



2020 – 2021
High School Handbook
LEAD – BUILD - EQUIP

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

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

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Mission

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

Vision

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

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

Objectives

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

Spiritually our students will:

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

Academically our students will:

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

Socially our students will:

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

Physically our students will:

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

Core Values

Kingdom Education

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

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

Dependence upon God

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

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

Biblically Integrated Curriculum

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

1. integrating biblical truth into every area of the curriculum.
2. using curriculum and teaching that will uphold the traditional family, the dignity of life, the biblically-ordained institutions of marriage, family, church and government.
3. using curriculum and teaching that will unite science and faith.
4. using curriculum and teaching that reinforce a strong work ethic.
5. using curriculum and teaching that is biblically and developmentally appropriate.

Quality Personnel

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

1. hiring capable, properly degreed, certified teachers of notable Christian testimony and maturity who will be role models, teaching from a biblical worldview.
2. maintaining an equitable, regionally comparable salary scale and employee benefits.
3. requiring ongoing professional development.

Partnering with Parents

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

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

Philosophy of Education

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

The Purpose of Education

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

The Content of Education

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

The Process of Education

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

The Responsibility of Education

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

The Nature of the Student

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

Statement of Faith

The Scriptures

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

The Godhead

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

Salvation

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

Christian Living

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

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

HPCA's Position on Marriage and Sexuality

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

High Point Christian Academy (HPCA) as Ministry

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

Non-Discrimination Policy

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

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

Communication Is Important

Our ministry requires that there be close communication between home and school. If HPCA is to be an extension of the home, there must be communication between the two concerning educational objectives, methods of achieving those objectives, obligations of each party, and the need for unity and harmony between home and school. Therefore, when parents and students seek admission to HPCA, it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission.

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

Parental Involvement Is Key

In order to support the educational process and be an encouragement to the student, parents are asked to take an active part in the HPCA program. As in any activity children undertake, the interest and involvement of parents have a tremendously positive influence on their performance. Opportunities also exist for parents to involve themselves in classroom activities, chaperone field trips, and volunteer during holiday school parties and other special events.

Admission is a Privilege

It is important to understand that because attendance at HPCA is a privilege and not a right, this privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the institution. HPCA may at any time request the withdrawal of a student who, in the opinion of HPCA, is not in harmony with the spirit of the institution.

High Point Christian Academy is a religious, nonprofit organization providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in partnership with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, promoting or supporting sexual immorality (promiscuity, homosexuality, alternate gender identity) or otherwise having the inability to support the moral principles of the school (I Cor. 6:9-10, Eph. 5:3, Heb. 13:4, Rom. 1:24-27, Matt. 19:4-6).

Entrance Requirements

Applicants in grades 3-12 are required to submit recent standardized test scores such as EOG, Terra Nova, Stanford, Woodcock Johnson, etc. Applicants may be required to take an entrance test for the purpose of proper grade placement. It will generally be necessary for a student to score on or above the grade level being requested. If entrance tests are required they will be scheduled through the Admissions office.

Students applying for entrance to our Kindergarten program should have reached their fifth birthday on or before August 31st. Exceptions can be made on an individual basis. The LAP-D test may be administered to Kindergarten applicants whose fifth birthday falls after March 1st of the enrolling year. The LAP-D test is a reliable and consistent indicator used to determine Kindergarten readiness, together with the considerations of maturity level, pre-school performance, teacher recommendation, and other factors.

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

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

Re-Enrollment

All returning students have the right of first renewal on maintaining their status at HPCA. This also applies to siblings not yet enrolled at HPCA. In January of each year, communication giving specific information will be sent to all families regarding re-enrollment for the next school year. HPCA reserves the right not to accept re-enrollment due to delinquent tuition or other fees, lack of support from parents, or if HPCA is not meeting the student's needs.

Immunization Requirements

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

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

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

International Student Program

Overview

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

Language Usage

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

Participation in School Events

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

Travel Procedures

International students should follow the following guidelines regarding travel.

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

International Student Agreement

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

General

1. I will obey all the laws of North Carolina and the United States.
2. I will not purchase or consume alcohol.
3. I will not use drugs unless they are prescribed by a doctor.
4. I will not smoke or vape.
5. I will not drive or attempt to purchase a motorized vehicle that requires a valid license to operate. I am aware that HPCA has a policy that international students at our school are not to obtain a driver's license.
6. I am aware that if I terminate the contract with my agency, I will not be permitted to remain at HPCA as an independent international student.
7. I am aware that HPCA honors the rules and regulations set by the agencies from which they receive international students. For that reason, I must abide by my agency rules at all times.

Homestay

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

School

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

TUITION AND FINANCIAL INFORMATION**2020-2021 School Year****APPLICATION PROCESSING FEE: \$80.00 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-12th Grade PER STUDENT (Non-refundable)

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

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

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

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

Tuition Assistance Awards are based on the family's demonstrated need as determined by 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 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 31. Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining.

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

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

DELINQUENT PAYMENT: If an account becomes 30 days delinquent then the family will be notified by the business office and the family may lose their Canvas access until the account is reconciled. If an account becomes 60 days delinquent then the student's enrollment may be suspended until the account is reconciled. Students are subject to dismissal if their account is not brought current within one week of their suspension. A subsequent suspension for non-payment may result in the student's dismissal from HPCA.

RETURNED CHECK FEE: A fee of \$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: \$35.00 PER STUDENT (Non-refundable)

AFTERSCHOOL CARE: If your student(s) attend afterschool on a monthly or daily basis, the fees will be added to your Smart account. The first payment is due September 2020 and the final payment is due May 2021. Our afterschool hours are from 2:15 to 6:00 pm for TK – 6th grade. Families will be charged \$1.00 for every minute a child remains in afterschool care after 6:00pm.

FULL TUITION PAYMENT PLAN	AFTERSCHOOL TUITION RATES:
<p>Tuition may be paid in full by June 1, 2020: TK - \$7,520.00 K - \$8,345.00 1-5 - \$9,065.00 6-8 - \$9,580.00 9-12 - \$10,350.00</p>	<p>Yearly: 2:15 – 4:00 \$1260 \$140.00 per month 2:15 – 6:00 \$1935 \$215.00 per month Daily (Occasional Use): 2:15 – 4:00 \$18.00 per day 2:15 – 6:00 \$26.00 per day</p>

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. You may choose either a 10-month payment plan or a 12-month payment plan. You may also choose the draft of either the 5th, 15th, or the 20th of each month. If a request for payment change is made, a \$15.00 fee will be assessed to your account. This amount will be added to the 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).

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

A-Day / B-Day Schedule

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

Academic Probation

Following any quarter a student is failing a required course or any semester in which a student’s GPA (for the semester) is below 2.00 (77%), he/she may be placed on academic probation for the following quarter or semester. Grades must show improvement for the student to remain in the academy. HPCA may deny re-enrollment in a subsequent school year if a student’s cumulative GPA is below 2.0.

AP and Honors Classes

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

Bell Schedules

<p style="text-align: center;">REGULAR DAY Schedule</p> <p>8:00 - 9:35 AM 1st Period 9:40 - 11:10 AM 2nd Period 11:10 - 11:25 AM Morning Break 11:25 - 12:55 PM 3rd Period 12:55 - 1:30 PM HS Lunch 1:30 - 3:00 PM 4th Period</p> <p style="text-align: center;">HOMEROOM DAY Schedule</p> <p>8:00 - 9:27 AM 1st Period 9:32 - 9:37 AM Homeroom 9:42 - 11:09 AM 2nd Period 11:09 - 11:24 AM Morning Break 11:27 - 12:49 PM 3rd Period 12:49 - 1:36 PM HS Lunch 1:36 - 3:00 PM 4th Period</p>	<p style="text-align: center;">CHAPEL DAY Schedule</p> <p>8:00 - 8:05 AM Homeroom 8:10 - 9:00 AM Chapel 9:00 - 9:20 AM Morning Break 9:25 - 10:35 AM 1st Period 10:40 - 11:50 AM 2nd Period 11:55 - 1:05 PM 3rd Period 1:05 - 1:50 PM HS Lunch 1:50 - 3:00 PM 4th Period</p> <p style="text-align: center;">EARLY DISMISSAL EXAM Schedule</p> <p>8:00 - 8:05 AM Homeroom 8:15 - 9:45 AM Exam Period 9:45 - 10:00 AM Break 10:00 - 11:30 AM Exam Period</p>
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Any modified schedules will be distributed to faculty/staff members and student/parents as needed.

Canvas

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

Chapel

Chapel attendance is required of all students because spiritual growth and worship are a vital part of the academy's philosophy and purpose. Students who have late arrival privilege are required to attend all chapels and be on-time; this means arriving to school and participating in homeroom at 8am.

Class Schedule Requirements

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

Computers: School Owned

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

Core Memory Verses

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

K	John 3:16	For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.
1st	Romans 8:28	And we know that in all things God works for the good of those who love him, who have been called according to his purpose.
2nd	Proverbs 3:5-6	Trust in the LORD with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight.
3rd	John 14:6	Jesus answered, "I am the way and the truth and the life. No one comes to the Father except through me."
4th	Hebrews 12:2	Let us fix our eyes on Jesus, the author and perfecter of our faith, who for the joy set before him endured the cross, scorning its shame, and sat down at the right hand of the throne of God.
5th	Joshua 22:5	But be very careful to keep the commandment and the law that Moses the servant of the LORD gave you: to love the LORD your God, to walk in all his ways, to obey his commands, to hold fast to him and to serve him with all your heart and all your soul.
6th	Ephesians 4:29	Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.
7th	Romans 3:23	For all have sinned and fall short of the glory of God.
8th	Ephesians 2:8-9	For it is by grace you have been saved, through faith – and this not from yourselves, it is the gift of God – not by works, so that no one can boast.
9th	I Timothy 4:12	Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.
10th	Romans 12:1-2	Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – his good, pleasing and perfect will.
11th	James 1:22	Do not merely listen to the word, and so deceive yourselves. Do what it says.
12th	II Cor. 10:4-5	The weapons we fight with are not the weapons of the world. On the contrary, they have divine power to demolish strongholds. We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ.

Online High School Classes

We offer online high school classes for those classes which are unavailable on our campus. These online options are available through online schooling agencies and will be integrated into a student's schedule. All online courses will be taken in the Cougar Den and under the supervision of an on-site teacher. When students are on campus, they are required to conduct online coursework with a school-issued Chromebook, unless it does not meet class requirements. Cost of an online course will be \$400 for a regular 1 credit course and \$300 for a ½ credit course. Online AP courses will be \$500 (1 credit) and \$375 (1/2 credit). *These costs do not include the testing fee or additional textbooks needed (fees subject to change according to demands of online institution).* All students taking online AP courses will be expected to take the AP exam in May. All online courses must be approved by administration. Credit will be rewarded for all online courses with passing grades, but no online courses will be figured into a student's HPCA (weighted) GPA. **Online courses are open to students in grades 10 – 12, and upon administrative approval.**

Dual Enrollment Classes (High School & College Credit)

There are three available options for students to obtain dual enrollment credits – community college classes, online schooling classes and through two senior classes offered through our partnership with The College at Southeastern. These three options are outlined as follows:

1. Community Colleges - Opportunities for dual enrollment with local community colleges are available with administrative approval. ***Community college dual enrollment classes which are also offered on campus at HPCA will not be permitted unless approved by administration due to special circumstances.*** Community college courses can be taken online or in person, depending on the course and schedule of the student. Students need to work with the college and career counselor in order to register for these pre-approved classes. These classes will be monitored weekly by our on-site outside class supervisor.

***HPCA does not necessarily agree with the content that will be taught in community college dual enrollment courses. These courses may not be taught from a Christian worldview. Students must also meet prerequisite requirement for each course in order to register for the class.*
2. Online schooling agencies - Opportunities for dual enrollment with online schooling agencies are available with administrative approval. The cost for dual enrollment online classes is \$450 per class. ***Online class options which are also offered on campus at HPCA will not be permitted unless approved by administration due to special circumstances.*** Students need to work with the college and career counselor in order to select these pre-approved classes. These classes will be monitored weekly by our on-site outside class supervisor.
3. The College at Southeastern partnership with HPCA - English IV Honors and UTT (Understanding the Times) are the two classes available for this option. To participate, students will complete an online application through the The College at Southeastern, pay the tuition fee for each course, and then complete the coursework at HPCA with a final grade of A or B. When the course(s) is completed, the student will receive official credit from the College at Southeastern granting 3 hours of credit (College at Southeastern is accredited by SACS, the same body that accredits UNC system schools). More information and the application link for registration will be emailed to all seniors and their parents at the beginning of the second semester.

Credits

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

Exams

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

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

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

Exam Exemptions

A **senior** is exempt from *any* second semester exam in a class in which he/she has been absent from the class no more than 8 times (excused or unexcused) for the year, has been tardy to school no more than 12 times* for the year and has had infrequent or minor discipline problems .

Any student (9-11) can be exempt from *one* second semester exam if he/she has a 90 average for the course, has been absent from the class no more than 8 times (excused or unexcused) and has been tardy to school no more than 12 times* for the year and has had infrequent or minor discipline problems. (*For exam exemption purposes, tardies to school for a doctor’s appointment will not count toward the total if a note from the doctor’s office that includes the date and time of departure from the visit is provided.)

Grade Point Scale

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

Grade point averages are calculated on a weighted scale based on final grades. Class rank is determined by the weighted GPA of all grades earned at High Point Christian Academy. Grades earned at other schools apply toward graduation requirements but are not calculated into the GPA.

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

Grade Determination and Reporting

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

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

Grade Scale

Teachers use this grade scale for all classes:

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

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

Graduation Requirements

	HPCA	UNC Requirements
English	4 English I, II, III, IV	4 English I, II, III, IV
Foreign Language	2* of the same language	2 of the same language
Math	4 Algebra I, Geometry, Algebra II <i>and/or</i> a unit of advanced math for which Alg II is a prerequisite	4 Algebra I, Geometry, Algebra II <i>AND</i> one unit of advanced math for which Alg II is a prerequisite
Science	3 Lab science (**Chemistry is strongly recommended) and Biology required	3 A physical science, Life or Biology, (one of which is lab based)
Social Studies	3 US History, World History, American Government/Economics	3 Civics / Economics, US History, World History
Philosophy	1 Philosophy (Understanding The Times or Philosophy of Christianity)	
Health/PE	1	1
Fine Arts	1	
Bible	3	
Electives:	6	(1) arts education (recommended) 3 electives total
TOTAL	28	20

Sources: NC Department of Non-Public Education
NC Public Schools

[NC Division of Non-Public Education](http://www.ncpublicschools.org/curriculum)
www.ncpublicschools.org/curriculum

NOTE: All students must also complete the K.I.P. senior project as a graduation requirement (see page 22).

* The foreign language requirement will possibly be waived for international students whose second language is English.

** Students who plan to attend a 4-year college/university are advised to take chemistry as well as a 4th science class. Because the decision to not follow this recommendation potentially impacts college admission, HPCA must have a signed **Chemistry Waiver** from the parent to NOT take chemistry.

Graduation Policies

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

Homework

Homework is defined as out of class preparation which is assigned by a teacher. Homework can be given for reinforcement of classroom instruction, practice in skill development, memorizing important information, applying skills and preparing or studying for tests.

Students are responsible for completing homework assignments by the due dates given by the teachers. Incomplete or late assignments may result in academic penalties (see teacher's syllabus for detailed information.) It is a student's responsibility to seek clarification of assignments and to seek assistance from the teacher as soon as the need is realized. Due to the alternating block schedule, homework can be given in grades 9–12 on Wednesdays and tests on Thursdays.

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

K.I.P. Senior Project

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

Components:

- **Kommunity Impact Project** proposal: Students submit a proposal to the high school principal for their project. The project should ideally match the students' individual passions and mission with the purpose of influence.
- **Signed commitment of supervision:** Each student must get a supervising adult to sign a commitment to supervise and verify the validity of service hours.
- **30 hours of volunteer service required**

Literature

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

NHS and Beta Club Standards *(note: the following is an abbreviated version of the standards)*

Sophomores (Beta), juniors (NHS and Beta) and seniors (NHS and Beta) at High Point Christian Academy who have attended the school for a minimum of two semesters are eligible for induction based on four qualities: character, leadership, scholarship and service.

- **Character:** A person of high character demonstrates the following qualities: respect, responsibility, kindness, self-control, trustworthiness, citizenship and a genuine desire to grow in one's walk with Christ.
- **Leadership:** A student leader is one who takes initiative in promoting school activities, exemplifies positive attitudes and dependability and positively upholds the ideals of High Point Christian Academy.
- **Scholarship:** Students must have a cumulative weighted GPA of 3.9 for Beta or 4.4 for NHS to qualify academically and must maintain this GPA to retain membership in the club.
- **Service:** Students accepted for membership must demonstrate a selfless commitment to serving others in their school, church and community.

Selection Process: Students who qualify academically for membership must obtain a student information form from the sponsor and return it by the deadline in order to be considered for induction. Two recommendations which provide evidence of the student's character must accompany the form. Serious disciplinary infractions may result in a student's exclusion from the club. Once students have completed and returned the information sheets, they will be evaluated for membership. Those selected for membership will be notified and invited to the induction ceremony held in the fall.

Disciplinary Process: Once inducted, members must maintain the scholarship, character, leadership and service standards under which they were admitted. Failure to adhere to these standards may result in probation or revocation of membership in the club.

Study Halls

Students may have a few study halls in their weekly schedules (See Class Schedule Requirements section on page 16). Study Halls are a quiet time for students to work on homework, study for tests, and complete assignments. Disruptions in study hall may result in demerits or discipline.

Testing

As a tool to help determine achievement and placement, each spring a nationally standardized test will be administered to students in grades K-8. The NC Division of Non-Public Education requires aptitude testing in the 3rd, 5th, 7th, 9th and 11th grades. The Preliminary Scholastic Aptitude Test (PSAT) for grades nine through eleven will be administered to all students in the fall. In the Spring, Juniors will take the ACT, and 9th and 10th grade students will take the Pre-ACT.

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

Textbook Use and Damage

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

All textbooks are examined prior to the new academic year and given a rating as follows:

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

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

Textbook Fine Schedule

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

<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 hard cover books must be covered with a book cover.

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

Transcripts

A \$3.00 fee will be charged for each official transcript request by alumni or withdrawn students. A transcript request form is available on-line from the school website under the Guidance tab.

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

Absences

Excused Absences

Excused absences include the following:

- Personal illness (including all COVID-19 related illnesses)
- Medical or dental appointments which cannot be scheduled at other times. Please try to schedule all appointments before or after school.
- Death in the family (Please notify the school, if possible)
- Serious personal or family problems (Please notify the school)
- Administratively-approved prearranged absences
- (Juniors and Seniors only) College visit (no more than 2 days per year and you must bring a note from the college admission office, else the absence is unexcused)

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

School Sponsored Absences

- Students who miss a class for any school sponsored activity (sports, field trips, etc.) will not be considered absent but will need to make up all missed work.
- On school sponsored overnight trips the teacher and high school principal will determine the number of days students will have to make up work.

High school students, who miss any one credit class more than 12 times in a school year or one half credit class more than 6 times in a school year, may not receive credit for the class. Teachers and administration will consider chronic illness, lengthy hospital stays or other serious family situations when deciding on class credit in this situation.

Whenever a student is absent, he/she may not participate with an athletic team in practice or games. Students must be present for a minimum of 2 full class periods to participate in all extracurricular activities (including athletic practices and games)

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

A student who is in quarantine due to COVID-19 and is participating in online classes as outlined in the HPCA Safe & Healthy Toolkit are not considered absent.

In all cases it is the administration of the school that determines whether a student's absence is excused or unexcused.

Arriving Late or Leaving Early

Students who arrive late to school must go to the office and sign in. (A note from a parent/guardian is needed explaining the reason). Students will be given a tardy slip to present to their teachers when they enter the classroom.

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

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

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

Make-up Work

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

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

Students who are absent for **unexcused** reasons may make up missed work with a 10 percentage point grade reduction (1 letter grade) within the number of days that the student was absent. Failure to make up work within this time will result in a zero. *Unexcused absences may also result in further disciplinary action as deemed necessary by administration.*

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

Period Attendance

Attendance is taken at the beginning of each class. Students must be in class for half the period to be counted present.

Requests for Assignments and Homework (when absent)

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

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

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

School Closing Due to Weather

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

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

Tardies

Tardiness to School: BE ON TIME! School will start promptly at 8:00am. Each time a student is late for school the student will be marked as tardy. **There will be no differentiation between excused and unexcused tardies.** Students must have a tardy slip from the office if they arrive after the 8:00am bell. Students who linger in the hallway will be counted as tardy.

The following consequences will be given for tardies in one quarter:

- **4th – 6th tardies – demerit each time**
- **7th – 8th tardies – 2 demerits each time**
- **9th tardy – behavioral contract and possible suspension**

*Tardies to school for appointments with a licensed professional (such as doctor's appointments) will be excused with a note from their office that includes the date and time of departure from the visit.

**Excessive tardies may result in a loss of privilege to participate in extracurricular activities, including specific athletic contests.

Tardiness to Individual Classes: All students will be in their assigned area/room when the bell rings, and adhere to the tardy policy established by the teacher or supervising school official. A student will not be permitted to leave the room once the bell has rung, unless an emergency arises. If the student receives an unexcused tardy, the student will receive one demerit.

Conduct

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

Students are expected to adhere to these Biblical principles:

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

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

Minor Misconduct

Demerits are primarily a disciplinary tool administered by faculty and administration as a consequential reminder to help remediate unacceptable student misconduct.

The goal of discipline is to be an instructive process according to Scripture where flawed individuals grow in wisdom and maturity, ultimately pruning negative/destructive behaviors and replacing them with a tender heart that thirsts for righteousness.

Student discipline will be addressed primarily by the classroom teacher.

Student demerits are recorded in our database system. An email is sent to parents each time a demerit has been issued. After the 6th demerit, a meeting with administration may be required.

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

- 4 demerits – 30 minute after school detention (ASD)
- 5 demerits – 30 minute ASD
- 6 demerits – 1 hour ASD plus parent conference
- 7 demerits – 1 hour ASD, student disciplinary probation & parent conference
- 8 demerits – 1 day in school detention (ISD), in school suspension (ISS) or out of school suspension (OSS)
- 9 demerits – 1 or 2 days OSS
- 10 demerits – student may be dismissed from school

*The demerit count begins anew at the beginning of each semester; however a record of all demerits is kept on file. Students who have **a pattern of earning demerits on a regular basis may be dismissed from HPCA**. Even though demerits are given for minor infractions, multiple demerits become a serious discipline issue when a student does not respond properly by adjusting his/her behavior.*

Serious Misconduct

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

- **Blatant disrespect, abusive words or actions** – Students shall respect other students, faculty, and staff by utilizing appropriate language and actions at all times. (Eph. 4:29, Rom. 12:10, Heb. 13:17)
- **Bullying/Harassment-** Students shall not engage in any form of harassment, which includes bullying, hazing, teasing or any other behavior that creates an environment of intimidation. See the Antiharassment Policy at the end of this section for additional information. (Eph. 4:29-32, I Pet. 2:1)
- **Cheating/Plagiarism** –The first time a student is caught cheating, parents will be contacted by the teacher, a zero will be given for the work, and an after-school detention may be given. The second time a student is caught cheating, the parents will be contacted by the administration, a zero will be given for the work, and an in-school detention may be assigned. The student will automatically be placed on disciplinary probation. This policy will be carried out for any student who is involved in cheating on an exam, test, quiz, report, homework, or other assigned work by the teacher. Any student who willingly provides answers for another student may receive the same discipline. (Ex. 20:15, Eph. 4:28)
- **Fighting** – Students shall not fight or attempt to cause bodily harm to another student. If a student attempts to promote a fight, the other student should walk away and report the incident to a faculty member. Student(s) involved in fighting will be reported to the principal. Both students, under most circumstances, may be disciplined when involved in a fight. (Mat. 5:39, Gal. 5:22-23, Eph. 4:31)
- **Internet – Inappropriate Usage** – Students shall not use the internet inappropriately. Inappropriate may be defined as using offensive language, making threats, posting sexually suggestive material, posting/viewing offensive videos/photos, gossiping, harassing, slandering, taking the Lord’s name in vain, visiting pornographic websites, or any other activity that is not honoring to the Lord. (I Thes. 5:15, Phil.2:3, Ex. 20:7, Eph. 5:4)
- **Perceived Threat** – Students shall not engage in any activity or bring items to campus or any school-related activity which may be considered threatening. (Heb. 13:17, Col. 3:12, I Thes. 5:13)
- **Possession and/or use of lighters/matches** Students shall not use or have in their possession lighters or matches while on campus or at any school-related activity. (Heb. 13:17)
- **Possession or use of tobacco, vapes/e-cigarettes, alcohol, or drugs(illegal or prescription)** – Students shall not use or have in their possession tobacco, marijuana, narcotics, vapes/e-cigarettes, stimulants, alcoholic beverages, prescription medication (that is not prescribed to them) or any other illegal substance or drug paraphernalia. If a student is involved in this type of activity on campus or at any school-related activity, the substance, material or object will be confiscated from the student and reported to the principal. Parents will be contacted and the student may be suspended or expelled from the academy. (Rom. 13:1-2, I Cor. 6:19-20, Eph. 5:18)

- **Sexual promiscuity or immorality** - Students shall remain sexually pure according to biblical standards. A student who engages in, condones, promotes or supports sexual immorality which includes but is not limited to promiscuity, homosexuality, alternate gender identity, or otherwise has the inability to support the moral principles of the school may be suspended or dismissed from the school (I Cor. 6:9-10, Eph. 5:3, Heb. 13:4, Rom. 1:24-27, Matt. 19:4-6).
- **Skipping school or a class** – Students shall attend school and all assigned classes. Any student who skips school and/or classes or leaves campus without school permission will receive disciplinary action. Also, tests, quizzes or other class work missed by the student while skipping will not be allowed to be made up. The student will receive a zero for this work. (Heb. 12:1, Heb. 13:17)
- **Stealing or Major Damage to School or Personal Property** – Students shall respect school property and the personal property of other students, school employees, and other persons. Parents will be responsible for the cost to repair or replace any stolen/damaged property or equipment. (Ex. 20:15, Phil. 2:3-4, Eph. 4:28)

Disciplinary Practices

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

- **Parent Conference** – Parents are informed of the situation and asked to administer appropriate discipline in partnership with the school to bring healthy order and behavior.
- **After-School Detention (ASD)** – After school detention will usually be Thursday or Friday, beginning at 3:15 PM. Students in detention will either be working on a spiritual discipline packet or cleaning the school grounds under the supervision of the high school principal, or designee. Students who are required to serve a detention on the date of an extracurricular activity are required to first fulfill the obligation of serving detention; this could preclude students from participating in an extracurricular event. Communication with administration is critical for coordinating schedules.
- **In-School Detention (ISD)** – Student is removed from the classroom for the entire day and completes classroom assignments. The student will not eat in the cafeteria or attend any school function during school hours and may be placed on disciplinary probation. Students may participate in after-school activities at the discretion of the coach/advisor. (Students may face further consequences in other clubs or activities: i.e.: Jr. Beta Club, Student Council, athletics, fine arts, homecoming court, etc.)
- **In-School Suspension (ISS)** – Student is removed from the classroom for the entire day and completes classroom assignments. The student will not eat in the cafeteria or attend any school function during school hours and will be automatically placed on disciplinary probation. All missed work that is due during the suspension (tests, projects, homework, etc.) will be reduced by half a letter grade (5 percentage points). Students may participate in after-school activities at the discretion of the coach/advisor. (Students may face further consequences in other clubs or activities: i.e.: Jr. Beta Club, Student Council, athletics, fine arts, homecoming court, etc.)
- **Out-of-School Suspension (OSS)** – Student will not be permitted on academy property or allowed to attend any school functions during the school day or after school hours. The student will also be automatically placed on disciplinary probation. All missed work that is due during the suspension (tests, projects, homework, etc) will be reduced by one letter grade (10 percentage points). (Students may face further consequences in other clubs or activities: i.e.: Beta Club, NHS, Student Council, athletics, fine arts, homecoming court, etc.)

- **Disciplinary Probation** – A student placed on disciplinary probation will have a specified time to correct poor behavior or attitude. A student may be placed on disciplinary probation based on the following factors:
 - Deliberate defiance and disobedience
 - A rebellious spirit (negative, mocking or scolding attitude) which is unchanging after much effort by teachers
 - An accumulation of multiple demerits over the course of the school year
 - Several after-school detentions in a quarter
 - An in-school detention, in-school suspension, or out-of-school suspension

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

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

Re-enrollment of a Withdrawn Student

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

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

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

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

I. Definitions and Prohibited Acts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

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

II. Application of 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.

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 antiharassment policy and understand the procedures the school will follow.

Complainant signature _____ Date _____

Complaint received by (name) _____ Date _____

A standard code of dress is required for all students at High Point Christian Academy. We believe that a prescribed wardrobe policy promotes neatness, decreases competition, helps improve self-image and behavior, ensures modesty, helps to promote community, and decreases distractions in the learning environment. The following dress code will be required for all high school students at High Point Christian Academy.

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, unnatural hair colors are not permitted (except small strand of pink in Oct.).

Prohibited Items

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

1. Head coverings of any kind, including: hoodies, bandanas and hats
2. Sunglasses inside buildings
3. Political attire and political promotional items
4. Body piercing jewelry other than earrings (earrings for male students are limited to studs and small hoops – smaller than the circumference of a dime)
5. Unnatural hair coloring (i.e. green, blue, etc.)
6. While tattoos are permitted, it is up to the principal's discretion if they need to remain covered during school sponsored events.

Shirts

The following shirts may be worn only:

- Front-buttoned Polo/Golf Style Shirts w/Collar
 - Short or long sleeved
 - Any brand, color or pattern
- Front-buttoned Shirt w/Collar
 - Short or long sleeved
 - Any brand, color or pattern

All shirts must be able to be buttoned closed to the top of the collar and be worn modestly (buttoned to an appropriate height, no undergarments such as camisoles should be visible). No images/graphics or writing are acceptable on shirts except for a small designer logo.

Pants and Shorts

Pants and shorts but must adhere to the following guidelines:

- Pants may be any solid color. They can be any material except blue jean material or sweat pant material. They may be any length below the knee (long/cropped/capri).
- Shorts must not be any shorter than three inches above the knee. No cut-offs
- No leggings, yoga pants or athletic pants or shorts

Friday Dress

All clothing should be modest, appropriate for High Point Christian Academy, and not distracting to the learning environment. Denim pants, shorts, or capris may be worn on Fridays.

In addition, t-shirts may be worn. **T-shirts should not have alcohol and/or tobacco advertisements, anti-Christian slogans, rude/inappropriate language, controversial and/or political statements, secular music groups advertisements, etc.**

- **All Friday Dress clothing should fit appropriately and be well maintained.**
- **Sweatpants and athletic shorts are not permitted within Friday Dress guidelines.**
- **Friday Dress is not the same as Dress Down.**

Dress Down days

Dress Down days are extremely rare. On these days sweatpants and athletic shorts are allowed in addition to the provisions of Friday Dress.

All Clothing above must be worn according to the guidelines listed below:

General Clothing Guidelines:

- Clothing should be worn no more than 3 inches above the knee.
- No low-rise or sagging allowed – underwear must not be visible.
- Collared shirts should have no images/graphics or writing except for a small designer logo.
- Clothing must fit appropriately: when you bend over, pants/capris/ Bermuda's and shirts must meet and they must not be too tight
- No shear or see-through fabrics
- No form fitting spandex, nylon, denim, pajama or sweat pant material
- Clothing must not have holes
- Clothing should not have alcohol and/or tobacco advertisements, secular music group advertisements, anti-Christian slogans, rude/inappropriate language, controversial and/or political slogans, etc.
- Friday dress does not allow tank shirts, spaghetti-strap shirts, and sleeveless shirts.
- Boys may wear earrings (standard post studs or hoops smaller than a dime).

Outer Wear Guidelines

Students may wear a variety of jackets, sweaters, sweatshirts or hoodies during the school day as long as they follow these guidelines:

- All printing on outer wear clothing items must adhere to the same printing/logo guidelines as t-shirts (see **Friday Dress** section).
- While a student is indoors, hoods are not to be worn over the head at any time.
- If the outerwear is removed, the student must be wearing a collared shirt.
- Turtlenecks, pull-over hoodies, quarter-zip shirts with naturally-folding collars, and shells with naturally folding collars are acceptable outerwear.
- Sweaters without collars, jackets with full zippers, and hoodies with full zippers are acceptable outerwear. However, a collared shirt is required underneath.
- Long-sleeve t-shirts are not considered outerwear and are therefore not permitted (except on Friday Dress and Dress Down days).

Consequences for Dress Code Violations

Any student not dressed in accordance with this code will receive demerits and may be withdrawn from the classroom to change to proper attire, or be sent home.

*Parents may be required to bring appropriate attire that adheres to our dress code to school.

**Students may be required to purchase appropriate attire from the HPCA Boosters store. This charge will be added to their parent's SMART account if no other option can be facilitated.

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

Activities and Clubs

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

ACSI Competitions: *Speech Meet - Writing Competition - Music Adjudications*
 ACSI High School Leadership Conference Praise Team
 Art Club Student Government
 Mission Trips National Honor Society
 Senior Beta Club Interact Club
 Science National Honor Society International Club

Athletics

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

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

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

Academic Standards for Athletics

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

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

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

Late Arrivals Due to School Activity or Athletic Event

Students who arrive at school from a HPCA activity after 11:30 PM may arrive tardy excused the following morning but no later than 9:00 AM.

Cell Phones/Electronic Devices

1. Cell Phones are to be stored in the classroom wall pockets at the beginning of each class, turned off, and retrieved upon exiting the classroom after class has concluded. If a student's cell phone is a distraction while inside the wall pocket, this will be a violation of cell phone policy and receive discipline accordingly.
2. Teachers may allow students to use cell phones during their classes for educational purposes only.
3. Students will be allowed to use their phones before and after school, during Study Hall, in passing periods, and during lunch.
4. Cell phones are not allowed to be used, visible, or heard during chapel.
5. Ear buds are **only** allowed inside of study hall, and at the discretion of the teacher.
6. **Students are not allowed to have cell phones out, or visible, anywhere on campus during class. This means that students are not allowed to use cell phones in the hallways, restrooms, or parking lot while class is in-session.**
7. 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. There should be no streaming of non-academic videos or TV shows.
8. Students are not to take, post, share pictures, videos of HPCA employees without their permission.

Cell phones:

It is our goal to help students become highly aware of their need to be good 'Digital Citizens' with all electronic devices and in all digital platforms. We have prayerfully established these guidelines to help ensure safety and encourage students to learn appropriate 'Netiquette'. Students who violate the rules of cell phone usage will lose their cell phone privilege without warning.

Student Cell phone privilege:

The use of a cell phone is a privilege while on campus. We want each of our Cougar students to become disciplined and use self-control within all areas of life, especially in the area of digital citizenry. To help ensure a strong academic climate in every HPCA course offering, we need to make certain that unnecessary distractions from cell phones do not occur. Students are encouraged to turn off cell phones from 8 AM – 3 PM daily.

Cell phone use is permitted:

- During passing periods
- During lunch
- Before and after school
- During Study hall (except for 9th grade PE study hall)

Cell phone use is not permitted:

- During any class (including PE and fine arts classes)
- During chapel

Cell phone discipline:

- **1st violation:** Student will turn in phone or device to the office for 5 consecutive days. Parents will be notified, and student will receive 1 demerit.
- **2nd violation:** Student will turn in phone or device to the office for the remainder of the semester. Parents will be notified; media behavior contract will be signed by parents and student, and student will receive 2 demerits.
- **3rd violation:** Student will turn in their phones or device for the remainder of the year, and a meeting between administration and student with parents will be required.

****Due to the potential devastating nature of inappropriate content that can be shared and stored on phones and electronic devices, immediate suspension or expulsion may result from a first violation of this policy.****

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. Locks for lockers are available from HPCA by request.

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

Child Abuse Reporting

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

Communication

- **Via Email**

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

- **Via Website**

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

- **Via Mail**

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

Drinks in Class

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

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

Field Trips

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

Fire, Tornado, and Safety Drills

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

Flowers, Balloons, or Gifts

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

Graduation-Related Academic Honors

Valedictorian: The valedictorian is the senior with the highest *cumulative* high school GPA as determined during the current school year's fourth quarter. To be eligible for valedictorian, a senior must have been enrolled at HPCA for the entire junior and senior years. The student must also maintain good moral character. A speech will be given by the valedictorian that must be approved in advance by the high school principal.

Salutatorian: The salutatorian is the senior with the second highest *cumulative* high school GPA as determined during the current school year's fourth quarter. To be eligible for salutatorian, a senior must have been enrolled at HPCA for the entire junior and senior years. The student must also maintain good moral character. A speech will be given by the salutatorian that must be approved in advance by the high school principal.

Junior Marshals: The six juniors with the highest cumulative high school GPA as determined during the fourth quarter will be chosen as junior marshals. To be eligible for junior marshal a junior must have been enrolled at HPCA for the entire sophomore and junior years. These students must also maintain good moral character. Junior marshals assist seniors, faculty and guests at graduation. They are responsible for the expense of renting their formal attire.

Computers

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

***Students are not allowed to bring their Chromebook charger to school.**

Locker Policy

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

Lunches and Snacks

****No deliveries of food are allowed by 3rd party services, such as restaurants, nor services such as Grubhub, etc.**

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

- An exclusive contract exists between HPCA and a professional dining service to provide all food services for our lunch program that is prepared fresh for our students from a collection of culinary perspectives.
- All students must have an account for purchasing lunches and snacks. (Is this true? I thought anyone could buy snacks with cash/credit card)
- Standard lunch options and the rotational menu items-are available through the school's website hpcacougars.org

Off-Campus Activities and HPCA Staff Involvement

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

Parent Conduct

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

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

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

Parent – Teacher Conferences

Parent conferences are encouraged and may be scheduled by the principal, teacher, or by parent request. After the first quarter two ½ days will be designated Parent – Teacher conference day.

Parent Teacher Fellowship

A Parent-Teacher fellowship is established to promote school spirit, communication, unity, and the overall good of the school. Your support and suggestions are important and you will be given many opportunities to participate and be involved in HPCA.

Promotional Materials

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

Re-enrollment

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

Security

Maintaining a safe, secure environment for all students and staff is very important. HPCA uses a video surveillance to monitor the campus. All entrances to the facility are kept locked. A police officer will be on duty every school day from 7:30 AM to 3:30 PM. Police Officers will patrol parking lots, conduct perimeter checks of the buildings, and be available to assist in emergency situations.

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.

Student Driving Policy

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

Parking on Campus

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

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

Transporting Students

Students are not to transport other students on any school related activity (field trip, athletic events, etc.) without signed parent permission and approval from a school official.

Students do not leave campus during school hours via personal transportation without prior written permission from parents and approval from a school official.

Tutors and Other Outside Services

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

Visitors

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

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

Volunteer Policy

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

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

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

High Point Christian Academy Parent Commitment

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

our schedules and interest. involvement in Parent-Teacher-Fellowships, Open Houses, parent-teacher conferences, work days and other school-sponsored meetings and activities.

11. We give permission for our child/youth to take part in all school activities, including sports and school-sponsored trips away from school grounds. Parents will be notified in advance when students will leave the school grounds. We also understand that buses, vans, and parent's vehicles will be used for transportation.
12. We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child/youth as outlined in the Student Handbook.
13. We understand that the academy reserves the right to change a policy at any time without notice.
14. We, as parents of the student, do sincerely give our pledge to the above items. We understand that failure of the parents or child/youth to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending High Point Christian Academy.

Parent's Signature

Date

Parent's Printed Name

High Point Christian Academy

Student Commitment

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

Student's signature _____ Date _____

Student's printed name _____ Grade _____

**High Point Christian Academy
Medication Administration Procedures**

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

Prescription and Non-prescription Medication:

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

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

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