of our warfare are not of the flesh but have divine power to destroy strongholds. We destroy arguments and every lofty opinion raised against the knowledge of God, and take every thought captive to obey Christ...

Friday Folders (TK-5)

Teachers will be sending home a weekly folder the last day of each week. This will contain your child's classroom work and a weekly update. You are to sign the folder and return it the very next school day. If you have any questions about your child's work or behavior, please contact the teacher as soon as possible for an appointment.

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 middle school sports team and academic club eligibility. We also use grades to identify student academic deficiencies, to plan instructional assistance and to ensure proper student placement.

Quarter grades are determined from grades on class work, quizzes, homework, projects, major papers and tests. During each quarter, teachers in 3rd – 8th grade update grades to CANVAS. This Internet-based reporting feature allows the viewing of student grades. On rare occasions, the grades on Canvas and the final report card may not be identical. The official grade is on the report card.

For middle school students, the final (or yearly) grade is the average of the four quarter grades.

Grade Scale (TK-5)

Kindergarten O Outstanding Work (Above Average) S Satisfactory (Acceptable Work or Average) NI Needs Improvement (Making effort, but could do better) U Unsatisfactory (Below Average) INC Incomplete (Has not yet completed all the required work)	
First - Second Grade O+ 98 – 100 O 93 – 97 O- 90 – 92 S+ 87 – 89 S 83 – 86 S- 80 – 82 N+ 77 – 79 N 73 – 76 N- 70 – 72 U 0 – 69 INC Incomplete (Has not yet completed all the required work)	Special Classes O Outstanding S Satisfactory NI Needs Improvement U Unsatisfactory INC Incomplete
Third – Fifth Grade A 90 - 100 (Exceptional Achievement) B 80 - 89 (Above Average Achievement) C 70 - 79 (Average Achievement) D 60 - 69 (Below Average Achievement) F 59 and below (Very Low Achievement) INC Incomplete (Has not yet completed all the required work)	Special Classes O Outstanding S Satisfactory NI Needs Improvement U Unsatisfactory NA Not Applicable INC Incomplete

Grade Scale (3rd – 12th Grade)

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 59 and below

Homework (TK-5)

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

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

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

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

Homework (6th -8th)

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. It is a student’s responsibility to seek clarification of assignments and to seek assistance from the teacher as soon as the need is realized. In 6th grade, homework will not be given on Wednesdays or tests on Thursdays unless the academic week is shortened. Due to the alternating block schedule, homework may be given in grades 7–8 which is due on Thursdays and tests may be given on Thursdays.

Parents should recognize the important role of homework to the total instructional program of their child. Students develop independent study skills (necessary for high school) through the completion of homework, and studies show a correlation between student achievement and homework. Parents should be aware of assignments, encourage completion of assignments, and assist in appropriate ways. Canvas is an excellent tool to assist parents.

If a student does not complete his/her homework, the teacher may complete a form and send to the office. The office will email the parent about the missing assignment. Most times, the assignment can still be completed and turned in the next day for a late grade. Two missing assignments in the same week may result in forfeiting open gym.

Honor Roll (3rd – 8th Grade)

At the end of each quarter, students are recognized on the A Honor Roll when they earn all A's on their report card for the respective quarter. Students who earn all A's and B's are recognized on the AB Honor Roll. At the end of the year, final grades are used to determine Yearly Honor Roll status.

Junior Beta Club (See Extra-Curricular Section)

Literature

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

Math for the Middle School

7th Grade General Math

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

- 8th Grade: Pre-Algebra
 - 9th Grade: High School Algebra I
 - 10th Grade: Geometry or Geometry Honors*
 - 11th Grade: Algebra II or Algebra II Honors*
 - 12th Grade: Advanced Math Class or Honors Advanced Math*
- (*Subject to student's schedule and class availability)

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

7th Grade Honors Math (Pre-Algebra)

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

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

To remain in Pre-Algebra (an honors class for seventh grade), an average grade of 80% or higher must be maintained each quarter. If a student fails to meet this requirement, the student may be placed in 7th Grade Math for the remainder of the school year or repeat Pre-Algebra in the 8th grade.

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

8th Grade Math Placement

Students who passed 7th grade general math with a 60 or higher will take Pre-Algebra in the eighth grade.

To be enrolled in Algebra I (an honors class in the eighth grade) a student must successfully complete seventh grade Pre-Algebra with a grade of 80% or higher and/or have a recommendation from the teacher. Students whose overall Pre-Algebra grade is less than 80% will take Pre-Algebra again in the eighth grade. *Students who pass Algebra I in the 8th grade will receive high school credit. Students must be in attendance for the majority of the school year to receive credit. Partial credit will not be given. Their Math grade will not count toward their high school GPA.*

High School Placement

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

8th Grade Class and Performance	9th Grade Placement
Pre-Algebra with grade of 60 or higher	High School Algebra I
MS Algebra I with grade of 69 or lower	High School Algebra I
MS Algebra I with grade between 70 and 86	Geometry
MS Algebra I with grade 87 or higher	Honors Geometry

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

Progress Reports

Progress reports are issued for students at the middle of each nine-week grading period. TK & K parents will receive a paper progress report. 1st & 2nd grade parents will receive an email with a link. 3rd-8th grade parents will be emailed a reminder to check Canvas for their child's progress.

Promotion, Retention and Skipping Grades

HPCA operates to serve the best interest of the individual student. This is to be kept in mind with regard to promotion or retention. Retaining a student is an important decision and in every instance, the decision should be considered carefully. Several factors need to be evaluated. These include the student's academic progress, general ability, social and emotional adjustment, and physical maturity. Another question to answer is, "Will the retention benefit the student?"

Report Cards

Report cards are issued at the conclusion of each nine-week grading period. A final report card will be mailed home after the school year has concluded and all financial obligations have been met.

Study Halls (Middle School)

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

Testing

As a tool to help determine achievement and placement, each spring a nationally standardized test will be administered to students in grades K-8. For students who are absent during standardized tests, make-up tests will be given for Math and Language subtests only. Students who are absent for unexcused reasons (i.e.: family vacation, etc.) will not make up subtests that are missed.

Textbook Policy

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

N=New, G=Good condition, F=Fair condition P=Poor (Book is not acceptable for future use)

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

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

Textbook Fine Schedule

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

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

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

All non-consumable books must be covered with a book cover.

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

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

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

Absences

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

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

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

A student with more than 20 absences during the school year will not be promoted to the next grade without review from the administration. A middle school student with more than 12 absences in the same class over the course of the year may receive a final grade reduction of 10 points. Teachers and administration will take into consideration chronic illness, lengthy hospital stays or other serious family situations when deciding on promotion in this situation.

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

A student who misses more than ½ of a school day (arrives after 11:00 or leaves before 11:10 and does not return) is considered absent from school.

Arriving Late or Leaving Early

Students who arrive late to school must go to the office and sign in. (Parents are not required to come in.) Students will be given a Tardy Slip to present to their teachers when they enter the classroom.

It is recommended that a student who plans to leave school before the end of the school day should bring a note from home and present it to the office *before school starts*. Students absent for a medical or dental appointment are expected to return to school at the end of the appointment (if time permits) and are to check in at the office immediately upon return to campus. Again, students must obtain a note from the office to return to class.

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

Class Trips

Students who do not attend a class trip will be counted absent for the day.

Make-up Work Procedures (Middle School)

(6th Grade)

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

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

(7th/8th grade)

Students who are absent from class may make up all missed assignments without penalty provided their work is completed within the timeframe described below:

When a student is absent from an entire class for any reason (athletic or fine art competition, sick, vacation, doctor appointment, Jr. Beta duty) the student is to get his/her assignments from Canvas. Worksheets should be obtained during or before the next time the class meets. All assignments must then be completed by the next class after that. For example:

- Misses one class: if a student misses a Monday class, he/she needs to get his/her assignments from Canvas and any worksheets that are not on Canvas during or before his next class on Wednesday and then turn in the assignments no later than Friday for full credit. Work assigned on Wednesday will also be due on Friday.
- Misses two classes: if a student misses Monday and Wednesday, he/she needs to get his/her assignments from Canvas and any worksheets that are not on Canvas during or before his next class on Friday and then turn in the assignments no later than Tuesday for full credit. Work assigned on Friday will also be due on Tuesday.

For extended absences, contact the teachers to develop a specialized make up plan.

Students are encouraged to check Canvas and complete as much work as possible while they are out. Waiting to complete everything when they return will be very challenging.

Parents, when your child is absent from school, please follow these guidelines:

1. Check Canvas for assignments (assignments will be available by the end of the school day.)
2. Your child can get any worksheets from the teachers when he returns to school. If you would like worksheets earlier, you may call the office prior to 9:00am to request worksheets. Worksheets will be available in the office after dismissal time.
3. If textbooks are needed, you may retrieve them from lockers. The office is open until 4:00pm and can provide locker numbers if necessary.

If a student leaves a class early for any reason, all work that is assigned for that class will be due the very next class. No additional time is given.

Makeup Tests/Quizzes/Projects (Middle School)

If a student misses a class when a test or quiz is scheduled, the student must be prepared to make up that test or quiz on the day the student returns. The student is to arrange with the teacher when to make up that test (study hall, after school, open gym, etc.) Points will be deducted if tests and quizzes not made up within 5 days of a student's return,

If a student misses the class immediately before a test is scheduled, the student must be prepared to take the test on the day the test is originally scheduled.

If a student is absent the day a project is due, the project will be due the next time the class meets.

Teachers may show additional grace beyond the above policies in extraordinary situations.

Planned Absences

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

Requests for Assignments and Homework (unplanned absences)

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.)

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

Tardies

Tardiness to School: School will start promptly at 8:00 am. Students must have a Tardy Slip from the office if they arrive after the 8:00 am bell. Demerits may be issued to middle school students for excessive tardies.

Tardiness to Individual Middle School Classes: All students are to be in their assigned area/room when the bell rings. A student who enters the room after the tardy bell has sounded will be considered tardy. The teacher will determine whether the tardy is excused or unexcused. If the student receives an unexcused tardy, the student will receive one demerit.

Students are expected to adhere to these Biblical principles:

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

Each teacher has developed specific classroom rules based upon these principles. Students will be given class rules to obey in order to maintain proper classroom management by the teacher. The teacher will treat each child with respect, love, and genuine concern.

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

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

Ten basic behaviors that necessitate discipline from the Principal:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty, i.e., lying, cheating and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.
6. Bullying or teasing other students.
7. Possession and/or use of a weapon, including pocket knives and toy weapons of any nature.
8. Possession or use of tobacco, alcohol, illegal drugs, vaping paraphernalia, or prescription medication not prescribed for the student.
9. Continued classroom disruptions and not responding to the teacher's direction.
10. Stealing or major damage to school or personal property. Parents will be responsible for the cost to repair or replace any damaged property or equipment.

During the visit with the Principal, the Principal will determine the nature of the discipline. Discipline may include silent lunch, written assignment, after school detention, in-school suspension, out-of-school suspension, or expulsion. Corporal punishment is not administered at HPCA.

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 dismissed from the school (I Cor. 6:9-10, Eph. 5:3, Heb. 13:4, Rom. 1:24-27, Matt. 19:4-6).

Disciplinary Probation

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

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

In-School Suspension

ISS occurs when a student is removed from his/her classroom for the entire day and completes classroom assignments in an isolated area. The student will not eat in the cafeteria or attend any Academy function during the school day.

Out-of-School Suspension

OSS occurs when a student is removed from school for the entire day and is not permitted on Academy property or allowed to attend any school function for the day. All missed work (tests, projects, homework, etc) may be reduced by up to one letter grade (10 points).

Expulsion - A student may be permanently removed from the academy for repeated rules violations, serious misconduct, multiple suspensions, or he/she is found out of harmony with the rules and policies of the Academy. 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 immediate 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. Student may also be referred to law enforcement agencies.

Searches - Administration reserves the right to search students' vehicles, lockers, book bags, purses, cell phones, etc. or their person if there is reason to suspect a school rule has been violated. Students and parents are expected to cooperate with the school.

High Point Christian Academy generally follows the disciplinary 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 disciplinary 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.

Conduct

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

Students are expected to adhere to these biblical principles:

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

Minor Misconduct (6th – 8th)

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

- Classroom tardiness
- Acting in a manner that interferes with the instructional process
- Mildly abusive language between or among students, not including profanity
- Failure to carry out directions (starting bellwork, etc.)
- Littering classrooms or academy grounds or contributing to a mess
- Public display of affection between couples (i.e. holding hands, hugging, etc.)
- Running, shoving, yelling, boisterousness, or “horseplay”
- Use of toys such as laser lights, shock pens, etc.
- Out of dress code
- Teasing/gossiping –1st offense (repeated offenses may be considered serious misconduct)
- Using a cell phone, music device, or other electronic equipment between 8:00am and dismissal without permission from the teacher each and every time.
- Using the Lord’s name in a disrespectful manner
- Entering another student’s locker, book bag, purse, etc. without permission
- Minor damage to school or personal property
- Other unacceptable conduct as determined by the teacher or principal

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

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

(For each demerit, the student may be separated from peers during lunch or open gym.)

- 1st demerit – Student may be separated from peers during lunch or open gym.
- 2nd demerit – Student may be separated from peers during lunch or open gym.
- 3rd demerit – Written assignment that is to be signed by a parent
- 4th demerit – 30 minutes of after-school detention
- 5th demerit – 30 minutes of after-school detention and student disciplinary probation
- 6th demerit – 1 hour of after-school detention and parent conference

- 7th demerit – One day of in-school detention
- 8th demerit - One day of ISD, ISS or OSS
- 9th demerit - Student may be dismissed from school

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

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

Serious Misconduct (6-12)

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

- **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)
- **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. Students may not covertly take pictures, digital or video recordings without a person's permission. See the Antiharassment Policy at the end of this section for additional information. (Eph. 4:29-32, I Pet. 2:1)
- **Cheating/Plagiarism** –The first time a student is caught cheating, parents will be contacted by the teacher, a demerit will be given, and a reduced grade (20 point off to a grade of zero) may be given for the work. The teacher may also have the student redo their work or a portion of it. 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 after-school detention may be assigned. The student will automatically be placed on disciplinary probation. This policy will be carried out for any student who is involved in cheating on an exam, test, quiz, report, homework, or other assigned work by the teacher. Any student who willingly provides answers for another student may receive the same discipline. (Ex. 20:15, Eph. 4:28)
- **Fighting** – Students shall not fight or attempt to cause bodily harm to another student. If a student attempts to promote a fight, the other student should walk away and report the incident to a faculty member. Student(s) involved in fighting will be reported to the principal. Both students, under most circumstances, may be disciplined when involved in a fight. (Mat. 5:39, Gal. 5:22-23, Eph. 4:31)
- **Internet – Inappropriate Usage** – Students shall not use the internet inappropriately. Inappropriate may be defined as using offensive language, making threats, posting sexually suggestive material, posting/viewing/live streaming offensive videos/photos, gossiping, harassing, humiliating, embarrassing, 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. (See Expulsion under Disciplinary Practices.) (Heb.13:17,Col.3:12,I Thes.5:13)

- **Possession and/or use of lighters/matches** – Students shall not use or have in their possession lighters or matches while on campus or at any school-related activity. (Heb. 13:17)
- **Possession or use of tobacco, alcohol, illegal drugs, vaping paraphernalia, or prescription medication not prescribed for the student** – Students shall not use or have in their possession any of the aforementioned items. 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 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)
- **Possession and/or use of a weapon** – Students shall not use or have in their possession any weapon while on campus or at any school-related activity. The weapon will be confiscated and the student will be reported to the principal. The student may be suspended or expelled. Pocket knives are considered a weapon and fall under this rule. (I Thes. 5:13-15, Titus 3:1-2)
- **Sexual promiscuity or immorality** – Students shall remain sexually pure according to biblical standards. A student who engages in, 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 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 serious student misconduct by administering one or more disciplinary actions as described below:

- **Parent Conference** – Parents are informed of the situation and asked to administer appropriate discipline at home.
- **After-School Detention** – Student performs after-school class work or clean-up duties.
- **In-School Detention (ISD)** – Student is removed from the classroom for the entire day and completes classroom assignments. The student will not eat in the cafeteria or attend any school function during school hours and may be automatically placed on disciplinary probation. Students may participate in after-school activities at the discretion of the coach/advisor. (Students may face further consequences in other clubs or activities: i.e.: Jr. Beta Club, Student Council, athletics, fine arts, homecoming court, etc.)
- **In-School Suspension (ISS)** – Student is removed from the classroom for the entire day and completes classroom assignments. The student will not eat in the cafeteria or attend any school function during school hours and will be automatically placed on disciplinary probation. All missed work that is due during the suspension (tests, projects, homework, etc.) will be reduced by half a letter grade (5 percentage points). Students may participate in after-school activities at the discretion of the coach/advisor. (Students may face further

consequences in other clubs or activities: i.e.: Jr. Beta Club, Student Council, athletics, fine arts, homecoming court, etc.)

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

At the end of the period, academy administrators will evaluate the student's recent behavior and decide to either lift the probation or recommend the student withdraw from the academy. Any serious behavioral 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. Student may also be referred to law enforcement agencies.

Searches

Administration reserves the right to search students' vehicles, lockers, book bags, purses, cell phones, etc. or their person if there is reason to suspect a school rule has been violated. Students and parents are expected to cooperate with the school.

Re-enrollment of a Withdrawn Student

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

High Point Christian Academy generally follows the disciplinary 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 disciplinary steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

Student Anti-harassment Policy

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

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

I. Definitions and Prohibited Acts

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

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

2. Unwelcome and Offensive. The fact that a student may not openly object to others’ actions or words does not prove that they were welcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others, whether they object or not.

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

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

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

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

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

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

7. Electronic Harassment. Harassment may occur through a number of mediums or means, including electronic communications. The student antiharassment policy applies to all

harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, internet, email, cell phones or other communication devices. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

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

- Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.
- General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

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

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

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.
- Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

II. Application of Antiharassment Policy

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

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

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

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

IV. Where to Report Harassment, Bullying, or Intimidation

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

1. Division Principals
2. Head of School
3. College and Career Counselor
4. Student Life Director

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
- _____ gender
- _____ 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 antiharassment policy and understand the procedures the school will follow.

Complainant signature _____ Date _____

Complaint received by (name) _____ Date _____

High Point Christian Academy

Elementary/Middle School Dress Code

Uniforms are required for all students at High Point Christian Academy. We believe that a prescribed wardrobe policy promotes neatness, is cost effective for parents, helps improve self-image and behavior, ensures modesty, promotes community, and decreases distractions in the learning environment.

Hair

Hairstyles for boys and girls should reflect the school culture and should be clean and neatly maintained. Hairstyles should not be distracting to the educational environment or bring excessive attention to the person.

Shoes

All footwear must cover and protect the toes. (Elementary should wear shoes that are closed heel as well for use on the playground and other play situations.)

- Acceptable footwear options: Tennis shoes, hiking shoes, boots, crocs w/back strap.
- Not permitted: Flip-flops, sandals, and other open-toed shoes.
- Students must wear athletic shoes on PE days or their grade will be reduced.

Dress Down Guidelines

Periodically, students may be allowed to dress down. Clothing should be neat, modest, and appropriate for a Christian school. Jeans, athletic wear, t-shirts, flip flops, and sandals are allowed on these days.

Friday: Christian T-shirt Day

HPCA t-shirts and other *specifically* Christian t-shirts (HPCA Team and Camp, See You at the Pole, Bel Canto, Merriwood Christian Camp, HPCA Field Day) may be worn on Fridays. Business t-shirts that have verses/biblical slogans on them are allowed. (No music or band t-shirts of any style music.) Bottoms must still be an HPCA uniform item.

Prohibited Items EL/MS

These items should <u>not</u> be worn to school at any time.	Tops:	<ul style="list-style-type: none">• tank shirts, spaghetti-strap shirts, sleeveless shirts• short shirts or shirts with low-cut necklines
	Bottoms:	<ul style="list-style-type: none">• short shorts or skirts (must be no less than 4 inches above the top of the knee)• leggings, jeggings, tights, or other stretch-type material, unless covered by school-length shorts or skirts• sagging shorts or pants
	General:	<ul style="list-style-type: none">• rude/vulgar descriptions or language on clothes.• clothes that advertise alcohol, tobacco, any music groups, etc.• clothes with holes or the appearance of holes• bandanas and hats (after arrival to school).• earrings for boys at school.• body piercing jewelry other than earrings for girls.• unusual hair coloring (i.e. pink, green, blue, etc.).• attire/accessories with references, symbols, or slogans that are political or controversial.

Consequences

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

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

Elementary Specific

Tops

Elementary students may wear any solid color polo-style shirt from any vendor: (Shirts may have logos but no larger than the size of a quarter.)

Bottoms

Students may wear uniform-style long pants, Bermuda-style shorts, cargo shorts or pants, or capris from Lands' End or from any vendor provided they look like school uniforms and meet the following guidelines:

1. Material must be a chino-type material or twill weave made of cotton
2. **Solid navy blue or khaki colors only.**
3. Shorts should be no more than 3 inches above the knee.
4. Holes or appearance of holes are not acceptable.
5. Pants and shorts should be worn properly.
6. Long blue jean pants are acceptable in EL any day. No jean shorts or skirts.

Lands' End 2 Lands' End Lane Dodgeville, WI 53595-0640 800-469-2222 www.landsend.com/school Preferred School Number: 900127234	<u>TK-5th girls may also wear the following from Lands' End or items similar to those from Lands' End:</u> Mesh Polo Dress – Any Solid Color (long or short sleeve) Skorts – Plaid, Navy, Khaki Jumper – Plaid, Navy, Khaki Skirts – Plaid, Navy, Khaki Peter Pan Knit Top (Long or short sleeve, white or maize, regular or ruffle collar.)
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Skirts and Skorts

Girls may wear skirts and skorts from Lands' End or any vendor provided they look like school uniforms and meet the following guidelines:

1. Material must be a chino-type material or twill weave made of cotton (no denim or corduroy.)
2. Solid navy blue or khaki colors only.
3. No more than 3 inches above the knee.

Jackets, Sweaters, Sweatshirts, Hoodies

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

Special Performances

Elementary students may be required to wear a specific solid color polo-style shirt and either navy blue or khaki shorts/pants for special performances (Christmas, Grandparents' Day, etc.)

Middle School Specific

Tops

Middle School (6-8): Polo-style shirts and dress shirts that button all the way down the front (solid colors, stripes, prints, or plaids. (No graphics, or sheer material.) Shirts must be modestly buttoned. MS students may also wear (without collared shirts underneath) quarter zips/buttons, hoodies without full zippers, sweatshirts/sweaters with standard crew necks or higher. These may be plain, name brand logo, college, etc. No music artists. These items may not be taken off during the school day without a collared shirt underneath. Collared shirts must be worn under v-neck, scoop neck, full zippers, full buttons, and crop tops.

Bottoms

Students may wear uniform-style long pants, Bermuda-style shorts, cargo shorts or pants, or capris from Lands' End or from any vendor provided they look like school uniforms and meet the following guidelines:

1. Material must be a chino-type material or twill weave made of cotton
2. **Solid navy blue, khaki, black, gray, or white.**
3. Shorts should be no more than 3 inches above the knee (Bermuda style).
4. Holes or appearance of holes are not acceptable.
5. Pants and shorts should be worn properly.
6. Long jean pants are acceptable in MS any day in the colors listed above. Jean shorts and skirts are not allowed.

Skirts and Skorts

Girls may wear skirts and skorts from Lands' End or any vendor provided they look like school uniforms and meet the following guidelines:

1. Material must be a chino-type material or twill weave made of cotton (no denim or corduroy.)
2. Solid navy blue or khaki colors only.
3. No more than 3 inches above the knee.

Game Days

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

Special Performances

Middle School students may be required to wear black dress pants, white dress shirts, and black shoes for special performances (i.e.: Band Concert, Jr. Beta Induction, Chorus, etc.) or special events/activities. See the sponsoring teacher for specifics.

Activities and Clubs

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

ACSI Competitions:

Math Olympics, Speech Meet, Spelling Bee, etc.

Junior Beta Club

Student Council

Various other Clubs

Athletics (See athletic handbook for more detailed information)

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

Middle School Girls' Sports

Basketball
Cheerleading
Cross Country (7-12)
Golf
Soccer
Softball (7-12)
Swimming (7-12)
Tennis (7-12)
Track (7-12)
Volleyball

Middle School Boys' Sports

Baseball
Basketball
Cross Country (7-12)
Football (7-12)
Golf
Soccer
Swimming (7-12)
Tennis (7-12)
Track (7-12)

Academic Standards for Athletics

All student athletes must have an average of 70% or above and not fail more than one course in the previous quarter to be eligible to participate in the athletic program. Grades will be checked each quarter when report cards are distributed.

Student athletes who participate in the fall must have had a final average of 70% or above the previous year. Also, they may not have failed more than one course for the year. Student athletes who do not meet the academic standards will be ineligible to participate in sports during the next quarter.

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

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

Junior Beta Club (7th & 8th Grade)

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

There are three requirements for becoming a member.

Academics

At the end of the sixth grade school year, students will need to have a numerical average of 95.00 or higher. We will look at the final overall average, not each quarter. Students will also need to maintain a 95.00 or higher during the first quarter of the seventh grade. These grades include all core classes and special classes. Students who receive a “C” or lower in any class will not be considered for membership even if that “C” is in a special class.

Behavior

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

Christ-like Servant’s Heart

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

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

After-School Program

Our after-school care hours are from 2:15 – 6:00 p.m. for grades TK – 6. Any student not picked up within 15 minutes of dismissal will be sent to after-school (a charge may be incurred). If students are **dismissed** early due to inclement weather, the After-School Program will not be available.

Athletic/Fine Art Events

HPCA does not recommended that students in grades TK-8 attend athletic/fine art events without parent supervision. Limited supervision is available.

Cell Phones/Electronic Devices (TK-5)

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

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 that has been confiscated if cause exists to suspect Academy rules have been violated. HPCA is not liable for the loss or damage of these devices or accessories.

Cell Phones (Middle School 6th – 8th)

Cell phones and other electronic devices can be distracting to both students and faculty. Therefore, the following procedures will be followed:

1. Middle school students are to turn in their cell phones and smart watches to office personnel in the Refuge between 7:30 a.m. and 8:00 a.m. (Late arriving students will turn in their phones to the main office.)
2. The phones/watches will be stored inside the main office during the school day.
3. During the last class change of the school day, students may pick up their devices from the 3rd floor atrium. Students can check for text messages and respond.
4. Students will put their phones in the classroom wall pockets during their last period class. They may retrieve their phone from the wall pockets at the end of class to check messages and take home.
5. If parents need to get an urgent message to their child or talk with their child, the office personnel will assist in these matters.
6. The transition time between the last two classes has been increased by two minutes to allow for time to pick up phone and check for messages from parents.

Consequences

If a student does not turn in the phone/watch to the office, the following consequences will occur:

1. Phone will be confiscated and sent to the office.
2. Student will receive a demerit.
3. A parent must come to school to pick up the cell phone at their convenience.
4. For a second offense, the student will receive the above consequences but will also not receive the phone back until the end of the school day for the following three weeks. For a third offense, an afterschool detention hall will also be issued.

Additional rules

1. Earbuds or headphones are not to be used inside the buildings.
2. Students are not to take, post, share pictures/videos of HPCA employees or other students without prior permission.
3. 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 that has been confiscated if cause exists to suspect Academy rules have been violated. HPCA is not liable for the loss or damage of these devices or accessories when not in our possession.

Chapel

Chapel attendance is required of all students because spiritual growth and worship are a vital part of the academy's philosophy and purpose. Elementary chapels are generally every other Thursday at 8:15. MS/HS chapels meet on Wednesdays at 8:15.

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.

Chromebook Loaners

When a student utilizes one of HPCA Chromebooks either at school or takes one home on loan, these chromebooks are carefully monitored by our school. Inappropriate internet searches that are made on these chromebooks are flagged by our staff. If inappropriate searches occur, parents will be notified. It is important that our students continue to see and search for images that are honoring to God.

Crisis Management (Fire Drills, Tornado Drills, Lockdown Drills)

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

Dismissal: End of School Day

All TK-8th grade students must exit the building with the group through the front doors of the Education Building lobby. Any TK-6th grade student who is not picked up within 15 minutes of dismissal will be sent to After-School (a charge may be incurred). High school students must pick up their siblings from the Education Building lobby. Students are not allowed to walk to the high school or to their siblings vehicles. Middle School athletes are to meet in the breezeway and wait with their team until a teacher dismisses them to the gym.

Seventh and eighth graders may wait in our lobby until 4:00. If a student is not picked up by 4:00, he/she will be sent to Afterschool care and a charge will be incurred. There is limited supervision available after 3:00 p.m.

Drinks in Class (2nd-8th)

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

Field Trips

Parents will be notified in advance of field trips. Permission slips must be signed for each field trip. Some parents may be asked to help chaperone. Students are expected to ride the bus to and from the activity. 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 their parents' vehicles or other parents' vehicles. (For extenuating circumstances, seek permission from the teacher and/or administration.) At times, there may be a cost to the students and parents for the field trip. *Siblings are not allowed to attend field trips.*

Field Trips to destinations that may involve political issues (i.e: Raleigh, Washington DC, etc.)

Students who attend these field trips are to be observers and learners. Students and chaperones are not to engage in political protests; chant political messages; approach or engage people who are protesting or assembling; display signs; or wear any clothing, hats, buttons, etc. that are political in nature. Students/chaperones may purchase such items while in these venues, but they must be secured away inside their luggage during the trip.

Flowers, Balloons, or Gifts

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

Holding Room

1. HPCA provides the Holding Room as a service to assist TK-5th grade parents who have a 20-minute or longer waiting period between dismissal times of their children.
2. Parents may have their youngest child go to the holding room when his/her class dismisses. Parents may come in at the oldest student's dismissal time and pick up all their children, or the oldest student may pick up their younger sibling and take to the car line.
3. Any students remaining in Holding Room after 3:00 pm will be taken to After-School Care and a charge will be incurred.
4. Parents must pick up their children no later than their oldest child's dismissal time.

Locker Policy (5th-8th)

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

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

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

Lost and Found

Students are expected to identify all their clothing, lunch boxes, book bags, etc., and to remove personal belongings from the hallway each day. All unlabeled items will be placed in Lost and Found. All items not claimed at the end of each quarter will be donated to a non-profit organization.

Lunches and Snacks (Middle School)

MS students may purchase certain items from the Dining Commons during study halls and class changes (see study hall guidelines in each class). They must not be late to class or they will incur a tardy. Students are not to purchase sodas or candy before or during the school day.

Lunches and Snacks (TK-8)

Lunches and snacks brought from home will not be refrigerated. Microwaves are available for grades 5-12.

Medication

Please refer to the Medication Administration Procedure at the end of this handbook.

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. After the first quarter two half days will be designated Parent/Teacher Conference days.

Parties

On occasion, teachers will have classroom parties for various events. Parties promoted by parents must be cleared through the teacher. No red-based drinks are allowed at classroom parties. Swim parties are not permitted in TK-8th grade due to liability concerns.

Parties (Middle School)

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

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

Parents interested in organizing a party should see the grade level leader or the principal.

Party Invitations

When students are having a birthday party, etc., and invitations are being sent home, please mail/email the invitations or make phone calls. Cell phone numbers will not be provided by the Academy. Invitations are not to be handed out in the classroom unless all students in that class are to receive one. Invitations to select students may be put in student's Friday Folders.

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.

Security

Maintaining a safe, secure environment for all students and staff is very important. For the safety of everyone, please check in at the front desk any time you enter the building (except for regular arrival and dismissal times.) 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 – 3:30 pm. The police officers will patrol the parking lots, conduct perimeter checks of the buildings , and be available to assist in emergency situations.

Sexual Purity Classes

We believe that the parents are responsible for the education of their children and they should be the first to introduce this topic to their children. We want to support you in this process and reinforce what you are teaching at home. Therefore, we are providing you with our curriculum so we can work together.

- 4th Grade: entertainment choices, appropriate communication among peers, modesty, puberty, and hygiene
- 5th Grade: homosexuality, transgender identity, harassment, hygiene, and a review of last year's concepts.
- 6th Grade: Self-control, love languages, progression of the physical aspects of relationships, and a review of last year's concepts.
- 7th Grade: promiscuity, adultery, sexually-transmitted diseases, rape, and sexual reproduction (We encourage parents to introduce this topic to their students and then for HPCA to reinforce it.)
- 8th Grade: abortion, adoption, God's design for marriage, and a review of all the topics taught in earlier grades

While we will be open and direct with the students, we will also be sensitive to their age and work to protect their innocence. Students will be allowed to ask questions and they will be answered if we deem appropriate.

Student Driving Policy

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

Student Telephone Use

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

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

Traffic

For the safety of your children and for efficiency in dropping off/picking up students, we ask that you follow these guidelines:

1. **Pull up to the speed bump** when possible. This will allow multiple cars behind you the opportunity to unload and load at the same time.
2. When parking and walking into the building, please use the **crosswalk** and wait for the traffic duty teacher or police officer to signal when it is safe to cross. Walking between cars is dangerous.
3. During dismissal, if you need to have a **conversation** with the teacher, please park and come inside.

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 are not to 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.

Vending Machines (Middle School)

Middle School students are not permitted to purchase sodas and candy until after school. These items will be confiscated if purchased before or during the school day. Students may pick these items up after school from the office. Repeat offenders may be given a demerit.

Visitors

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

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

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.

Weather-related School Closing

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 and no academic penalty .

Parent Commitment

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

Student Commitment – Middle School

*This will be reviewed in Middle School Bible Classes
and students will make a commitment to abide by these standards.*

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 drugs 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 assessments will be made to cover damages to the school, including breakage of windows, book damage, and the abuse of other personal property.
7. I 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.

Community Relations - Advancement

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.

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.

HPCA 2022-2023 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:

- **COVID** - student is required to stay home and notify the school if the student has tested positive for COVID-19. The family will be given instructions regarding when the student may return to school. Notification of a student positive case must be reported to our school nurses. If the student has a pending COVID-19 PCR test, they are required to remain home until the results are back or until five days have passed. If a sibling of a child who has tested positive begins to exhibit COVID-like symptoms that sibling will then be required to stay at home for five days or until a negative test is presented.
- **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!

When Can My Child Return to School?

- The chart on the following page provides information to help you determine when your child can safely return to school after an illness.
- The chart is not all inclusive.

- The chart provides general recommendations.
- The chart does not take the place of consulting your child's medical provider

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
Covid	Airborne respiratory virus	Discuss with the school nurse
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)	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 secretions from blisters, 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.		