



# Elementary School Handbook 2018-2019

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

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

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### **HPCA Leadership Team**

Student Life Director.....	Mr. Jeff Bradsher
Head of School.....	Mr. Keith Curlee
Finance Director.....	Mrs. Angie Fary
Fine Arts Director.....	Mrs. Tami Fields
Athletic Director.....	Mr. Corey Gesell
High School Principal.....	Mr. Willie Guida
Advancement Director.....	Mrs. Jennifer Lambert
Technology Director .....	Mr. Jeff Maness
TK-8 Principal.....	Mr. Scott Prohaska
Pre-School Director.....	Mrs. Sherrie White
Resource Director.....	Mrs. Kristina Voy

### **Office Personnel**

Athletic Administrative Assistant.....	Mrs. Joy Barrett
Accounts Receivable.....	Mrs. Julie Britton
HS Admin Assistant & International Student Coordinator...	Mrs. Page Curlee
TK-8 Receptionist.....	Mrs. Angie Fernandez
Communications Coordinator.....	Mrs. Lisa Gesell
College and Career Counselor.....	Mrs. Yuvonda Hendricks
Technology Integration Specialist.....	Mrs. Donna Henry
High School Receptionist.....	Mrs. Sally Nance
Admissions Coordinator/Assistant to Head of School.....	Mrs. Beth Saintsing
Health Services Coordinator.....	Mrs. Sloan Scarborough
TK-8 Administrative Assistant.....	Mrs. Susan Vickers

### **School Board**

Mrs. Amy Biddle	Mr. Lamar Boykin	Mr. Rob Clancy
Mr. Brad Dula	Mrs. Anne Flater	Mrs. Mary Helen Jackson
Mrs. Charlene Kramer	Mrs. Shelby Lloyd	Mr. Mike Newby
Mrs. Ginger Powell	Mr. Andy Steen	Mr. Bob Cooke – <i>GSBC liaison</i>

### **Elementary**

Trans-Kindergarten:  
Kindergarten:

First Grade:

Second Grade:

Third Grade:

Fourth Grade:

Fifth Grade:

### **Teachers**

Miss Kayla Absher

Miss Michaela Reynolds

Mrs. Jescena Sink

Mr. Kirk Oakley

Mrs. Erin Sands

Mrs. Morgan Schoenacker

Mrs. Markee Elliott

Mrs. Hollie Seaford

Mrs. Mary Cullen Dixon

Mrs. Lisa Spillman

Mrs. Paula Segers

Mrs. Deborah Key - Language Arts/Social Studies

Mrs. Stephanie Kirby - Bible/Math/Science

*Elementary Teacher Assistants: Mrs. Melissa Truhe (K), Mrs. Melanie Wyatt (K), Mrs. Martha Burton (1<sup>st</sup>), Mrs. Lynn Morrison (3<sup>rd</sup> & 4<sup>th</sup>), Mrs. Elissa Cox (2<sup>nd</sup> & 5<sup>th</sup>)*

## **Middle School**

Sixth Grade: Mrs. Karen Kepley - Science/Literature  
Mrs. Donna Reynolds - Social Studies/English  
Mr. Michael Seamon - Bible/Math

7<sup>th</sup>/8<sup>th</sup> Grade: Mrs. Vicki Cohen - Language Arts      Mrs. Cynthia Ellas - Math  
Mr. Todd Farlow - Science      Mrs. Cindy McManus - Social Studies  
Mrs. Madeline Pack - Language Arts      Mr. David Spencer - Bible

## **High School**

Mr. Sam Beasley – PE/Science  
Mr. Justin Bingham – Bible  
Mr. Joseph Cooper – Social Studies  
Mrs. Patricia Crump – Spanish  
Mrs. Kimberly Holland – English  
Mrs. Tonya Kaukola – Math  
Mr. Andy Oats – Math  
Mrs. Angela Pulliam – Math/Science  
Miss Hannah Reynolds – English

Mr. Austin Beck – Online/Media Center  
Mrs. Mary Bryant – Science  
Mrs. Rilla Cooper – English  
Mrs. Paige Daniels – Computer Science  
Mrs. Evelyn Johnson – Science  
Mrs. Angela Norris – Resource  
Mrs. Jeanne Oweis – Psychology/History  
Mrs. Sara Quattlebaum - Hist/Sci/Bible  
Mr. Joel Smith – Social Studies

## **Special/Elective**

Mrs. Orfelinda Clark – Spanish  
Mrs. Kristain Coffey – TK-5 Music  
Mr. Rodney Bennett - HS Art  
Miss Bridget Knower – Physical Education  
Mr. Ronnie Kruger – Physical Education  
Mrs. Dewanna Neighbours – TK-8 Art  
Mrs. Elizabeth Olson – TK-8 Computer  
Mrs. Belinda Self – Culinary Arts  
Miss Kara Thaggard – MS/HS Band, HS Bible  
Mrs. Kelly Walker – TK-8 Media Center Specialist

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

Mrs. Lynn Shores – Resource Teacher  
Mrs. Lila Lind – Resource Teacher

## **Afterschool**

Mrs. Stephanie Davis – Afterschool Coordinator

## **Maintenance**

Mr. Ralph Cumblidge – Facility Coordinator



# High Point Christian Academy

## 2018-19 Calendar

2018							
JULY							
S	M	T	W	Th	F	S	
	1	2	3	H	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
AUGUST							
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
SEPTEMBER							
S	M	T	W	Th	F	S	
						1	
2	H	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	ED	ED	29	
30							
OCTOBER							
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	ED	WD	WD	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
NOVEMBER							
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	ED	H	23	24	
25	26	27	28	29	30		
DECEMBER							
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	ED	15	
16	17	18	19	20	21	22	
23	24	H	26	27	28	29	
30	31						

**August**  
 7 Teacher Orientation Begins  
 9 New Family Orientation  
 13 Student/Parent Orientation TK-12  
 15 First Day of School

**September**  
 3 No School - Labor Day  
 27-28 Early Dismissal \*\*  
 Parent/Teacher Conferences

**October**  
 10 Early Dismissal \*\*  
 Last Day of 1st Quarter 40 Days  
 11-12 No School - Teacher Work Days\*\*

**November**  
 21 Early Dismissal  
 22-23 No School - Thanksgiving

**December**  
 11-14 High School Exams  
 14 Early Dismissal\*\*  
 Last Day of 2nd Quarter 43 Days  
 17-31 No School - Christmas Break

**January**  
 1 No School - New Year's Holiday  
 21 No School - MLK Jr. Day

**February**  
 18 No School - Presidents' Day

**March**  
 7 Early Dismissal\*\*  
 Last Day of 3rd Quarter 45 Days  
 8 No School - Teacher Work Day\*\*

**April**  
 15-19 No School - Easter Break  
 21 Easter

**May**  
 6-9 Testing (K-8)  
 20-23 High School Exams  
 23 Early Dismissal\*\*  
 Last Day of 4th Quarter 49 Days  
 24 Teacher Work Day  
 24 Graduation

2019						
JANUARY						
S	M	T	W	Th	F	S
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30	31		
FEBRUARY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28		
MARCH						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	ED	WD	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
APRIL						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	H	20
H	22	23	24	25	26	27
28	29	30				
MAY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	ED	WD	25
26	H	28	29	30	31	
JUNE						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Legend		
	School Day	177 School Days
	ED Early Dismissal Day	
	H Holiday	
	WD Teacher Work Day	

\*\*Child care and Afterschool care available for TK-6

# High Point Christian Academy

## Statement of Philosophy

### **Academy's Mission**

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

### **Academy's Vision**

High Point Christian Academy students will acquire wisdom, knowledge, and a Biblical worldview as evidenced by a lifestyle of character, leadership, 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 the Christ who lives and dwells within them (Romans 12:1).

### **Academy's Objectives**

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

#### **Spiritually** our students will:

1. profess faith in Christ as Savior.
2. grow spiritually, evidencing the fruit of the Spirit in attitudes.
3. seek to know 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.*

## **Biblical Principles on the Education of Children and Youth**

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

## **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).

# ADMISSION POLICIES

## **HPCA as Ministry**

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

## **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 do seek admission to HPCA, it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission. Because of the importance of harmony and open communication between the home and the school, parents are expected to bring problems or areas of confusion or misunderstanding to the attention of HPCA personnel immediately and privately.

## **Parental Involvement Is Key**

In order to support the 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**

Students seeking enrollment at HPCA may be required to take an entrance test for the purpose of proper grade placement. The administration may accept recent standardized test scores from another school or psychologist if available. It will generally be necessary for a student to score on or above the grade level being requested. If entrance tests are required they will be scheduled through the 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 will be administered to all 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.

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

## **Re-Enrollment**

1. All returning students have the right of first renewal on maintaining their status at HPCA. This also applies to siblings not yet enrolled at HPCA.
2. In January of each year, communication giving specific information will be sent to all families regarding re-enrollment for the next school year.
3. 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 by September 1 for all new students. The link below provides state law information regarding immunizations. <http://www.immunize.nc.gov/schools/index.htm>

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

- Booster dose of Tetanus, diphtheria and pertussis (Tdap) for individuals who have not previously received it and are entering 7th grade or by 12 years of age, whichever comes first.
- One dose of Meningococcal conjugate vaccine (MCV) for individuals entering 7th grade or by 12 years of age, whichever comes first.
- Booster dose for individuals entering the 12th grade or 17 years of age beginning August 1, 2020 (This will affect your student prior to their senior year of High School).

## TUITION AND FINANCIAL INFORMATION

### **2018-2019 School Year**

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**APPLICATION PROCESSING FEE: \$60.00 PER STUDENT** (Non-refundable)

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

**REGISTRATION FEE: \$185.00 for TK-12<sup>th</sup> Grade PER STUDENT** (Non-refundable)

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

**NEW STUDENT DEPOSIT: \$250.00 PER STUDENT** (Non-refundable)

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

**TUITION ASSISTANCE:** Tuition Assistance Awards are based on the family's demonstrated need as determined by Smart Tuition Aid. Smart is a third-party agency that makes financial needs assessments for schools. Smart uses information supplied by the applicant to assess financial information.

Applications can be made online by going to [www.hpcacougars.org](http://www.hpcacougars.org) and clicking on 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. The deadline for initial awards is March 15. Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining.

**WITHDRAWAL FEE: \$600.00 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 \$600.00 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 \$35.00 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 Smart Tuition. The total fee of \$70.00 will be assessed to your Smart Tuition account. We encourage you to make timely payments so that you do not incur a late fee.

**AFTERSCHOOL REGISTRATION FEE:** \$30.00 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 Smart account. The first payment is due September 2018 and the final payment is due May 2019. Our afterschool hours are from 2:15 to 6:00 pm for TK – 6<sup>th</sup> grade. Families will be charged \$1.00 for every minute a child remains in afterschool care after 6:00pm.

**AFTERSCHOOL TUITION RATES:**

**Monthly:**

2:15 – 4:00 \$125.00 per month

2:15 – 6:00 \$200.00 per month

**Daily:**

2:15 – 4:00 \$17.00 per day

2:15 – 6:00 \$25.00 per day

## TUITION PAYMENT PLANS

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**FULL PAYMENT PLAN**

Tuition may be paid in full by June 1, 2018:

TK - \$6,975.00

K - \$7,900.00

1-5 - \$8,600.00

6-8 - \$9,100.00

9-12 - \$9,850.00

## MONTHLY PAYMENT PLAN (drafted by Smart Tuition)

SMART Tuition will be used to draft all payments. Information and sign-up for SMART is located on the HPCA website - [www.hpcacougars.org](http://www.hpcacougars.org). You may choose either a 10-month payment plan or a 12-month payment plan. You may also choose the draft of either the 5<sup>th</sup>, 15<sup>th</sup>, or the 20<sup>th</sup> 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 SMART 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 Smart is \$50.00 PER FAMILY (this amount will be drafted with your first payment by SMART).



# ACADEMICS

## Academic Probation

Students who have a grade below a 60 in a core subject or their average falls below a 70 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 grades to a 60 or above and their average is 70 or higher. Students who do not score a 60 or higher in the final cumulative grade at the end of the school year may not be promoted to the next grade level.

## 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.

<b>K</b>	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.
<b>1<sup>st</sup></b>	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.
<b>2<sup>nd</sup></b>	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.
<b>3<sup>rd</sup></b>	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.
<b>4<sup>th</sup></b>	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.
<b>5<sup>th</sup></b>	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."
<b>6<sup>th</sup></b>	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.
<b>7<sup>th</sup></b>	Romans 3:23	For all have sinned and fall short of the glory of God....
<b>8<sup>th</sup></b>	Ephesians 2:8-9	For 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.
<b>9<sup>th</sup></b>	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.
<b>10<sup>th</sup></b>	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.

11 <sup>th</sup>	James 1:22	But be doers of the word, and not hearers only, deceiving yourselves.
12 <sup>th</sup>	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

Teachers will be sending home a weekly folder each Friday. This will contain your child's classroom work and a weekly update. Please review each paper, noticing the strengths and weaknesses of their work. Praise your children for good work or good effort and assist them as needed. You are to sign the folder and return it the very next school day. If you have any questions about your child's work or behavior, please contact the teacher as soon as possible for an appointment.

## Grading

The purposes of grading are to:

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

### KINDERGARTEN

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

### GRADES ONE – TWO

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

- O Outstanding
- S Satisfactory
- NI Needs Improvement
- U Unsatisfactory
- INC Incomplete

### **GRADES THREE - FIVE**

A	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	

### **ELEMENTARY SPECIAL CLASSES**

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

### **Homework**

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

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

Particularly from second grade forward, homework and study skills should lead 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 schedule is shortened.

### **Honor Roll**

At the end of the first, second, and third quarters, 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 Honor Roll status.

### **Literature**

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

of a Christian teacher, they will have the opportunity to further develop a Christian worldview. Also, emphasis will be placed on exploring the influence of the Bible on literature and Christian authorship.

### **Parent-Teacher Conference**

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

### **Progress Reports**

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

### **Report Cards**

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

### **Retention Policy**

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

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

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

### **Schedule of the Day**

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

## **Standardized Achievement Testing**

Each spring a nationally standardized test will be administered to students in grades K-8 as a tool to help determine achievement and placement. Ability testing will be administered in grades three, five, and seven only.

## **Textbook Fine Schedule**

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

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

- All consumable/non-consumable books remain the property of High Point Christian Academy with the exception of Bible workbooks.
- All non-consumable books must be covered with a bookcover.
- No adhesive book covers are to be placed on non-consumable books.
- Clear contact paper is approved for use on non-consumable textbooks which have a soft cover.

## **Textbook Policy**

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

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

*N = Book is new*

*G = Book is in good condition*

*F = Book is in fair condition*

*P = Book is not acceptable for future use*

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

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

# ATTENDANCE

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

## **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, etc.
- Post notification is required for any absences due to appointments, illness, emergencies, etc.

(Please submit these notifications to the Elementary School office. Parental notes are strongly preferred, but Academy personnel will document a parent's phone call or voice mail and will forward emails to your student's teachers.)

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

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

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

Students must be present until 11:30 AM to be considered present for the day.

(The above attendance policy applies to TK-5<sup>th</sup> only.)

## **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 inside.) Students will be given a tardy slip to present to their teachers when they enter the classroom.

In order to fulfill a smoother dismissal, 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 Elementary School office *before school starts*. He/she will receive an Early Dismissal slip, which should be presented to his/her teacher. Students absent for a medical or dental appointment are expected to return to school at the end of the appointment (if time permits) and are to check in at the office immediately upon return to campus. Again, students must obtain a note from the office to return to class.

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

## **Class Trips**

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

## **Excessive Absences**

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

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

## **Make-Up Work**

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

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 without academic penalty. To maintain academic integrity, we *cannot* give tests before a trip, but students can take them when they return.

## **Requests for Assignments and Homework (When Absent)**

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

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

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

## **Tardies**

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

# DISCIPLINE

## Behavior/Discipline Concerns

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.

Seven basic behaviors that necessitate discipline from the Principal versus the teacher include:

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

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

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

## **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) will be reduced by one letter grade (8 points).

## **Stealing or Major Damage to School or Personal Property**

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

## Student 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), and where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

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

### I. Definitions and Prohibited Acts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Unwanted sexual advances or propositions.

Offering academic benefits in exchange for sexual favors.

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

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

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

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

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

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

## **II. Application of Anti-harassment Policy**

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a

Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

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

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

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

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

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

1. Division Principals
2. 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.

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

## Report Form for Reports or Complaints of Harassment

Complainant \_\_\_\_\_

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

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

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

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

- sexual \_\_\_\_\_
- racial \_\_\_\_\_
- national/ethnic origin \_\_\_\_\_
- disability \_\_\_\_\_
- age \_\_\_\_\_
- general bullying/harassment \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

Where and when did the incident(s) occur?

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

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

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

\_\_\_\_\_

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

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

# DRESS CODE

## Tops

Students may wear the following tops from any vendor: (Shirts may have logos but no larger than the size of a quarter.)

1. **Elementary (TK-5):** Any solid color polo-style shirt.
2. **Middle School (6-8):** Polo-style shirts and dress shirts that button all the way down the front (solid colors, stripes or plaids. No prints, graphics, or sheer material.) Shirts must be modestly buttoned.

## Bottoms

Students may wear uniform-style long pants, Bermuda-style shorts, or capris from our recommended vendors 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 mostly of cotton (no denim or corduroy.)
2. Solid navy blue or khaki colors only.
3. No cargo shorts or cargo pants.
4. Shorts should be no more than 3 inches above the knee (Bermuda style).
5. Holes or appearance of holes are not acceptable.
6. Pants and shorts should be worn properly.

## Skirts, Skorts, Culottes

Girls may wear skirts, skorts, and culottes 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 mostly of cotton (no denim or corduroy.)
2. Solid navy blue or khaki colors only.
3. No more than 2 inches above the knee.

<p><b>Lands' End</b> 2 Lands' End Lane Dodgeville, WI 53595-0640 800-469-2222 <a href="http://www.landsend.com/school">www.landsend.com/school</a> Preferred School Number: 900127234 You may also visit the Lands' End Shop in the Sears Store at Hanes Mall in Winston-Salem or Friendly Center in Greensboro.</p>	<p><b><u>TK-2 girls may also wear the following from Lands' End:</u></b></p> <p>Mesh Polo Dress – Navy, Green, Red (long or short sleeve) Chino Skort – Long – Navy or Khaki Jumper – Plaid, Navy, Khaki A-Line Skirt – Plaid, Navy, Khaki Peter Pan Knit Top (Long or short sleeve, white or maize, regular or ruffle collar.)</p>
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## 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 inside any building.) Students must wear a uniform shirt underneath. (Sometimes, classrooms become warm or activities are conducted outside and students may want to remove outerwear.) Teachers reserve the right to ask students to remove their outerwear if it becomes a distraction.

## Hair

Hairstyles 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

Shoes must protect the toes. Open-toed shoes are not allowed. Open heel shoes are permitted in the middle school. Tennis shoes, hiking shoes, and boots are acceptable. Flip-flops are not permitted except on dress down days. Students must wear athletic shoes on PE days or their grade will be reduced.

### 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 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.

### Dress Down Guidelines

Periodically, students may be allowed to dress down. Clothing should be neat, modest, and appropriate for school. Flip flops are allowed on these days.

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

<b>Tops:</b>	<ul style="list-style-type: none"><li>• tank shirts, spaghetti-strap shirts, sleeveless shirts</li><li>• short shirts or shirts with low-cut necklines</li></ul>
<b>Bottoms:</b>	<ul style="list-style-type: none"><li>• short shorts (3 inches maximum above the top of the knee)</li><li>• short skirts (2 inches maximum above the top of the knee)</li><li>• leggings, jeggings, tights, or other stretch-type material, unless covered by school-length shorts or skirts</li><li>• sagging shorts or pants</li></ul>
<b>General:</b>	<ul style="list-style-type: none"><li>• rude/vulgar descriptions or language on clothes</li><li>• clothes that advertise alcohol, tobacco, any music groups, etc.</li><li>• clothes with holes or the appearance of holes</li></ul>

### Friday: Christian T-shirt Day

HPCA t-shirts and other designated t-shirts (HPCA Team and Camp, See You at the Pole, Bel Canto, Camp Merriwood, HPCA Field Day) and other specifically Christian t-shirts may be worn on Fridays. (No music or band t-shirts of any style music.) Bottoms must still be an HPCA uniform item.

### Game Days

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

### Prohibited Items

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

1. Bandanas and hats (after arrival to school).
2. Sunglasses inside buildings.
3. Earrings for boys.
4. Body piercing jewelry other than earrings for girls.
5. Unusual hair coloring (i.e. pink, green, blue, etc.)

### 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.**

# GENERAL

## **After School Program**

- Our after-school care hours are from 2:15 p.m. through 6:00 p.m. for TK-6<sup>th</sup> grade.
- Students who are not picked up by 10 minutes after their dismissal time will be escorted to Afterschool Care. A charge will be incurred.
- If students are **dismissed** early due to inclement weather, the After-school Program will not be available.
- If the school is **closed** due to inclement weather, the After-school Program will not operate.

## **Bus Rules**

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

## **Chapel**

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

## **Child Abuse Reporting**

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

## **Communication Via Internet**

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

## **Communication Via Mail**

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

## **Communication Via E-mail**

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

## **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 just as they are in school. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are **not** permitted:
  - a. Sending or displaying offensive messages or pictures.
  - b. Using obscene language.
  - c. Using computers, mobile devices, or internet technology to harass, insult, attack, or otherwise demean others.
  - d. Intentionally damaging or defacing computer systems, mobile devices, printers, or network equipment.
  - e. Violating copyright laws.
  - f. Accessing another User's login and/or password; including but not limited to, Academy network login, Google E-mail Services (i.e. Gmail), School Management System (i.e. RenWeb), Learning Management System (i.e. Canvas).
  - g. Trespassing in another's folders, work, or files.
  - h. Intentionally wasting limited resources or participating in activities that jeopardize network security, including but not limited to unnecessary bandwidth consumption, mass email broadcast, spam or hacking related activities.
  - i. Employing the network for commercial purposes.
  - j. Revealing the personal address or phone number of yourself or any other person without permission from your instructor.
  - k. Installing any software on school-owned computers or mobile devices.

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

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

## **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.

## **Electronic Devices/Cell Phones**

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.

During school or extracurricular functions, students are not to listen to music, stream videos, view pictures, or share files that are profane, immoral, or otherwise inappropriate. 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.

## **Field Trips**

High Point Christian Academy teachers plan trips away from school which support curricular objectives. Parents will be notified in advance of field trips. Permission slips must be signed for each field trip. Some parents may be asked to help chaperone. Parents may choose to travel in their own vehicle at their own expense and liability. Children will not be allowed to ride in vehicles with parents without permission from the administration and the child's parent/guardian. **Any parent accompanying students on a field trip must have a current background check on file.** At times, there may be a cost to the students and parents for the field trip. Although we are glad for parents to accompany the class on field trips, the opportunities to go must be shared among all parents. Please talk to your child's teacher to determine what his/her field trip procedures are.

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

## **Gifts for Students (Flowers, Balloons, etc.)**

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

## **Holding Room**

1. HPCA provides the Holding Room as a service to assist TK-4 parents who have more than a 20-minute waiting period between pick-ups of their children. An assistant teacher will be on duty from 2:15 – 3:00 pm. The students will be supervised in a designated room on first floor.
2. Parents may have their youngest child go to the holding room when his/her class dismisses. If the oldest student is in 5<sup>th</sup> grade or higher, that student may pick up their younger sibling. If the oldest sibling is in 4<sup>th</sup> grade or below, a parent will need to come in and pick both students up.
3. Any students remaining in holding room after 3:00 pm will be taken to Afterschool Care and a charge will be incurred.
4. Holding room will be limited to those who have signed up for this service so we can provide adequate supervision and space. See the receptionist to sign up.
5. TK-1<sup>st</sup> Grade Holding Room is located on 1<sup>st</sup> Floor in E107
6. 2<sup>nd</sup>-4<sup>th</sup> Grade Holding Room is located on 2<sup>nd</sup> Floor in the Media Center

## **Internet – Inappropriate Usage**

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

## **Locker Policy (Grade Five)**

Students are expected to identify all their clothing, lunch boxes, book bags, etc., and to remove personal belongings from the hallway each day. All unlabeled items or items left outside of lockers will be placed in Lost and Found. Lockers are the property of HPCA and are subject to inspection by school personnel as needed.

**Tape, items with adhesive backing, writing, or printed materials are not allowed on the front or inside of 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.

## **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 semester will be donated to a non-profit organization.

## **Lunches and Snacks**

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 Involvement**

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

## **Parent Teacher Fellowship**

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

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

## **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 kindergarten through eighth grade due to liability concerns.

## **Party Invitations**

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

## **Security**

For the safety of everyone, please check in at the front desk any time you enter the building (except for arrival and dismissal.) Maintaining a safe, secure environment for all students and staff is very important. HPCA uses a video surveillance to monitor the campus. All entrances to the facility are kept locked.

## **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.

- 4<sup>th</sup> Grade: entertainment choices, appropriate communication among peers, modesty, puberty, and hygiene
- 5<sup>th</sup> Grade: homosexuality, transgender identity, harassment, hygiene, and a review of last year's concepts.
- 6<sup>th</sup> Grade: Self-control, love languages, progression of the physical aspects of relationships, and a review of last year's concepts.
- 7<sup>th</sup> 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.)

- 8<sup>th</sup> 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.

### **Telephone Use (Students)**

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

### **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. During afternoon dismissal, please use the **crosswalk** and wait for the traffic duty teacher to signal when it is safe to cross. Walking between cars is dangerous.
3. If you need to have a **conversation** with the teacher, please park and come inside.

### **Tutors and Other Outside Services**

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

### **Visitors**

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

### **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.

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

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

### **Weather (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 call the office for an announcement on the voice mail or visit our website at [www.hpcacougars.org](http://www.hpcacougars.org). Local television stations will broadcast school closings. We will also send out mass emails and phone calls. 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.*



# HEALTH AND SAFETY

## Sick Policy

The following policies are for the well-being of your child as well as the other children in the classroom.

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

- **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 8 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 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.



# High Point Christian Academy

## Statement of Cooperation

### 2018-2019

**FINANCES:** We/I understand it is necessary that parents pay tuition for the amount stated on the Tuition and Financial Information statement. Tuition that becomes 30 days delinquent will result in the family being notified by the business office and the family may lose their Ren-Web access until the account is current. If an account becomes 60 day 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. A fee of \$35.00 will be charged for each returned check. All monthly tuition payments are made, via electronic funds transfer, to Smart Tuition. The annual fee for this service is \$50.00 per family. We further understand that there are no refunds or transfer of fees to other children or other school years for the Registration Fee or Application Fee. Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. **Students who withdraw anytime between July 1 and May 31 will be assessed a \$600.00 Withdrawal Fee.** Also, the full month's tuition is due for any month in which the student attends one school day. All fees are due in full and are non-refundable. Refunds are for tuition only, and will be made on accounts that are paid beyond the current month.

**All tuition and most incidental fees will be added directly to your Smart Tuition Account.** You will be notified of the total draft amount by Smart Tuition approximately 10 days before your draft date. Access your Smart account to review all items.

**LATE FEES:** A late fee of \$30.00 is assessed each month if resource fees, tuition installments, and/or afterschool payments are not paid by the due date. Smart charges a \$40.00 late fee to all accounts that are not paid on time.

**TUITION ASSISTANCE:** Tuition Assistance Awards are based on the family's demonstrated need as determined by Smart Tuition Aid. Smart Tuition Aid is a third-party agency that makes financial needs assessments for schools. They use information supplied by the applicant to assess financial need. Applications can be made on-line at [www.hpcacougars.org](http://www.hpcacougars.org). Each award is made in the form of a discount on tuition and is for one year only, based on availability of funds. The deadline for initial awards is March 15, 2018 (for the 2018-19 school year) and **March 15, 2019 (for the 2019-20 school year)**. Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining.

**PHONE CALLS:** We/I consent to receive automatically-dialed calls/messages from HPCA for emergency alerts and other information at the phone numbers (both landline and wireless) we/I have provided to the Academy.

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

**SCHOOL ACTIVITIES:** We/I give permission for our students to take part in any and all school activities, class field trips, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to us or our student because of injury to us or our child at school or during any school activity. In case of emergency or serious illness, we request the school contact us first. If we are not available, please contact the designated emergency contact listed on the *Annual Emergency Medical Form/ Field Trip Release Form (EMF)*. If the emergency contact cannot be reached, the school has my permission to make whatever arrangements deemed necessary for our child(ren)'s treatment. If the emergency is life-threatening and we cannot be reached, the physician has my permission to act accordingly absolving the school of any liability. This Statement of Cooperation will serve as a blanket permission slip from August 1, 2018 – July 31, 2019.

**VOLUNTEER DRIVER:** We/I understand that there may be occasions when a parent is needed to help transport students on field trips or sports events. We/I understand that a completed and approved Volunteer *Driver Application Form* must be on file prior to transporting students for any school related event.

**DISPENSING STUDENT MEDICATIONS:** We/I understand that 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 to our/my child. The Prescription Medication Form (PMF) and the Over-the-Counter Medication Form (OTC) are available in the school office or on the HPCA website.

**Students' Names** \_\_\_\_\_

(Each family only needs to complete one *Statement of Cooperation* form.)

<b>AUTHORIZATION TO RELEASE</b>	
We/I give permission for the following individuals to pick up our/my students:	
Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____
My child should never be released to the following persons:	
_____	_____
_____	_____
Comments: _____	

If parents are separated or divorced, who has legal custody? _____
<b><i>A copy of the custodial legal documents must be provided to your child's principal.</i></b>

## **Parent-Student Handbook Commitment**

I agree to adhere to the policies and procedures stated in the *High Point Christian Academy Parent-Student Handbook*, which includes the Parent Commitment, for the 2018-2019 school year. *Parent-Student Handbooks* for each division are available online at [www.hpcacougars.org](http://www.hpcacougars.org).

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

\_\_\_\_\_  
Date

<b><i>Mission Statement</i></b> HPCA is committed to Christ-centered, quality education and academic excellence in partnership with family and church within a loving, caring atmosphere.
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# High Point Christian Academy

## Parent Commitment

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

11. We give permission for our child/youth to take part in all school activities, including sports and school-sponsored trips away from school grounds. Parents will be notified in advance when students will leave the school grounds. We also understand that buses, vans, and parent's vehicles will be used for transportation.
12. We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child/youth as outlined in the 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.

## **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.