

2020/2021 Student Handbook

(Updated August 2020)



Heritage Christian Academy

Academic Excellence with a Biblical World View

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2020-2021 Heritage Christian Academy Calendar

Pre-planning	Teachers Begin	W- F	August 5-7
Orientation	All Students	TH	Aug. 6 @ 6 pm
School Starts	Students Begin	M	August 10
Labor Day	School Closed	M	September 7
1 st 9-Weeks Ends	(44 days)	F	October 9
Columbus Day	School closed	M	October 12
Parent Conferences	Student Holiday	T	October 13
Grades Online		W	October 14
Veterans Day	School closed	W	November 11
Thanksgiving	School closed	M-F	Nov. 23-27
2 st Nine Weeks Ends (42 days)	Noon dismissal (full day-staff)	F	December 18 (no aftercare)
Grades online		M	December 21
Christmas Break	School closed	M F	Dec. 21 2020 - Jan. 1, 2021
Staff Workday	Student Holiday	M	January 4
School Resumes	Students Return	T	January 5
MLK, Jr. Holiday	School closed	M	January 18
President's Day	School closed	M	February 15
3 rd 9-Weeks Ends	(47 days)	F	March 12
Parent Conferences	Student Holiday	M	March 15
Grades Online		T	March 16
Spring Break	School closed	F - F	April 2-9
Senior Graduation		Saturday	May 22 @ 6:30 pm
Final school day 4 th 9-weeks (47 days)	Noon dismissal (full day-staff)	TH	May 27 (no aftercare)
Post-planning	Staff Workday	F	May 28
Grades Online		T	June 1

In the event of school closure due to inclement weather or other unexpected event, the following days may be used for make-up days: October 12, 13, November 11, 23, 24, January 4, 18, February 15, March 15

MISSION STATEMENT

HCA exists to assist families in raising their children to have a Biblical world view. Through exhorting, correcting and encouraging in a loving manner, we prepare students to be used by God to change their world. We challenge them to strive for a life of excellence, even as adults.

CORE VALUES - GOAL

Honor	Honor, respect, and responsibility for self and others
Character	Christian character with integrity
Accomplishment	Academic accomplishment with excellence

OBJECTIVE, PURPOSE, & OPPORTUNITY

Since a child's formal education is a significant part of his mental, spiritual, and physical training, HCA is to be an extension of Christian homes aiding parents as they strive to obey the scriptural commandments of Deuteronomy 6:5-7a, "You shall love the Lord your God with all your heart, and with all your soul, and with all your strength. And these words, which I command you today, shall be in your heart. You shall teach them diligently to your children..." and Proverbs 22:6, "Train up a child in the way he should go, and when he is old he will not depart from it." Christian education, as an extension of the home, aids parents in mental, spiritual, and physical training of the child with the purpose of helping him discover God's plan and purpose for his life, and to assist the student in becoming equipped to walk out that plan for time and eternity. Training for life is training for the Kingdom.

Heritage Christian Academy was established in 1984 to serve families from all denominations who desire a biblically based education for their children. Our academic curriculum, principles, and moral standards are grounded in the historic Christian faith. We affirm our belief in the Bible as the infallible word of God.

Heritage Christian Academy is a nonprofit, self-supporting educational ministry of Christian Renewal Church. We are a college preparatory program and exceed the standards of the Department of Education for the State of Georgia regarding graduation requirements for college preparatory diplomas.

Attendance at HCA is a privilege, not a right, giving students and their families an opportunity to grow in their understanding of the Lord, the wonder of His creation, His redeeming love, and exciting plan for their lives.

ACCREDITATION

Heritage Christian Academy is fully accredited by the Georgia Accrediting Commission, which is recognized by the University System of Georgia and the State School Board of Education as an approved accrediting agency. The Academy is a current member of the Association of Christian Schools International (ACSI), Georgia Independent School Association (GISA), and Georgia Association of Private and Parochial Schools (GAPPS).



SCHOOL COLORS -
burgundy, black,
gray and white
SCHOOL MASCOT -
"Elmer" the Eagle

But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run and not be weary; they shall walk, and not faint. Isaiah 40:31

EDUCATIONAL PHILOSOPHY

We believe that:

All children are created by God as unique and distinct individuals.

All children are created with a hunger and need to learn.

All children are capable of learning.

All children must be led in paths of righteousness in order to develop a Christ-like character.

All children have the desire to belong, to be loved, and to be accepted for who they are.

All children develop as the unique individuals God made them to be—some early, some late, some on schedule.

All children have their own learning styles and abilities.

All children must be accepted as they are, loved for who they are, and prepared for life through discipline and instruction to become what God intends them to be, not what we think they should be.

Love Demands, Love Accepts, Love Nurtures, Love Prunes, and Love Never Fails.

Love is patient and kind, not jealous; rejoices in the success and prosperity of others; is not envious; is not arrogant, proud, or boastful; acts as Christ would act; is not selfish or self-centered; does not hold a grudge or take up an offense; is not offended when wronged; does not rejoice in wrong doing, but rejoices in the truth. 1 Corinthians 13

STATEMENTS OF FAITH

The ACSI Statement of Faith is the fundamental basis for the work in the Academy as a nondenominational outreach of the church and is agreed to by all faculty and staff. The Christian Renewal Church Statement of Faith is for the church and is an expanded statement of the beliefs and practices of the sponsoring church and the Academy administration. Respect for differing Christian doctrinal beliefs which are held by members of various Christian denominations is taught, encouraged, and supported, as well as a general respect for all people and their right to their beliefs. We work together to prepare young people to walk out a life of love and service to God and their fellow man.

ACSI STATEMENT OF FAITH

ACSI STATEMENT OF FAITH. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Tim. 3:16, 2 Peter 1:21). We believe there is one God, eternally existent in three persons—Father, Son, Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30). We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matt. 1:23, Luke 1:35), His sinless life (Heb. 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11). We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5). We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29). We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28). We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18). We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27). Acceptable behavior: (1) dressing in conformance with one's biological sex; (2) using the restrooms, lockers rooms, and changing facilities conforming with one's biological sex. We believe that any form of sexual immorality (including adultery, homosexual behavior, bisexual conduct, pornography) is sinful and offensive to God (Matt 15:18–20). We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28–31; Luke 6:31.) We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19–21; Romans 10:9–10; Cor 6:9–11).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The ACSI Board of Directors holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

PARENT INVOLVEMENT

The ultimate success of a student is contingent upon the encouragement each child receives from his parents on a daily basis. We believe that parents have a sacred responsibility and anointing from God to know His best course of action for their children.

The Academy is a professional extension of the parents' pursuit of God's will for their children. As such, the Academy works with parents to achieve the goals and realize the aspirations they nurture for their children in an encouraging, loving, and disciplined manner. In order for the home and school to cooperate efficiently, there must be effective communication between the two. To that end, parents should check for notices on a daily basis (see below). Parents are encouraged to be involved as classroom volunteers, room mothers and fathers, and volunteers who will assist with field trips, plays, classroom activities, and initiate and implement fundraising for special projects.

Parental Contact

Announcements: Announcements will be sent out via the HCA App.

Report Cards: Report Cards are no longer mailed. Your child's grades may be checked regularly online with your "online pass code" from the "Headmaster" link on our website.

Discipline Notices: Please check the "Behavior Tab" on Headmaster regularly.

Inclement Weather: HCA will have school on stormy days if public schools are open. The office is kept apprised of weather alerts and receives notices from the Glynn County School Board, as well as Glynn County Emergency Management. If school is cancelled, parents will be notified by HCA App, email, radio (90.7 FM, or 104.1 FM), and, if possible, a phone call. Generally, if Glynn Co. schools are closed, HCA closes also.

Parent meetings and regular parent-teacher conferences: The first parent orientation is held prior to the beginning of school. Attending this meeting will insure that parents are informed about school operation and procedures thereby insuring a good start for the school year. Every parent should take advantage of these opportunities as they present themselves. In addition, conferences may be scheduled with faculty by contacting the office or teacher.

Teacher Contact: We recognize that there are times when a parent needs to reach out to a teacher. **It is suggested that you email the teacher.** He/she will respond to you during their planning time or after school. If there is a pressing matter, please call the school office. A message will be delivered to the teacher who will respond to you as quickly as possible. **Please do not text or message teachers** as they have been instructed not to respond to texts and messages during the school day.

Grievance Resolution

Complaining is destructive to the complainer and to the wellbeing of the school. Remember that the school has reasons for all rules, and they are enforced without partiality. If a child believes that he has been wronged in some way, the parent should consider the incident from an adult perspective and realize that the child's reporting is emotionally biased and may not include all the information.

Students or parents who wish to discuss a difference of opinion with a faculty or staff member are welcome to do so at a time scheduled with that employee. Students or parents who attempt to circumvent the faculty or staff member will be directed by the administrator or pastor back to the staff member with whom they have disagreed. It may occasionally be necessary for the administrator or pastor to mediate a misunderstanding; however, disrespect for any faculty or staff member by any student or parent at any time is strictly forbidden.

If a child comes home complaining about a policy or discipline, please follow this procedure:

1. Support the administration; during school hours, call the staff member who was directly involved in the particular incident for all the facts.
2. If needed, make an appointment to meet with the teacher or staff member to discuss the problem.
3. If the problem is not resolved, make an appointment to meet with the administrator and the staff member involved.

Just as administrators, faculty, and staff members are prohibited by professional and ethical standards from discussing confidential matters concerning students, parents and students should similarly restrain themselves from sharing their complaints. Any family or student who habitually complains will be asked to withdraw from the Academy.

CUSTODIAL ISSUES

The focus of Heritage Christian Academy is the safety and well-being of the students, and our instituted policies are to further these goals.

Custody Documentation

At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at HCA. Parents of enrolled students shall have an ongoing duty to provide any documents any information relevant to a change in current custody or visitation rights to HCA within seven days of change or at the time of reenrollment if school has dismissed for summer break. We require that a copy of the entire Child Custody Documents be submitted at the time of enrollment.

School Records

A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

Dismissal and early releases

No student shall be released to any individual other than a custodial parent unless express written permission is first given to HCA by the custodial parent or a valid legally binding instrument granting release is on file with HCA. All early dismissal requests shall go through the principal's office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

Parent-Teacher Meetings

It is the policy of HCA to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

School Communications

It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes. Both parents may access online announcements, activities, grades, etc., unless by court order, one or the other parent is restricted from such knowledge concerning the student.

FINANCIAL POLICY

Tuition Policy

- Tuition payments will be paid either:
 - Through auto draft per the Automatic Draft Agreement Form or
 - With a credit card kept on file in our bookkeeping office.
- Tuition is annual, but your commitment is one semester at a time.
 - Annual Tuition is drafted on August 1.
 - Semester Tuition is drafted: August 1 and January 1.
 - Monthly Tuition is drafted on the first of each month.
- Family accounts (extended care, class trips, etc.) are due on the first of each month. A 3% late fee will be assessed to all balances not paid by the 10th.
- An account that becomes 30 days past due can result in the immediate dismissal of the student(s).
- A \$30 fee will be charged to your account for returned checks.
- Miscellaneous charges (Eagle Bucks, T-shirts, etc.) cannot be made to your account.

Mid-semester enrollment

If a child is enrolled before the midterm of the semester, the full semester amount is due as the student will receive full credit from HCA for the semester. If a child is enrolled after the midterm of the semester, a prorated amount may be due as the student may or may not earn a full credit.

Withdrawing a Student

Parents must come to the school office and complete a withdrawal form stating reason for withdrawal. After checking to see if there are any outstanding items to be returned (books, supplies, sports equipment or uniforms, fees), grades must be updated and records may be ready and forwarded to the new school in **five business days**.

GENERAL POLICIES/STUDENT LIFE AND CONDUCT

Basic Rules

Heritage Christian Academy is serious about two things: CHRISTIAN CHARACTER and ACADEMICS. The primary role of education is the development of character. Strong academics give children a knowledge base which helps them to live lives that are fruitful and productive. Our four basic school rules are an extension of this life philosophy: **Respect God and honor Him in ALL that you do.**

1. *Always respect others and their property.*
2. *Always be truthful.*
3. *Always do the very best; working as unto God rather than man.*
4. *Always be where you are supposed to be, when you are supposed to be there, doing what you are supposed to be doing.*

General Classroom Rules

Students must obey all staff members promptly and without argument. Anything to be placed in the students' classroom area must be approved by the teacher. Each teacher has his own more specific written classroom rules which have been approved by the Administration. Parents and students should be sure to familiarize themselves with those rules.

Kindergarten – Fifth grades begin each day at 8:00 AM and dismiss each day at 3:05 PM

Sixth–Twelfth grades begin each day at 8:00 AM and dismiss each day at 3:15 P.M.

We are training up students to be leaders and want to instill discipline and preparedness. The administration is committed to helping our students meet these standards.

Visitors

For the safety of ALL of our students, Heritage Christian Academy has a **closed campus policy**. Students not attending HCA are not allowed to visit the campus at any time without the permission of administration. In accordance with our closed campus policy and safety concerns, we have a buzz-in check-in station entering the Main School Building and the Upper School Building. ALL PARENTS AND VISITORS MUST ENTER THROUGH THE APPROPRIATE CHECK-IN STATION. Visitors must identify themselves and then be “buzzed in” by the receptionist. *Visitors are expected to dress along the same standard as HCA students while they are on campus: Ladies and girls should not wear tank tops, “short” shorts, short skirts, or low cut blouses. Men and boys should not wear tank tops, or “jogging” shorts, but dress similarly to our students.*

All campus doors and gates are locked during school hours and ALL VISITORS must report to the appropriate office upon arrival on campus. **Parents are not to enter the building with your children.** No one will be permitted in the building unless you have a previously scheduled appointment or pre-approved activity.

Students are not to leave the campus during regular school hours without permission from school personnel and a parent. Students must sign in and out in the appropriate office. College (dual enrolled) students should not be on campus if they do not have a scheduled class.

Student Parking

Students who have a valid driver's license may drive to school. A copy of the student's driver's license and insurance card must be on file in the school office. Student drivers must park in the area in front of the gym. Students found to be driving in a reckless manner on the campus will lose their driving privilege for a period of time to be determined by the administrator. Students must come into the building upon arrival.

Spiritual Life

Christian education has the primary goal of developing Christ-like character in the lives of students and encouraging them to develop a personal relationship with Christ. Every student will be required to participate in morning devotions and prayer, pledges to the Bible, Christian flag, and American flag, chapel services, and Bible or Christian Living courses (small groups) taught as part of the curriculum. All subjects are integrated with biblical teachings, which are taught as God's truth.

Senior Privileges

Seniors are scheduled to be at school all day except for the following:

1. The senior is enrolled at classes at the local college.
2. The senior has completed a Work Release Form which is on file in the school office.
3. The senior is enrolled in online classes after lunch and has completed their work early (student must check out with teacher-on-duty).
4. The senior has no graduation requirements to meet for the remainder of the day.

Seniors have daily lunch privileges and must have a note on file of permission from their parent. Students who are leaving for lunch cannot leave prior to the end of the 5th period (12:45) and must return prior to the beginning of 6th period (1:30). (See “Tardies to Class,” page 6) Students who are dual enrolled or whose day dismisses early are not to be on campus unless they are assigned to a class.

Lunch Program

HCA offers a hot-lunch program for students and staff. Monthly menus are posted online at and must be ordered and paid online by a specified time. The lunchroom will offer the main-meal only. **Lunches delivered for students must be left in the appropriate office** for the student to pick up. Lunches may not be delivered to the lunchroom - gym doors must remain locked. Students who do not have a lunch will need to call home and have something brought to them.

Drinks are not allowed in classrooms

Drinks are not allowed past the tiled floor in the upper school building. Coffee, sports drinks, etc. may be consumed during the morning break, but must be discarded before entering the classroom. Drinks may not be kept in the lockers to have between classes.

Social Relationships

The Academy faculty and staff encourage the development of strong Christian friendships among students during their time at HCA. During the school year, various social activities are planned for upper school students to encourage Christian development in social activities. HCA students may not be married or engaging in sexual relationships.

Bullying/Cyber Bullying

Any bullying is considered inappropriate behavior and is a Category 4 disciplinary offense. Cyber-bullying, as well, is followed up at school as serious misbehavior. It is forbidden for a student (or students) to victimize another student. Using mobile devices or social media to threaten, harass, humiliate, or embarrass other students with words, texts, pictures, calls, emails, or videos is deemed inappropriate. Bullying/cyber bullying is a criminal offense and may be reported to local law enforcement.

Social Media/Texting/Emails

HCA students must be careful of their character on and off campus. Any student using vulgar, derogatory, or obscene language will be disciplined. Students must ensure that files stored on their mobile devices do not contain violent, degrading, racist, or pornographic images. The transmission of such images is a criminal offense and the school will release all such information to local law enforcement.

Campus and School Property

All school property, instructional materials, and furniture should be treated with care and respect. Parents will be billed for any school property broken, destroyed, defaced, or lost by their child.

Non-School Sponsored Activities

The Administrator must approve in advance any promoting, sponsoring, or fund-raising for a club, mission, or activity on campus that is not school related.

Abusive Behavior/Sexual Harassment

Abusive behavior is defined as negligence or exploitation of a child or any act that causes physical injury or involves sexual exploitation. Teachers and staff members of HCA will report to the Department of Family and Children Services or the Glynn County Police Department any suspected incident of child abuse, including negligence, physical abuse, or sexual exploitation. HCA prohibits retaliatory behavior against any complainant or participant in the reporting process.

Medications

Any medicine brought from home must be turned in to the appropriate school office. Non-Prescription -- HCA keeps some over-the-counter medicines for student use as needed. A consent form authorizing the school to administer medication must be signed by the parent. (see enrollment application) Prescription medication is kept and administered in the reception office of each building; it must have a pharmacy label with the student's name and instructions.

Lockers (when used)

Lockers are school property and are furnished for middle school and high school students at no cost.

- The school is not responsible for damage or theft of any item placed in a locker.
- Padlocks are to be used and the combination turned in at the office (key locks not allowed).
- School employees reserve the right to remove any item from a locker that is inappropriate.

Telephones

If a student needs to contact parents during school hours in exceptional circumstances, they will be permitted to use the office phone. If a parent has an urgent need to contact their child, they must call the appropriate school office and their message will be relayed promptly to the student. (Main office - 912-264-5491; Upper School 912-261-8548). Telephones in the church and gym are strictly off-limits to students. The school office remains a vital and appropriate point of contact and can ensure that your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons.

Restricted Areas to Students

Before, during & after school: students are restricted from other students' desks, work areas, lockers; staff desks, files, classrooms (when teachers are not present), offices, lounges; any campus parking areas. Students who park their cars at school are not allowed to return to their car during the day without permission from administration.

SEARCH AND SEIZURE

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, HCA has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Administrator or authorized staff member may search a student's pockets, purse, backpack, gym bag, or other personal property, including electronic devices; student lockers, desks, or other school property; or student automobiles under the conditions described below. To maintain overall school safety and security, HCA has the right to perform random and blanket searches of lockers, desks, and other school property to review student possessions for health and safety compliance.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcohol, cigarettes, guns, knives, weapons, incendiary devices, pornography. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Head of School or the Head's designated agent, subject to legal impoundment.

Personal Searches

A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Head of School or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

Locker Searches

A student's locker or desk is the property of HCA and is at all times under the control of the school. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any lockers except with a lock approved by the school. Unapproved locks will be removed and destroyed.

Automobile Searches

Students are permitted to park on HCA premises as a matter of privilege, not of right. School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing.

ATTENDANCE POLICY

Any child subject to the compulsory attendance, who during the school calendar year has more than five days or unexcused absences, shall be deemed truant. Georgia's Compulsory School Attendance Law (O.C.G.A. 20-2-690.1 and O.C.G.A. 15-11-2 (11)(A)(i)) requires that all children between the ages of 6 and 16 be enrolled in and attend school. Please be advised that under this law, any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate the law shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence after receipt of this notice will constitute a separate offense. All children enrolled for 20 school days or more in a public school prior to their seventh birthday are subject to the compulsory school attendance law. (O.C.G.A. 20-2-150(c))

TARDINESS

LOWER SCHOOL. Tardiness: Students Preschool – 5th grade who arrive at school after 8:00 a.m. are considered tardy and must report to the office for an admission slip to enter class.

3 tardies -- 1 absence

Excused Tardies: Medical appointments, student illness, or unusual circumstances as determined by the administration. In the case of medical appointments or student illness, a note from the attending physician or the parent must be submitted by the student upon arrival at school. All other tardies will be considered UNEXCUSED.

PLEASE NOTE:

- After the 9th tardy parents will be required to meet with the teacher
- After the 15th tardy parents will be required to meet with the administrator
- After the 24th tardy parents must file an appeal to the Leadership Team to avoid possible retention.
- At the 30th tardy, the student will be dismissed.
- Elementary absences and tardies accumulate all year.

UPPER SCHOOL. Tardiness: Students 6th – 12th grades who arrive at school after 8:00 are considered tardy and must

report to the office for an admission slip for class. Students are expected to be in the classroom and prepared for class to begin when the bell rings.

NOTE: Students who arrive between 8:00 – 8:20 a.m. will be considered tardy to school and tardy to first period. Tardiness to school and tardiness to class will be handled separately. However, both carry the same consequences. Students who miss more than ten (10) minutes of a class period will be considered absent.

Excused tardies are medical appointments, student illness, or unusual circumstances as determined by the administration. In the case of doctor appt. or illness, a note from the attending physician or the parent must be submitted by the student upon arrival at school. Other tardies will be UNEXCUSED.

Upper School Consequences for Tardiness

Beginning with a student's fourth unexcused tardy and for each subsequent fourth tardy, the following consequences will be assigned:

4 tardies = 2 morning detentions	20 tardies = 3 days in-school suspension
8 tardies = 4 morning detentions	24 tardies = Appeal is necessary to avoid retention.
12 tardies = 1 day in-school suspension	30 tardies = Dismissal
16 tardies = 2 days in-school suspension	

The administration reserves the right to modify or make additions to the consequences at any point in the tardy accumulation process.

Recording of tardies will start over at the beginning of the second semester.

NOTE: Morning detentions will be held on Monday - Thursday from 7:30 a.m. to 8:00 a.m. Attendance at detention is **mandatory** and **supersedes any other HCA activity**. Students who arrive late to or miss detention will be assigned additional detentions or ISS.

ABSENCES

Classroom attendance is essential to the teaching and learning process for every student. Learning that is lost due to absences and tardiness can never be regained. It is a vital part of each student's training to be present and on time to every class and honors God through the exercise of good stewardship of our time. The school year for students consists of 180 days.

- Attendance and tardiness records will be maintained for each student in each of his classes.
- Students who are absent from school for a day or part of a day must bring a note explaining the reason within two (2) school days. Parents may send an e-mail or call the school office to notify us of a student's absence. However, the student will still be required to have a note within the allotted time period.
- The absence will be excused or unexcused based on the explanation for the absence. If a note is not brought within the allotted time, the absence will automatically be considered unexcused.
- A student who is absent less than four hours will be charged with a half-day from school; or more than four hours, will be charged with a whole day. A student who is absent less than 2 hours on an early release day will be charged with half-day; or more than 2 hours will be charged with a whole day.

Absences will be excused for the following reasons:

1. Personal illness or attendance in school endangers a student's health or the health of others.
2. Medical appointments.
3. A serious illness or death in a student's immediate family necessitating absence from school.
4. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
5. A student whose parent or legal guardian is in military service, and such parent has been called to duty for, or is on leave from overseas deployment to a combat zone or combat supporting post, will be granted up to 5 days of excused absences per year to visit his or her parent prior to the parent's deployment or during the parent's leave.
6. Any emergency or set of circumstances which, in the judgment of the Administrator, constitutes a just and sufficient cause for an excused absence from school.
7. All approved School Sponsored Activities are considered part of the school day and do not count against the student's classroom attendance or against absences.
8. College visits (High-school students are permitted two per year and prior approval is required). Because these absences are academic in nature, they do not affect participation in athletics or other extracurricular school activities.
9. Family trips may be considered excused if the following criteria are met:
 - a. Written request given 5-days in advance of trip.
 - b. Grades, attendance, and behavior are considered.
 - c. All assignments are due upon return (incomplete assignments will receive "0").

All other absences including in-school and out-of-school suspension will be considered unexcused and all work due

during the time out of class will be awarded "0" credit. Students who are suspended from school will not receive credit for any graded work during the suspension. However, they may be given the assignments to do as a means of keeping pace with the class.

Absences - High School Classes

Students enrolled in high school classes who amass more than five absences from a class during a semester will not be eligible to earn credit for the class. In situations where a class meets only twice weekly, students who amass more than two (2) absences during the semester will not earn credit for the class. Illnesses or traumas which necessitate hospitalization or extended at home treatment will be treated on a case-by-case basis and medical documentation will be required.

Absences - Elementary and Middle School

For students to be excused from school and receive assignments for a non-school sponsored trip, advanced notification is required - consideration is given to grades, discipline and attendance. All other absences including out-of-school suspensions will be considered unexcused. Assignments missed due to an unexcused absence will receive "0" credit.

- After 5 absences, the parent (or guardian) must meet with the administrator and must submit medical or other documentation validating each absence to the Attendance Board.
- A student has amassed ten or more absences may be dismissed.

Early Dismissal/Leaving Campus

Students who leave campus must have written permission from parent. Written permission must be submitted to the Assistant Principal for verification upon arrival at school. Phone calls to parents will not be permitted for the purpose of leaving early except for illness. If a student must leave early due to illness, a parent must give verbal permission to school personnel in order for the student to leave. Students who are not signed out, but leave the campus will be considered skipping and referred for disciplinary action.

Afternoon Pickup Procedure

Students will only be allowed to leave with adults who are on their Pick Up list. Students will not be allowed to go home with another student unless a written note has been received from BOTH parents. Texts and emails are not considered written permission. Students are not allowed to call home to make arrangements for after-school activities.

Late Admission and Early Departure

Any upper school student arriving late or leaving early must check in or out in the upper school office. In all cases, he must receive a pass in order to be admitted to class or to leave class early. (see above for regulations) Students who have checked out for the day, should not reappear on campus unless they are resuming class admission.

Extended Session - Elementary. Students arriving before 7:45 a.m. must report to the before-school care facility.

Students through 5th grade on campus after 3:20 p.m. will report to Afterschool Room. Fees associated with this service will be billed to the parent's account.

Extended Session - Upper School. 6-12 grade students on campus after 3:30 p.m. must report to the Afterschool Room. No student may be left on campus after 3:30 to "wait" on an afterschool activity. NO EXCEPTIONS. This includes "late" practice. Fees associated with this service will be billed to the parents' account.

DISCIPLINE

The purpose of discipline is to develop righteous character in each student. Discipline is always to be redemptive, not punitive. Each student is required to conduct himself in a manner that will contribute to a positive learning experience. Most disciplinary situations are handled in the classroom, although parents and the school's administration may also be consulted for help in developing positive student attitudes.

Upper School Discipline Policies

Off Campus Behavior

Heritage Christian Academy is the school of choice for many families because of its positive culture and image. For this reason, administration has an obligation to be protective of the school's culture and image. Therefore, students at HCA are expected to exhibit Christ-like behavior both at school and away from school.

On Campus Behavior

Students are expected to exhibit exemplary conduct during the school day and at all HCA activities. Respect for authority and an attitude of cooperation should always be shown toward all teachers, administrators, and staff. Students are expected to demonstrate a helpful and respectful attitude toward other students. Each student is expected to behave in a Christ-like manner, to use wholesome speech, and display regard for the safety of himself and others.

All behavior referrals will be recorded in Headmaster. Parents are expected to check the "Behavior tab" regularly on each of their students. Students who fail to abide by the HCA Code of Conduct will be assigned consequences accordingly:

Category 1	Violation	Consequence
	chewing gum, eating in class, excessive talking, off-task, inattentive, passing notes, unprepared.	warning, parental notification
Category 2	dress code infraction, roughhousing, horseplay, disrespect toward other students, inappropriate behavior, failure to return forms.	warning, parental notification, parent conference, detention
Category 3	lying, forgery, stealing, insubordination, fighting, disrespect toward adults, profanity, inappropriate PDA, inappropriate materials or equipment, vandalism, leaving campus, skipping, inappropriate use of computer, disruptive behavior	warning, parent notification or conference, reduction of grade, referral to administrator, detention, suspension (ISS or OSS). In the case of vandalism, payment for repair or replacement may be required.
Category 4	possession or use of drugs, alcohol, tobacco, electronic cigarette (with or without nicotine) weapons, intimidating or bullying, inappropriate physical contact, sexual harassment.	referral to administrator, long term suspension, expulsion

Cheating/Plagiarism

First time: Student will receive a zero for the assignment

Second Time: Student will receive a zero for the assignment and one day ISS.

Third Time: Student will receive a zero for the assignment and three days ISS.

4th & subsequent times: Student will receive a zero and OSS. (length will be at the administrator's discretion.)

Cell phones, Smart Watches, Tablets, & Other Electronic Media

Our school's core values – Honor, Character, and Accomplishment – underpin everything we do at HCA. The occasional inappropriate use of electronic devices (such as mobile phones, Ipads, Smartwatches, etc.) undermines this. The widespread ownership of mobile devices among young people requires that schools take steps to ensure that mobile devices are not used inappropriately at schools. HCA students are not allowed to have mobile devices at school, on field trips, on their person, in their locker, in their backpack, or in their possession in any way - for any purpose. The school is a workplace and mobile devices interfere with the atmosphere and good order of the workplace. **For that reason, HCA requires:**

- All cellphones brought into the building must be turned off and placed in the upper school office for safekeeping.
- Tablets and laptops may be used in highschool classes only – and only as part of the designated class.
- The Bluetooth function be switched off at all times and not be used to send or receive images or files.
- Smartwatches may not be used for the purpose of sending/receiving messages or images during the school day.
- The school accepts no responsibility for replacing lost, stolen, or damaged devices. Parents/guardians should be aware that if their child takes a mobile device to school, it is assumed household insurance will provide the required cover in the event of loss or damage.
- Mobile devices (including Smartwatches) are banned from all examinations nationally (SAT, ACT, PSAT, ASVAB, all standardized testing). Any student in possession of a mobile device during testing will have their exam disqualified and the student will be responsible for full payment for the disqualified exam.

Any violation of this policy will be handled as follows:

- 1st Offense: One morning detention; parent to collect device at the end of the following school day.
- 2nd Offense: Two morning detentions; parent to collect device in one week.
- 3rd Offense: ISS for minimum of one day; parent to collect item at the end of the semester.
- 4th Offense: Student is considered for expulsion; item is held until the end of the school year.

Electronic Media Usage (computer/Kindles/Ipods/tablets)

All school computers are equipped with filters. Each student 6th – 12th grades will receive a personal “code” in order to monitor their use on school computers. Under no circumstances is this code to be shared with another student. (*Review the Internet Policy in its entirety on pages 29 – 33 and sign the Internet Agreement on page 34, also included in the Application Packet*) We reserve the right to monitor how students conduct themselves on and off campus including social media internet sites. Discipline, when necessary, will be at the discretion of the Administrator. All students must sign a Computer Agreement. Students younger than 9th grade may not bring a laptop to school unless for a highschool class and approved by the administrator. Highschool students may use laptops at the discretion of the teacher. Kindles are used Fifth – 12th grades for reading only. Consequences for violation of computer policy:

- First Offense: Computer privileges suspended for 1 week
- Second Offense: Computer privileges suspended for a minimum of 2 weeks
- Third Offense: Loss of computer privileges through the end of the semester and probation.
- Subsequent offenses: Student will lose computer privileges at the Administrator's discretion.

Gum Chewing/Eating/Drinking

Chewing gum is strictly prohibited on school campus. Food and drinks are restricted to specific times and locations and never permitted in the classroom.

Expulsion

Expulsion is defined as (but not limited to) the exclusion of the student from ALL school related events (including sports, social functions, and any and all other activities associated with HCA). This includes off-campus, school-sponsored events. Expulsion is permanent and excludes a student from further admission to the Academy. Failure to adhere to this policy will result in further action taken by the Administrative Team. Expulsion will be used to discipline for certain offenses and for other serious or repeated violations of school policy at the discretion of the administrator. Students who have been suspended three times in a school year are subject to expulsion at the discretion of the administrator.

Disciplinary Appeal Process

1. Parents submit a letter to the administrator explaining the reason for the appeal.
2. The appeal must be filed **no more than five school days after the discipline occurs**.
3. The administrator will present to the Leadership Team.
4. Parents may submit a request to attend a Leadership Team meeting. The meeting will be scheduled only after the Team has been presented with the appeal.
5. Parents will be notified of the decision of the Leadership Team in writing.

NOTE: Parents may not circumvent the process by contacting individual Leadership Team members. Doing so may adversely affect the outcome of the appeal. All communication shall be through the Administrator. Each appeal will be treated on a case-by-case basis.

ACADEMIC POLICIES

Standards of Academic Performance

A primary goal of Heritage Christian Academy (HCA) is to train and equip students for a productive, Christ-centered life as they pass through the various stages leading to maturity. The academic and behavioral standards that are maintained are intended to direct students toward becoming suitably trained and self-disciplined in life, and enable them to function honorably in the workforce and community. The academic standards of Heritage Christian Academy are intentionally high. The curriculum is selected from among publishers whose materials will motivate students to achieve their highest possible level. It is the goal of HCA to train students to achieve above the norm on standardized testing as well as excel in college classrooms after graduation. Students attending HCA will be held accountable to the following standards of performance:

Academic Expectations

1. Every student at HCA will be expected to perform to the best of his/her ability. Students will produce appropriate quality in all written work: Writing, Expression, Neatness, Accuracy (according to grade level expectations)
2. Students will come to class daily having prepared themselves for the day's work. (Homework will be assigned on a regular basis according to the grade level of the student as a means of developing good study habits for future academic success)
3. Students will show diligence in completing and returning homework on the date due.
4. In all subject areas, students will work to maintain grades in line with intellect & ability.
5. Under normal circumstances students will maintain at least a "C" average in order to obtain satisfactory achievement. Exceptions may be made to this standard on the basis of a student's special needs.

Process for Maintaining Academic Standards

Students not meeting the above academic standards will be required to submit to the following process designed to assist them in improving their skills and enabling them to comply with the academic standards of the school.

1. An assessment of student academic progress will be made sometime during the first five weeks of each quarter. Parents will be notified of deficiencies within that period of time. A deficiency is determined by any significant reduction in grades and/or performance at any time during the 9-weeks. Students showing a deficiency in their grades within the first five weeks of any 9-week period will have the remaining weeks of the quarter to bring the grades up to a satisfactory level.
2. Students with one or more failing ("F") grades on a report card at the end of any 9-week period will be placed on academic probation for the following 9-weeks.
3. During the probation period, the student will be required to show improvement in both effort and academic performance and will be subject to a prescribed evaluation process to be determined in cooperation among the parent teacher and administrator.
 - a. The student, his parents, and his teacher(s) may have a conference to discuss the student's current

by academic performance and design a plan for improvement. Additional conferences may be requested either party as necessary. The plan will be documented in writing and implemented for a specified time.

- b. The parents and the appropriate teachers will make arrangements to come before or after school for additional help in subjects which are troublesome. Parents may need to seek off-site help as recommended for their student.
- c. The Student Support Team may be accessed if these measures are unsuccessful.
- 4. If, after this process, a student continues to fail, parents will be called for a conference with the administrator. Further action may be taken including any of the following:
 - a. Student will be placed on academic probation with a specific plan for improving academic performance.
 - b. The terms of probation will be spelled out in a contractual agreement signed by the student, teacher, administrator, and parents.
 - c. A periodic review of progress will be made during the probation period.
- 5. Failure to improve academic performance after due process has been administered may result in further action including any of the following:
 - a. Retention – not passed on to the next grade without completing specific requirements that may include completing summer school program.
 - b. Retake class or classes where the deficiency occurs without full retention.
 - c. Expulsion – dismissal from attendance at HCA

Grading Philosophy

Grades are a way of quantifying student achievement. The use of a well-defined meaningful grading scale helps teachers communicate with students, parents, and other educational professionals the level of a student’s achievement for a given section of curriculum. Curriculum, in the context of grades, is the age appropriate level of subject content that a student should master before proceeding to the next level. Student effort is a factor to be considered in grading, but should not be mistaken for actual mastery of subject material or a justification for a significantly higher mastery grade.

Grading Policy

- Major Assignments are counted at 35% (ex. tests, projects)
- Minor Assignments are counted at 30% (ex. labs, quizzes)
- Homework/classwork is counted at 25% (ex. homework, notebooks)
- Semester Exam is counted at 10%

Grading Scale

<u>Level of Achievement</u>	<u>Grading Scale</u>	<u>GPA (grade point average)</u>
Excellent mastery of subject	A: 90-100	4.0
Good mastery subject	B: 80-89	3.0
Average mastery of subject	C: 75-79	2.0
Below average mastery of subject	D: 70-74	1.0
Inadequate mastery of subject	F: 69-0	0.0
Incomplete (Work must be completed by the end of the following nine weeks for credit to be awarded.)	I	Incomplete

Student Progress - Report Cards - Transcripts

Grades are reported every nine weeks. You may log in to the Headmaster portal at any time to check your student’s progress. At the end of each semester, a report card (grades PK – 8th grade) or transcript (grades 9-12) is mailed to parents/guardians. If additional copies are needed during the year, there is a \$1.00 fee for each copy requested. HCA will provide four (4) official copies of transcripts free of charge to juniors and seniors applying to colleges. There is a \$3.00 charge for each additional copy.

Homework

We believe homework is a necessary part of an excellent academic program. Parents and students should not view routine homework assignments as unreasonable or punitive. On average a student can anticipate having the following amount of homework per night.

- Kindergarten - 15 min; First and Second Grades - 30 min; Third - Fifth Grades - 45 min. - 1 hour;
- Middle School and High school - 1 to 2 hours

Students who neglect to complete and turn in their homework in a timely manner can expect their grades to be adversely affected and may result in failure of the class. Parents should check with their child nightly regarding his homework and communicate any questions to the teacher. Teachers will inform parents if students regularly fail to complete assignments in a satisfactory manner.

Make-Up Work

In cases of excused absences, a student will have one school day for every missed day to complete make-up work. Students are responsible for securing a list of assignments missed and for turning them in on time. Students who have been absent must expect to make up tests and quizzes before or after school to minimize loss of instructional time. Any makeup work not completed during the permitted time frame will result in a zero. Middle school students are issued a homework agenda at the beginning of the year in which to record their assignments. They are encouraged by each teacher to fill in homework information daily. Homework is due on the assigned date. Late assignments may be turned in, but will be discounted as follows: 10 points each day late; after 5 days, assignment will be given a "0."

Eighth Grade Early Credits

Qualifying Eighth graders can begin earning high school credits along with their regular classes. High school classes taken while in eighth grade must earn an 85 or higher to earn credit, otherwise the student will take the class again in ninth grade. Additionally, the student must adhere to the attendance policies stated on Page 11.

Exams

Period Exams: Oral and written exams may be given when teachers determine that tests will assist in the learning and evaluation process.

Midterm Exams: Midterm exams may be administered to upper school students during regular class time as determined by the teacher and approved by the administrator.

Final exams: Final exams will be administered to upper school students during the last week of each semester. High school students may exempt a final exam if they meet all of the following criteria:

1. an average grade of 90 in the class
2. fewer than four (4) unexcused tardies to school
3. fewer than (4) unexcused tardies to the class
4. not served ISS or suspended home
5. no unexcused absences
6. no more than five absences total for the semester (excused or unexcused) excluding school-sponsored activities. (In the event of serious illness or trauma which necessitates hospitalization or extended home treatment - each case will be reviewed independently and medical documentation will be required.)

Counseling and Parent-Teacher Conferences

College, career, and personal guidance and counseling are available for students and families. Any parent who wishes to have a conference with his child's teacher may call the office to make arrangements. Two days per year, one at the end of each mid-term, are set aside for parent-teacher conferences.

Textbooks

Hardback textbooks and some soft-backed texts are loaned to students by the school and should be covered. The full cost of damaged books will be billed to the student's account after the book has been missing for three days. If a new book was ordered to replace it and the other book is found, student is still responsible for payment.

Novels and Supplemental Materials

Effort is taken to select good quality books and materials for our students to read. Although reading lists are compiled and recommended by our staff, it is ultimately your decision whether or not a book is appropriate for your child. Refer to www.common SenseMedia.org for detailed information on the contents a book. Novels and selections that are required reading for a particular class are required by all students in the class.

Headmaster

You may check your child's progress online at www.headmaster.com. Parents may receive their child's user name and password in the main office. Once a user has changed their password, HCA can no longer access it for you.

Transfer Students

Students transferring into HCA will have their transcripts evaluated and a course of study will be planned for them. Transfer students' total number of credits must equal regular graduation requirements. High School students transferring in after their freshman year will be required to obtain 1/2 credit in the Bible Curriculum for each year they are enrolled. Students transferring into the high school program from an unaccredited educational program will have prior course and the validation method will be verified by HCA administration. Credit will be awarded based on prior course grade.

Promotion Policy

Kindergarten through Grade Five: Students will be retained if they fail two or more subjects. Additionally, students may be retained on the advice of the teacher(s) and administrator if their mastery of core subject is not adequate to prepare them for the next grade level. Promotion is at the discretion of administration. Students requiring retention more than one academic year are not eligible for enrollment.

Grades Six through Eight: Students will be retained if they fail two or more core subjects.

Grades Nine through Twelve: The staff will determine enrollment eligibility for students who fail more than 1 ½ credit units in the year. Students who fail one-and-a-half or fewer credits can make up the credit(s) in summer school but will

be re-enrolled under academic probation. All summer school courses must be approved by the administration in advance.

Minimum number of credits necessary for classification as:

- Sophomore: 4.50 units
- Junior: 10.00 units
- Senior: 16.00 units
- Graduate: 23.00 units

Please Note: Final grade reports for students, which are posted in June, do not inform parents of retention, since grades and credits are not posted to students' permanent records until two weeks after the mailing. After summer school grades are received, parents are notified by letter or email, if their student has not earned the necessary minimum units for the next grade level placement.

Honor Roll - Elementary (K5 - 5th)

A Honor Roll: Students who earn all A's each nine-weeks will be considered on the *A Honor Roll*.

A/B Honor Roll: Students who earn all A's & B's each nine-weeks will be considered on *A/B Honor Roll*.

Honor Roll - Upper School (6th - 12th)

A Honor Roll: Students who earn all A's during the semester will be considered on the *A Honor Roll*.

A/B Honor Roll: Students who earn all A's & B's during the semester will be considered on *A/B Honor Roll*.

Standardized Testing

HCA administers the Stanford 10 and OLSAT in the spring of each year to students Kindergarten - 7th Grade. The following testing schedule is for students Eighth Grade to Twelfth Grade.

TEST	SCHEDULE	STUDENTS
PSAT 8/9	Spring	Grades 8-9
PSAT	Fall	Grades 10-11
SAT	Fall	Seniors
	Spring	Grade 11 (Grade 10, if paid by parent)
ACT	Fall	Grades 11-12
	Spring	Grades 11-12 (Grade 10, if paid by parent)
ASVAB	Fall	Grades 10-12

The cost for these tests is covered in your start-up fees and goes far above anything offered by Glynn County Public Schools and other private schools. Upon graduation, your student will have taken 4 PSAT's, 3 SAT's, and 4 ACT's, as well as 3 ASVAB evaluations. All of these exams are administered during the regular school day, and at no additional cost to you.

Dual Enrollment

Qualifying juniors and seniors may participate in the *Dual Enrollment Program* at the College of Coastal Georgia. The student's schedule is set at the beginning of each semester indicating the periods in which the student is expected to be on the HCA campus. Dual enrolled students may not be on campus when they are not in a scheduled class (except during extenuating circumstance as approved by the administrator).

Honor Graduates

Students who have a cumulative high school GPA of 3.4 will be considered honor graduates.

Students who have a cumulative high school GPA of 4.0 or higher will be designated with High Honors.

Valedictorian and Salutatorian: These graduates will be chosen from the graduating class based on grade point average, reputation, and attitude. The valedictorian and salutatorian must have attended HCA for at least their junior and senior years. Circumstances which could disqualify a student from consideration as valedictorian or salutatorian include, but are not limited to, the following: excessive absences or tardies, discipline record, or attitude and reputation. In the event of a tie, numerical averages as well as ACT and SAT scores will be considered.

Graduation Cords and Stoles

Stoles and cords are presented to HCA graduates who earn them based on academic achievement per Academy guidelines. The only stoles and/or cords allowed at HCA graduation exercises are HCA Beta Club, HCA National Honor Society, HCA Honor Cords, and HCA High Honor Cords.

High School Graduation Requirements

23 credits are required for graduation with a college-prep diploma.

- 4 credits of English/Language Arts
- 4 credits Math – Algebra 1, Algebra 2, Geography, one higher Math
- 4 credits Science- Physical Science or Physics, Biology, Chemistry, a 4th science
- 4 credits Social Studies
- ½ credit Health
- ½ credit Physical Education
- 2 credits Foreign Language
- 1 credit Computer Tech/Fine Arts
- 2 credits Bible
- 1 credit other Elective

HOPE Scholarship Graduates

Students maintaining a 3.0 cumulative average in their core high school subjects will be awarded the Georgia HOPE scholarship.

HOPE Scholarship Rigor Requirements

New academic requirements were included in the HOPE legislation. These changes will impact students graduating from high school on or after May 1, 2015. In order to qualify for the HOPE Scholarship, students must have a minimum of four rigor courses prior to graduation in the following areas:

1. Advanced math, such as Advanced Algebra and Trigonometry, Math III, or equivalent or higher course taken at an eligible high school or taken for degree level credit at an eligible postsecondary institution;
2. Advanced science, such as Chemistry, Physics, Biology II, or an equivalent or higher course taken at an eligible high school or taken for degree level credit at an eligible postsecondary institution;
3. Advanced placement courses in core subjects;
4. International baccalaureate courses in core subjects;
5. Courses taken at a unit of the University System of Georgia in core subjects where such courses are not remedial and developmental courses; or
6. Advanced foreign language courses taken at an eligible high school or taken for degree level credit at an eligible postsecondary institution.

HCA rigor courses offered:

Spanish 2	Statistics
Chemistry	Pre-calculus,
Physics	Advanced Algebra,
Biology 2	Civics (Constitutional Theory),
College level courses (as approved).	

ZELL MILLER SCHOLARSHIP GRADUATES

Students designated as Valedictorian or Salutatorian, as well as other graduates with a 3.7 HOPE GPA plus 1200 SAT or 26 ACT composite score. Zell Miller Scholarship students qualify for full college tuition.

HCA Dress Code

Students are expected to adhere to HCA dress code at school, and at all school associated events on or off campus. There are a limited number of exceptions to this rule such as:

- All field trips on which students are to wear an HCA tshirt (class color) with jeans/shorts.
- Academic competitions where students will be required to dress as a team in traditional school uniform as found in consignment or ordered from approved Lands End items.

It is impossible to anticipate every possibility in the area of dress. As situations present themselves and fashion trends change, we will modify the code as deemed necessary. However, when questions arise concerning appropriateness of dress, the decision of administration is final.

Basic Guidelines for All Students PK3 – 12th Grade

Students' clothing at school and all school-related events (on and off campus must be:

- Modest;
- Neat**, clean, safe, properly fitting (no visible undergarments, including bras) and in good repair (no rips, even if manufactured that way);
- Gender appropriate.

Shirts/Sweaters/Sweat Shirts

- Solid, printed, patterned, collared, v-neck, and round/crew/turtle neck shirts with short or long sleeves and sweaters and sweat shirts are permitted.

Footwear

- Clogs, sandals (with a heel strap), athletic, casual or dress shoes are permitted.
- Rubber-soled athletic shoes are required on the gym floor. Please be aware of PE schedule and dress code requirements. Please dress or prepare accordingly.

Grooming and Jewelry

- Hair must be well-groomed and of a natural color. (Hair may be dyed brown or blonde for example, but not blue, green or an unnatural shade of red, etc.) Extreme hair coloring and bleaching are prohibited.

Not Allowed

- Athletic pants (including sweat pants) and athletic shorts
- Oversized pants that hang off the body or drag the floor
- Leggings
- Undershirts as outer garments
- Sleeveless shirts (tanks or spaghetti straps) as outer garments
- Halter tops, off-the-shoulder tops and tops that expose the midriff
- Flip flops or any shoe without a heel strap
- Hats and sunglasses indoors
- Headbands or other headdresses that are costumish (animal ears, wreaths, etc.)
- Sheer fabrics (inlays and otherwise)
- Tattoos – permanent or henna (or similar process)
- Any garment that makes implicit or explicit reference to:
 - Alcohol or drugs
 - Secular bands
 - Racially insensitive comments (including the rebel flag)
 - Symbols, pictures or any reference to a religion other than Christianity
 - Sexual innuendo
 - Any other subject deemed inappropriate

Female Specific Guidelines – In addition to the guidelines above, female students at HCA must also adhere to the following:

- Slacks, jeans or shorts (longer than two inches below fingertip length when hands are held to the side) are appropriate.
- Skirts, dresses, skorts, and jumpers not shorter than three inches above the knee are allowed.
- Makeup is not allowed for girls 5th grade and below.
- Piercing jewelry is only allowed in the ears – up to two piercings per ear.

Male Specific Guidelines - In addition to the guidelines above, male students must also adhere to the following:

- Slacks, jeans or shorts (no Chubbies or similar styles with inseams less than 7 inches) are appropriate.
- Hair must be cut off the collar and away from the eyes. No braids, buns, pony tails, mohawks or similarly distracting cuts
- Facial hair must be neat, short, clean and conservative.
- Piercing jewelry is not allowed on males. **updated 02.24.2020**



Athletic Policy

Heritage Christian Academy recognizes the importance of offering a well-balanced, comprehensive athletic program to its students. Of utmost importance to the academy however is the academic education of each student with which we are entrusted. For this reason the Academy has set certain policies and guidelines to insure athletic participation does not interfere with academic achievement. HCA will follow the rules and regulations as described by the *Georgia Association of Private and Parochial Schools (GAPPS)*.

Academic Eligibility

Students are allowed to participate in the Varsity Sports Program in grades 8th through 12th. Students must pass all subjects the semester immediately preceding participation. (Fall participation is contingent on Spring Semester grades; spring participation is contingent upon Fall Semester grades.) Any student who fails a class is ineligible for the entire next semester (Unless the class is made up in summer school). All students participating in athletics must take four subjects during the semester of participation. Any student failing a subject on a report card will become ineligible until the next reporting period. To be eligible to play, students must be on track for graduation (based on the graduation date set upon entering high school) as follows:

- a. Upon entering: 10th grade - 4.5 units; 11th grade - 10 units; 12th grade - 16 units,
- b. Fifth year high school students are not allowed to participate in athletics.
- c. Retention (in any form) of students for sports is not allowed.

Academic Responsibility

Normal participation in a game or event should not affect the students' presence or promptness at school the day following the game or event. Athletes who report to school late will receive an unexcused tardy as well as consequences from their coach. Involvement in sports is an extracurricular activity and athletes are still responsible for completing their homework with a one-day grace period, meaning that homework is not due the day immediately following the game. This means that if players must miss the last one or two periods of the day, all missed class work and homework is to be completed with the one-day grace period. Students must be responsible to obtain assignments from the teacher ahead of time. They must speak to their teacher before school, lunch break, or other time when the teacher is not instructing class. Athletic Fees MUST be paid prior to the first day of practice.

Attendance Requirements

1. No student will be allowed to practice or participate in athletic activities on a school day if they have not been in attendance at least half of the school day. (exceptions must be approved by the administrator)
2. A student who leaves school early, must speak to the coach personally or leave a note with the Athletic Director for him/her. The student may not send a message with another student.
3. No student will be permitted to practice or participate in athletic activities on a school day if they have served ISS, detention, or suspension on the day of the practice or event.
4. If a student misses a regular season game for any reason (other than documented illness, death, or emergency as deemed appropriate by the coach and administration) they will be benched one game for every game missed. In cases of unavoidable family travel, at least two-weeks prior notice to the coach is required for an appeal of excused absence.
5. Allowable reasons for absences or tardies: family commitment, religious obligation, academic responsibility, other reasons may be discussed with the coach personally.

Consequences for tardiness to practice

- 3rd unexcused tardy = not dressing and/or traveling for the next event.
- 4th unexcused tardy = not dressing and/or traveling for the next event.
- 5th unexcused tardy = dismissal from the team.

Consequences for absences to practice and games

- 1st unexcused absence = dress out, but not play at the next event
- 2nd unexcused absence = do not dress or travel w/ the team to the next event
- 3rd unexcused absence = dismissal from the team.

Students will not be allowed to participate in practice or an athletic event unless he/she has been in attendance of at least four classes on day of the practice or event, even if the absence is excused. Students will not be allowed to participate in practice or an athletic event if they have served ISS or been suspended home on the day of the practice or event.

Medical Requirements

Prior to participation in a sport, each student must have a physical examination and doctor's release to play. Physical exams are valid for one year. A medical form and emergency release must be signed and on file in the office in order for a student to participate in any sport. Students may not practice or play with the team until the physical has been completed.

Team Cuts

All eligible students are encouraged to "try out" for team sports. It is not reasonable, however, to expect all sports to have availability for all students. Constraints such as uniforms and logistics must be taken into consideration when putting together certain teams. For that reason, "cuts" are to be expected. The following guidelines will be followed in order for "cuts" to be done in a manner that is fair to all players.

- The coach will announce at the first practice how many players will be allowed on the team.
- No player will be cut before the conclusion of the 2nd day of practice.
- No more players may be cut after the 5th day of practice.
- In deciding between similarly gifted players, favor will be given to the older player.

Team Practices

- Practices should be as convenient as possible for students and their families. The need for study time should be of the utmost priority when scheduling practice sessions.
- Practices are for HCA students ONLY. No students are allowed to participate in practice with any team until they have been accepted for admission to HCA.
- Players cannot be required to participate in any out-of-season program as a condition of in-season play. Camps, scrimmages, etc. can be offered, but never required.
- Team practices are never scheduled on Wednesdays or Sundays. The only exception is if a game is scheduled on Thursday, a practice may be held on Wednesday and dismissed by 5:00 p.m.
- Coaches are to end practice by 7:30 p.m. on the evening preceding a school day.
- Students are not to remain on campus between school dismissal and practice (except in afterschool care). Parents are responsible for collecting their children from school and then returning them for practice.
- Practice is prohibited during mid-term and final exams.

Dress Code (Boys and girls)

- Athletes must wear HCA game day shirts and warm-ups to and from games. Warm-ups are ordered at the beginning of the year (NO EXCEPTIONS). Athletic shoes must be worn with game day attire to school and to games.
- Students may not wear jeans or shorts at any time, even on the ride home.

Coaches are expected to enforce the dress code. They will check each player prior to leaving for the game. Any player in violation will be required to change before leaving or will not be allowed to go. If players are in violation at the game, they will not even be allowed to sit on the bench.

Spectators - Parents and other visitors should dress respectfully while on our campus or visiting campus. Students are expected to dress modestly and neatly as we wish to convey positive attitudes and images of our school.

Travel Code

Transportation of players to and from the games will be the coach's responsibility. The team will ride with the coach to the game, remain with him/her while away and return home with the same coach unless parent is present to take custody of the child or written permission is given for the student to be released to another adult in attendance at the away game. (Phone calls or texts will not be accepted). The parent or responsible party must sign the athlete out with the coach before leaving.

- Driver(s) of vans to games and practices is to be the coach or other approved adult at least 21 years of age. Drivers MUST be pre-approved by the Academy Administrator.
- Seat belts are to be worn at ALL times by EVERY passenger on the vans -- even adults.
- Vans will travel together at all times. If one needs to stop, they all stop.
- Coaches will refuel vans and supervise students in cleaning them upon returning to school.
- All drivers will adhere to speed limits and all traffic rules, maintaining a safe distance between vehicles.
- Only team members are allowed to ride on the vans. No other students may ride with the team.
- Non-playing students that plan to attend a game are discouraged from signing out of school early and are unexcused if they do (unless they are leaving with a parent to go see a sibling play).
- No secular music is to be played on the vans.
- Parents, family, and friends are encouraged to attend games as often as they can. These people are allowed to drive in caravan with school vans, but they may not get in between the vans or ride too closely.

General Policies

All adults will be supportive of the rules and policies set by the Academy. Adults are expected to lead by example.

No roughhousing or horseplay is permitted on the vans, on the campus of the away game or in any restaurant or other establishment while on an athletic trip.

Leave everything (vans, gyms, locker rooms, etc.) better than you found it. Clean up after yourselves.

Parents, coaches, teachers, etc. should take all concerns or issues directly to the coach or teacher in charge in a humble and right spirit. If the situation is not resolved, then an appeal can be made to the administrator.

Overnight trips with students must be well-chaperoned. One adult for each hotel room.

Teams are to sit together at all meetings and events. They are not to be divided into smaller groups even under the supervision of multiple adults.

Official's decisions are final and should be accepted as such. Complaining and criticizing will only make things worse for our team. It is up to the coaches to make appeals concerning questionable calls.

Cheering for our team should always be done in good sportsmanlike conduct, not malice or rudeness. Parents and players must sign the Sports Code of Ethics Form agreeing to abide by the rules of good sportsmanship set forth by Heritage Christian Academy.

Internet Use Policy

Policy Statement. Users of The campus network and computer resources have a responsibility not to abuse the network and resources and to respect the rights of others. This policy provides guidelines for the appropriate and inappropriate use of information technologies.

Policy Purpose. The purpose of the Computer and Network Usage Policy is to ensure an information infrastructure that promotes the basic missions of Heritage Christian Academy and/or Christian Renewal Church. Computers and networks are powerful enabling technologies for accessing and distributing information and knowledge. As such, they are strategic technologies for the current and future needs of the campus. Because these technologies give individuals the ability to access and copy information from remote sources, users must be mindful of the rights of others to their privacy, intellectual property and other rights. This Usage Policy codifies what is considered appropriate usage of computers and networks with respect to the rights of others. With the privileges to use the information resources of these entities come specific responsibilities outlined in this Policy.

Summary. Users of campus information resources must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. This policy covers appropriate use of computers, networks, PDA's and other systems and the data and information contained therein.

1. POLICY SCOPE AND APPLICABILITY

- A. **Applicability** – This policy is applicable to all campus students, faculty and staff and to others granted use of the campus information resources. This policy refers to all campus information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by either entity of the campus. This includes but is not limited to word processing equipment, personal computers, workstations, mainframes, minicomputers, PDA's and all associated peripherals and software, regardless of whether used for administration, research, teaching or other purposes.
- B. **Locally Defined and External Conditions of Use** – Individual units within the institution(s) may define "conditions of use" for information resources under their control. These statements must be consistent with this overall policy but may provide additional detail, guidelines and/or restrictions. Where such "conditions of use" exist, enforcement mechanisms defined therein shall apply. These individual units are responsible for publicizing both the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.
- C. **Legal Process** – The campus does not exist in isolation from other communities and jurisdictions and their laws. Under some circumstances, as a result of investigations, subpoena or lawsuits, either entity of this campus may be required by law to provide electronic or other records or other information related to those records or relating to use of information resources.
- D. **Definitions**
Campus – The term campus as used herein refers to Heritage Christian Academy Inc. and Christian Renewal Church both separately and jointly, its buildings and grounds, holdings, properties, assets, fixtures and systems both physical and ideological.
PDA or PDA's – Refers to personal digital assistants and all portable electronic devices that in any way transfer, store, or retrieve data from a campus information system or network.

2. POLICIES

- A user of campus information resources who is found to have purposely or recklessly violated any of the following policies will be subject to disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action.
- A. **Copyrights & Licenses** -Computer users must respect copyrights & licenses to software and other on-line information.
1. **Copying** – All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into or from any campus facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.
 2. **Number of Simultaneous Users** – The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
 3. **Copyrights** – In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed.
 4. **Plagiarism** of computer information is subject to the same sanctions as apply to plagiarism in any other media.
- B. **Integrity of Information Resources**-Computer users must respect the integrity of computer-based information resources.
1. **Modification or Removal of Equipment** – Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.
 2. **Encroaching on Others' Access and Use** – Computer users must not encroach on others' access and use of campus information systems. This includes but is not limited to the sending of chain-letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up an campus computer or network; and damaging or vandalizing campus computing facilities, equipment, software or computer files.
 3. **Unauthorized or Destructive Programs** – Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users must not use network links for any use other than permitted in network guidelines. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, as well as criminal action.
 4. **Academic Pursuits** – This Institution recognizes the value of research in the educational process and that at times that research may extend outside the boundary of what is acceptable by this policy. Student activity in this area must be under the direct supervision of his/her instructor and must be done with the permission of the system administrator. The administrator may restrict such activities in order to protect campus and individual computing environments, but in doing so will take account of legitimate academic pursuits.
- C. **Unauthorized Access** – Computer users must refrain from seeking to gain unauthorized access to information resources or enabling unauthorized access.

1. Abuse of Computing Privileges – Users of campus information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the campus or not. For example, abuse of the networks to which the campus belongs or the computers at other sites connected to those networks will be treated as an abuse of campus computing privileges.
2. Reporting Problems – Any defects discovered in system accounting or system security must be reported to the appropriate system administrator so that steps can be taken to investigate and solve the problem.
3. Password Protection – A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the appropriate authority.
- D. Usage – Computer users must respect the rights of other computer users. Most campus systems provide mechanisms for the protection of private information from examination by others. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information is a violation of campus policy and may violate applicable law. Authorized system administrators may access computer users' files at any time for maintenance or security purposes. System administrators will report suspected unlawful or improper activities to the proper authorities.
1. Unlawful Messages – Use of electronic communication facilities (such as email or chat rooms instant messaging, or systems with similar functions) to send fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or campus policy is prohibited.
2. Mailing Lists – Users must respect the purpose and charters of computer mailing lists (including local or network news groups and bulletin-boards). The user of an electronic mailing list is responsible for determining the purpose of the list before sending messages to or receiving messages from the list. Subscribers to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the list's purpose. Persons sending to a mailing list, any materials which are not consistent with the list's purpose will be viewed as having sent unsolicited material.
3. Advertisements – In general, campus electronic communication facilities should not be used to transmit commercial or personal advertisements, solicitations or promotions.
4. Information Belonging to Others – Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users.
- E. Political, Personal and Commercial Use – This institution is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. It also, at times, may be a contractor with government and other entities and thus must assure proper use of property under its control and allocation of overhead and similar costs.
 1. Political Use – Campus information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, and may be used for other political activities only when in compliance with federal, state and other laws and in compliance with applicable campus policies.
 2. Personal Use – campus information resources should not be used for personal activities not related to appropriate campus functions, except in a purely incidental manner.
 3. Commercial Use – Campus information resources should not be used for commercial purposes, except in a purely incidental manner or except as permitted under other written policies. Any such commercial use should be properly related to campus activities, take into account proper cost allocations and other overhead determinations and provide for appropriate reimbursement to the appropriate institution for taxes and other costs the entity may incur by reason of the commercial use.
3. CONSEQUENCES OF MISUSE OF COMPUTING PRIVILEGES
 - A. Cooperation Expected – Users, when requested, are expected to cooperate with system administrators in any investigation of system abuse. Users are encouraged to report suspected abuse, especially any damage to or problems with their files. Failure to cooperate may be grounds for cancellation of access privileges, or other disciplinary actions.
 - B. Corrective Action – If system administrators have persuasive evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they should pursue one or more of the following steps, as appropriate to protect other users, networks and the computer system.
 1. Provide notification of the investigation to the appropriate entity's administrative head, as well as the user's instructor, department or division chair, or supervisor.
 2. Temporarily suspend or restrict the user's computing privileges during the investigation. A student may appeal such a suspension or restriction and petition for reinstatement of computing privileges through the appropriate entity's administrative head. Staff and faculty members may appeal through applicable dispute resolution procedures.
 3. Inspect the user's files, diskettes, tapes, and/or other computer-accessible storage media.
 4. Refer the matter for possible disciplinary action to the appropriate authority.
 - C. Legal Compliance – In cases involving a violation of statutory law the facts, circumstances, and applicable evidence may also be referred to the appropriate law enforcement agency for possible judicial remedy as well.
 4. Student Honor Code and Fundamental Standard. Unless specifically authorized by a class instructor, all of the following uses of a computer are examples of possible violations of the Honor Code:
 - Copying a computer file that contains another student's assignment and submitting it for credit;
 - Copying a computer file that contains another student's assignment and using it as a model for one's own work;
 - Collaborating on an assignment, sharing the computer files and submitting the shared file, or a modification thereof, as one's individual work. In addition, student misuse of a computer, network or system may violate fundamental standards. Examples would be, but are not limited to theft or other abuse of computer time, including unauthorized entry into a file, to use, read, or change the contents; unauthorized use of another person's identification or password; use of computing facilities to send abusive messages; or use of computing facilities to interfere with the work of another student or the work of a faculty or staff member. For cases involving a student, referring the case to the student's principal is the recommended course of action. This ensures that similar offenses may be considered for similar punishments, from quarter to quarter, year to year, and instructor to instructor. It also allows the detection of repeat offenders.

Internet Use Agreement and Waiver

The student and parent/guardian must sign this agreement after they have discussed these rights and responsibilities together.

It is understood that Internet access for students is a privilege, not a right.

All users of the Internet agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Heritage Christian Academy’s Internet Use Policy. I also understand that all security problems must be reported to the technology coordinator and not shared with other users. Furthermore, I will strive to apply Philippians 4:8 to my electronic communications, internet and systems use.

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the Internet will result in the suspension or revoking of these privileges.

Examples of unacceptable use include but are not limited to the following:

- using the Internet for any illegal activity
- degrading or disrupting system performance
- vandalizing the data of another user
- wasteful misuse of finite resources (ink, paper, etc.)
- attempting to circumvent filtering measures
- attempting to evade security measures
- invading the privacy of others
- using an account owned by another - with or without that user's permission
- posting information not meant to be made public
- posting rude or inappropriate messages or images
- downloading viruses or attempting to circumvent virus protection programs
- Internet chatting
- Internet e-mail; this includes checking, sending or receiving of e-mail unless specifically given permission

STUDENT

By signing this AGREEMENT AND WAIVER FORM, the student agrees to abide by these policies.

I understand that the only purpose for HCA networks and internet connection is educational.

I understand that violation of these policies will result in revocation of Internet privileges.

I understand that HCA and/or Christian Renewal Ministries reserves the right to monitor all activity on the campus systems by direct observation or any electronic means.

I agree not to participate in the transfer of material which may be considered treasonous or subversive via the HCA internet systems.

I have read and understand the HCA Internet Use Policy and agree to abide by this Internet Use Policy and the HCA Code of Ethics.

I understand if I violate this policy, my privileges can be terminated and I may face other disciplinary measures.

Student (print) _____ Signature _____ Date _____

PARENT

As the parent/guardian of the student signing above, I have read this HCA Internet Use Policy and discussed it with him/her.

I grant permission for my son/daughter to access the Internet and I understand that there may be unacceptable and controversial material on the Internet that may be accessed despite all precautions.

I release HCA and/or Christian Renewal Ministries and all other organizations related to the system’s internet connections from liability or damages that may result from the use of the network.

I understand that my son/daughter will be held liable for violations of this policy and I accept full responsibility and liability for the results of my child in regard to the use of the internet.

I have read and understand all statements herein concerning HCA Internet Policy and Code of Ethics.

Parent (print) _____ Signature _____ Date _____

WAIVER OF LIABILITY – COVID

I agree and understand that use of any facilities, services, equipment or premises of this School, Heritage Christian Academy (collectively, “Facilities”), and the participation in school events, including but not limited to daily school attendance, student field trips, group outings, interscholastic competitions and dances involve risks of injury to my person and property and to the person or property of any minor for whom I have guardianship and

have requested or allowed entry to or use of the Facilities or participation in the School Events. By engaging in such use or participation, or permitting such use or participation by a Minor, I voluntarily accept and assume full responsibility for such risks. Therefore, in consideration of such use or such participation, I agree that Heritage Christian Academy, its successors, affiliates, and related entities, and their respective directors, officers, members, managers, employees, volunteers, independent contractors, agents, and insurers (collectively, "Heritage Christian Academy") will not be liable for any injury to my person or property or to the person or property of any Minor.

_____Initial

Further, on behalf of myself, my heirs (including any Minors), personal representatives and assigns, for the ability to use the Facilities or participate in the School Events, I, and on behalf of my minor child, if applicable, do hereby release, discharge and hold harmless Heritage Christian Academy from any and all liability and claims arising from my use, or any Minor's use of the Facilities or participation in the School Events. I further covenant not to sue Heritage Christian Academy with respect to, and I waive any all claims that I may have now or in the future against Heritage Christian Academy for any liability arising from my use, or any Minor's use, of the Facilities or Participation in the School Events.

_____Initial

You acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you and your family may be exposed to or infected by COVID-19 while using facilities, or prior to coming to the facilities yet are asymptomatic. You also acknowledge that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of your Minor, yourself and/or others, including, but not limited to, School employees, contractors, volunteers, members, and participants and their families. You agree to assume all the foregoing risks, waive liability against Heritage Christian Academy and any other listed parties, and accept sole responsibility for any illness, injury, disability, or death to you or your family, including all claims that may arise resulting from any of these.

This waiver includes, but is not limited to, all liability and claims arising from personal injury (including death), accidents or illness and damage to, loss of, or theft of property. By signing below, I understand I am releasing Heritage Christian from all liability to me, my heirs, any Minors and our assigns for any and all losses and damage to me or a Minor, and I forever give up any claims therefor on account of injury to person or property, including any claim for bodily injury and/or medical expenses.

Name (Adult Participant/Parent/Guardian)
(Please Print)

Signature

Name (Adult Participant/Parent/Guardian)
(Please Print)

Signature

Name (Child/Student) (Please Print)

RULES AND POLICIES AGREEMENT

Acknowledgement of Handbook

The *HCA Student Handbook* is no longer printed, but is posted online at www.hcaeagles.net. You are responsible for reading the *Student Handbook* in its entirety, asking any questions in which you need clarity, understanding the policies therein, and agreeing to abide by them. You will be sent the *Student Handbook* as an attachment to the email addresses we have on file. If we do not have a valid email address for you, please write it below. Hard copies will not be handed out at school or mailed to your home, but you may access and download it from the school website; click on "Student Handbook" on the home page.

Please sign and return this acknowledgement of Rules and Policies to the school office.

- I hereby affirm that I have read the **Student Handbook** and discussed its policies with my student (s).
- I certify that I consent to and will submit to all governing policies of Heritage Christian Academy, including all policies in the **Student Handbook**.
- I understand the standards of the school do not tolerate profanity, obscenity, disrespect to personnel, continued disobedience, or dishonor to the Word of God.
- I understand that the services of the school are engaged by mutual consent, and that either the school or I have the right to terminate any or all services at any time.
- I understand that the **Student Handbook** does not contractually bind (school) and is subject to change without notice by decision of the school's governing body.
- I understand that admission to the school is a privilege, not a right.
- I understand that admission for one school year does not guarantee automatic admission for future school years.

Signature of Mother _____ Date _____

Signature of Father _____ Date _____

Students in Grades 6- 12 Grades- acknowledgement of Rules and Policies (one form per student)

- I hereby affirm that I have read the **HCA Student Handbook** in its entirety.
- I certify that I will submit to the governing policies of the school, including all applicable policies in the **Student Handbook**.
- I understand that the **Student Handbook** is subject to change without notice by decision of the school's governing body.
- I understand that my attendance at Heritage Christian Academy is a privilege, not a right, and that my behavior, either while at school or off-campus after school, which is not consistent with the school's standards, could result in the loss of that privilege.

Signature of Student _____ Date _____

MEDIA RELEASE

Parents, please sign below in agreement that pictures, articles and drawings of your child(ren) may be published on our website, social media, and or in the local media (radio, newspaper) for the encouragement of our students and for the promotion of the school. (trips, awards, sports, ads, etc.)

Signature of Parent _____ Date _____

Unless we are notified to the contrary, your child will be included in these publishings.

EMAIL ADDRESS

My home email address is _____.

My secondary or business email is _____.