



# Heritage Christian Academy

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## Elementary Family Handbook

### *Nondiscriminatory Policy:*

Heritage Christian Academy (“HCA”) is an equal opportunity employer. All employment decisions are made without regard to race, color, gender, nationality, ethnic origin, age, disability, or veteran status. Selection decisions are based on skills and qualifications to meet the job description. Heritage reserves the right (within its legal capacity as a nonprofit religious organization) to examine and assess the religious values, personal conduct, and faith of applicants and employees to ensure that all faculty, administrators, and staff uphold and live according to its Core Values, Philosophy, Statement of Faith, and Biblical standards

*HCA is an accredited member of the Association of Christian Schools International (ACSI)*

The Administration of Heritage Christian Academy reserves the right to modify this policy manual in whole or in part as is deemed necessary and in the best interest of the school, its students, and the faculty, at any time at the Administration’s own discretion.

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# **1 PHILOSOPHY & MISSION**

## **1.1 Vision Statement**

*Heritage Christian Academy exists to equip and nurture students to be servant leaders with a Biblical Christian worldview who impact their world for Christ.*

## **1.2 Mission Statement**

To *offer* authentic faith and academic excellence in a nurturing environment.

### **1.2.1 Three Pillars of Education at Heritage Christian Academy**

This mission statement provides “three pillars” as a framework from which the Administration will make all decisions at Heritage Christian Academy (HCA). If a program, policy, curriculum or capital improvement project does not help HCA achieve its mission of authentic faith, academic excellence and a nurturing environment, then the Administration will seriously question whether the idea should be pursued.

#### **1.2.1.1 Authentic Faith**

Heritage Christian Academy serves to partner with parents in order to invite students to establish and foster a relationship with Jesus Christ as Savior, equip students to live out Christ-like character, love for God’s Word, expertise with apologetics, and servant leadership through various academic, educational, and extra-curricular opportunities in which students learn genuine love and respect for one another and demonstrate compassion and concern for others and the world at large.

#### **1.2.1.2 Academic Excellence**

Heritage Christian Academy strives to provide students with highly effective educational experiences, where students are equipped to reason Biblically and take responsibility for their own growth as servant leaders with a Biblical Christian worldview impacting their world for Christ.

#### **1.2.1.3 Nurturing Environment**

Heritage Christian Academy works to create a dynamic Christian community in which all parent, student, and staff members—past, present, and future—feel welcomed, respected, and valued for their individual Christian testimonies and collective engagement in the ongoing growth and stability of the school and the people it serves.

## **1.3 Core Values**

1. We value living out God’s Word in every detail of a Christian’s life.
2. We value the Christian testimony, Christ-centered character, and professionalism in the lives of staff, teachers, and administration that becomes exemplified in the lives of our students.
3. We value developing a community that is founded on integrity, Christian principles, and a nurturing family environment.

4. We value Christian education, high academic standards and a curriculum that incorporates Biblical reasoning, comprehensive research, and an integration of Biblical principles.
5. We value a Biblical Christian Worldview.
6. We value servant leadership.
7. We value wise stewardship of God's resources.

## 1.4 ***Philosophy***

A man's philosophy determines his thoughts, words, and actions. A school's philosophy determines the purpose and the goals of the institution. In summary, Heritage Christian Academy's philosophy is to help students develop a Christian world view, enabling them to glorify and honor God in their thoughts, words, and actions.

It is our belief that the Christian school operates as an extension of the Christian home. God holds parents responsible for the teaching and training of their children; therefore, the school's purpose is to complement and strengthen the home. The rationale for the existence of the School is to assist parents, in providing an education that is thoroughly and distinctively Christian; challenging each student to grow in Christlikeness, as evidenced by spiritual, academic, social, physical, and creative maturity. Christian education develops students who think as Christ thinks. One who thinks Christ-like holds a world and life view causing all issues to be understood within the context of the eternal and causing all issues to be seen as God sees them. It is our goal through teaching and training young people to prepare them to function as individuals who can reason and relate all issues of life to the doctrinal foundation of the Christian faith. The school will strive for academic excellence in an atmosphere of Christian values.

## 1.5 ***Schoolwide Expected Student Outcomes***

A graduate from Heritage Christian Academy will:

1. Act in Love
  - a. Commit to Christian character and personal self-government
  - b. Respect all people
  - c. Lead as a servant
  - d. Steward God's creation and the resources He has given
2. Believe Biblically
  - a. Love Jesus and His Word
  - b. Grow in relationship with Christ
  - c. Articulate and defend Biblical worldview
  - d. Glorify God
3. Cultivate Intellect
  - a. Reason Biblically
  - b. Demonstrate academic excellence
  - c. Communicate effectively in written and verbal forms
  - d. Work well with others

## 1.6 *Statement of Faith*

1. God is self-existent, infinite, sovereign, the source of all truth and life. He is the Triune God: God the Father, God the Son, and God the Holy Spirit. Genesis 1:1; 1 Kings 8:27; Psalm 90:2, 115:3; John 14:6; Matthew 28:19
2. God is the Creator and Sustainer of the universe. Through creation He reveals His eternal power, infinity, diversity and divine nature. Creation is the general revelation of God. Genesis 1:1-23; Romans 1:20
3. The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the expressed image of God the Father, is the only Savior of the world and the only mediator between God and man. Christ was born of a virgin. He was crucified, buried, and rose bodily from the grave. Christ will come again to establish His kingdom. Colossians 1:15-18; John 14:3, 6; 1 Timothy 2:5; Luke 1:34-38; Matthew 1:23, 3:17; 1 Corinthians 15:3-4
4. The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth sent to teach truth and to guide mankind into all truth. He convicts individuals of their disobedience to God; He presents the righteousness of Christ and convicts the world of the judgment at the cross. The Holy Spirit works in the unbeliever's life to bring him to Christ and to give new life. The Holy Spirit indwells the believer enabling him to obey God in the process of conforming him to Christ. John 14:16-17, 16:7-13; 1 Corinthians 6:19
5. The Bible is Truth, the Living Word, the specific revelation of God to man. The Bible is inerrant, complete and is the final authority over man. Through the Scriptures man can have knowledge and wisdom about God, life and himself. John 17:17; 2 Timothy 3:16-17; 2 Peter 1:3; Romans 15:4; Matthew 5:18
6. God created man in His own image, after His likeness, for His glory. In his original state man had communion and fellowship with God. Man chose to disobey God. Disobedience to God is sin; thus sin entered the world. This resulted in man's separation from God, eternal death being passed on to subsequent generations and an imposed curse upon the rest of creation. Because of his sin nature, man omits God and thereby fails to relate himself and his knowledge to God. Genesis 1:26, 3:1-6; Romans 1:24-28, 5:12, 8:22-23
7. Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, who shed His blood in payment for sin. An individual is redeemed by God's grace through faith, not works or service. 2 Corinthians 5:17; Romans 5:1-11; Ephesians 2:8,9; Titus 3:5
8. The believer matures into Christ-likeness as he submits to the Holy Spirit and obeys the Word of God. Being Christ-like is evidenced by the fruit of the Spirit, righteous living and good works. Maturing in Christ is a process evidenced by continual growth. Romans 8:29; 2 Corinthians 3:18; Galatians 5:22, 23; Ephesians 2:10; 2 Timothy 3:16-17
9. Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer God's power and grace are made available to the believer. Philippians 4: 6,7; Matthew 6:9 – 15; James 1:5
10. Christ has established the church and is its Head. Individuals are to be related to a local church for Christian worship, instruction, fellowship and service. Ephesians 5:23; Hebrews 10:24-25

## ***2 CURRICULUM PHILOSOPHY***

HCA regards a personal relationship with God, adherence to Scripture, and a purposeful commitment to developing Christian character as the most important components of life. It is our goal to center all teaching and learning on these principles.

Christian education begins with the study of God's Word. It is His Word that consecrates and inspires the mind and builds character and illuminates the pathways of thinking and reasoning. Therefore, God's Word is at the heart of education at Heritage Christian Academy.

HCA faculty facilitates learning that equips students to relate the facts they research to the world around them and draw conclusions through Biblical reasoning skills. The inductive style of learning equips the student with the ability to become a self-regulated, lifelong learner. From grammar to foreign languages, from mathematics to science, from history to literature, HCA provides students with well-rounded educational experiences in which they learn how to research well, think Biblically, and solve problems.



### **3 *STUDENT ANTI-HARASSMENT POLICY***

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

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

#### **3.1 *Definitions and Prohibited Acts***

##### **3.1.1 Sexual harassment.**

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

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

##### **3.1.2 Unwelcome and Offensive Actions.**

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

### **3.1.3 Verbal Harassment.**

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

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

### **3.1.4 Physical Sexual Harassment.**

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

### **3.1.5 Sexual Harasser.**

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

### **3.1.6 Race, Color, National or Ethnic Origin, Age, and Disability Harassment.**

Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

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

### **3.1.7 Electronic Harassment.**

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

### **3.1.8 Physical Harassment.**

Prohibited actions include, but are not necessarily limited to, the following:

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

### **3.1.9 Definition of Bullying or Intimidation.**

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

#### ***3.1.9.1 Examples of Harassment, Bullying, or Intimidation.***

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

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
6. Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually

degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.

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

### **3.2 *Application of Anti-harassment Policy***

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

### **3.3 *Prohibited Actions***

#### **3.3.1 Employee-Student Harassment, Bullying, or Intimidation.**

Employee-student harassment, bullying, or intimidation of any type is prohibited.

#### **3.3.2 Student-Student Harassment, Bullying, or Intimidation.**

Student-student harassment, bullying, or intimidation of any type is prohibited.

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

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

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

If there is a direct conflict with the authorized individuals or the matter is not being settled by the appropriate individuals, students may contact the board president for further action. Please note that this avenue is only allowed when all appropriate channels have been exhausted.

### **3.5 *Where to Report Harassment, Bullying, or Intimidation***

The following individuals at Heritage Christian Academy at (970) 494-1022 are specifically authorized to receive complaints and to respond to questions regarding harassment:

- |                                             |                                     |
|---------------------------------------------|-------------------------------------|
| 1. Lucas Ness, Elementary Principal         | 3. Patricia Hahn, English Teacher   |
| 2. Valerie Brown, Elem. Dir. of Instruction | 4. Mike Cuckler, Head Administrator |
- Please use 970-494-1022 for all individuals

### **3.6 *Confidentiality***

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### **3.7 *Protection against Retaliation***

It is against HCA's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently HCA learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, HCA reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

### **3.8 *Procedure for Investigation of a Complaint and Taking Corrective Action***

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

### Student Report Form for Reports or Complaints of Harassment

Name of Person Filing Complaint \_\_\_\_\_

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

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

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

Did the incidents involve \_\_\_ sexual harassment, \_\_\_ racial harassment, \_\_\_ national or ethnic origin harassment, \_\_\_ disability harassment, and/or \_\_\_ age harassment?

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

Where and when did the incident(s) occur?

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

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

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

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

## ***4 ATTENDANCE POLICY AND PROCEDURES ~ ELEMENTARY***

Prompt classroom attendance is an integral part of the student's success in the classroom. Because of the nature of the class, some assignments cannot be completed outside of class or at a later date. Every effort should be made by parents and students to avoid tardiness and absenteeism. It is the student's responsibility to make up any missed homework, class work, tests and quizzes per the policies below. Students who are absent may have an alternate assignment at the discretion of the teacher.

When possible, medical and dental appointments should be arranged so they will not interfere with classes.

### ***4.1 Definition of "Attendance"***

A student must be present and actively participating (not sick in Convalescence Room) in class for the first two hours of the school day.

### ***4.2 School Hours***

Pre-K – 6<sup>th</sup> grade students may enter the building for inside supervision at 7:50 a.m. No student is allowed to go to his classroom until 8:00 a.m.

All school doors at the Pre-K – 12 campus are secured at 8:15 a.m. The main office door should be used for admittance.

For safety, we require students not to re-enter the building without proper permission and to leave the school grounds as soon as possible after dismissal.

#### **4.2.1 General Hours:**

<b><u>Grade</u></b>	<b><u>Regular School Hours</u></b>
Pre-Kindergarten	8:15 a.m. – 11:20 a.m.
Morning Kindergarten	8:15 a.m. – 12:00 p.m.
Full-Day Kindergarten	8:15 a.m. – 3:15 p.m. [Half Day Dismissal is 11:45 a.m.]
Grades 1-6	8:15 a.m. – 3:15 p.m. [Half Day Dismissal is 11:45 a.m.]

### ***4.3 Inclement Weather Policy or School Closure Policy***

If the wind chill or temperature is below 20°F, the students will stay inside.

In case of circumstances that would necessitate the closing of school, such as severe weather, families should check our website at [www.heritagechristian.info](http://www.heritagechristian.info). In the event of a late/delayed start, school (PreK-12) will start at the published time. [Please note, HCA does NOT always follow the same closures as the Poudre School District.]

### ***4.4 Late Arrival or Early Departure***

If you need to pick up your child early or they come to school late, please be certain to sign them in or out at the office. Please do not take students directly to or from the classroom while school is in session. The office staff will go to the classroom or call the classroom to get the student(s). The safety of the  
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children is of paramount importance and these steps help our accountability. All persons entering the building must sign in at the front office, even those taking their child to class.

## **4.5 Dismissal Procedures**

All students must leave the building by 3:15 pm. If they are attending an activity after school they must be in that area with the sponsor. Students waiting for sports practice must be in the gym by 3:15 pm or in the designated location.

### **4.5.1.1 Half-Day Dismissal**

All Half-Day dismissals as designated by the HCA Annual School Calendar for elementary will be at 11:45 a.m. Regular dismissal procedures will apply.

### **4.5.1.2 Full-Day (Regular) Dismissal**

Half-day Kindergarten students not picked up within ten minutes of dismissal will be taken to the school office to wait for pickup.

All K-6<sup>th</sup> Grade Full-Day dismissals as designated by the HCA Annual School Calendar for elementary will be at 3:15 p.m.

We are concerned about student safety after school. Remind your students that this is not a time of play but a time to rendezvous with parents for the ride home. As a “commuter school” we have to make our afternoon pick-up as safe and efficient as possible.

### **4.5.1.3 Late Pick-Up**

Please pick up your children promptly at 3:15 pm (K-6). For students remaining at 3:30 pm from dismissal, teachers will escort them into the HCA After-School Care in the library and the finance office will bill you on the next month’s invoice. Frequent late pickups will be charged a \$15 late fee. You must sign up for your child to receive regular after-care services.

## **4.6 Tardy Policy**

Students will be marked tardy:

1. If they are not in their classrooms by 8:15 a.m.
2. Tardies will not be issued during obviously inclement weather, up to one half hour after start time. (Excluding a delayed start)
3. ANY tardy throughout the quarter will count toward the quarter total. Four tardies are allowed per quarter for unplanned reasons. The 5th tardy will result in a 7:00am detention for 1 hour with Mr. Lucas Ness (missed detention will result in a rescheduled detention).
4. The 10th tardy in a quarter will result in “Saturday School,” which is coming into school for 3 hours on a Saturday with a required fee of \$100 charged to your account.
5. A student will not be marked tardy if the office is notified by the parent or if they bring a note from a medical professional.



## **4.7 *Illnesses***

Please do not send your student to school with a fever (over 99° F) or with any digestive issues (vomiting, diarrhea, etc). They can return 24 hours after symptoms subside. If your child becomes ill at school and has a fever, the office will call home and will expect the student to be picked up by the authorized parent/guardian and signed out of the office. Please wait a full 24 hours and ensure your student is symptom-free before sending them back to school.

## **4.8 *Unplanned Absence Policy***

### **4.8.1 Notification of Absence to Front Office**

On the day of an unplanned absence, parents must call and notify the school office by 9:00 am. Parents may also email the office at [office@heritagechristian.info](mailto:office@heritagechristian.info).

### **4.8.2 Requesting Missed Class Material**

For a request made by 9:00 am, parents may request work to be sent home by the teachers. Work may be picked up after 3:15 pm from the teacher. The teacher will bring the homework up to the front office when it is ready. Please **DO NOT** go to the classroom teacher before or during school expecting the teacher to stop what he/she is doing and put together a packet of work. The teacher's first responsibility is to his/her class and our school-wide daily schedule. Please respect their time commitments and allow them the day to get requested schoolwork together for you to pick up at the school office at the end of the day.

Upon returning to school, a student cannot miss physical education classes or recess without a signed note from the parent.

## **4.9 *Planned Absence Policy***

### **4.9.1 Notification of Absence to Front Office & to Teacher**

A written notification or email from the parent should be given to the office a minimum one week in advance.

In the case of a planned absence, a written request or email by the parent should also be given (one week in advance) to the teacher explaining the need for the absence.

When possible, medical and dental appointments should be arranged so they will not interfere with classes.

### **4.9.2 Request and Due Date of Missed Class Material**

It is at the teacher's discretion when the work needs to be completed. Some assignments may be given to work on before leaving, and the remainder must be finished within an appropriate length of time determined by the teacher.

Assignments are due upon return to school or the date assigned by the teacher.

Failure to meet these deadlines could result in a grade reduction.

A general guideline is for each day absent, allow one day extra to complete the work, up to five days.

#### **4.10 *Consequences of Excessive Absences (Planned or Unplanned) and Truancy***

Parents will be notified upon the 10<sup>th</sup> absence.

Upon the 14<sup>th</sup> absence, the principal will personally contact parents.

Upon the 19<sup>th</sup> absence, there may be the possibility of retention or summer school. Parents and students will need to conference with the principal. Summer school may be a requirement.

ANY absence, such as sickness, family emergencies, or vacations, and discretionary days will count against this 10-day total.

#### **4.11 *Extended Illness***

Extended illness issues will be handled on a case-by-case basis by the administration.

#### **4.12 *Mid-Day Departures***

The office should be notified if your student needs to leave early. The office will call down to the student's classroom to notify the teacher that the student is excused. Their names will be placed on the morning notices along with the time they plan to check out. The student is also responsible to make up all assignments missed.

#### **4.13 *Signing in/out Procedure***

Parents must sign in students who are late to school, leaving for appointments, and/or leaving early. The parent must sign the child in or out at the office.

### **5 *DISCIPLINE POLICY AND PROCEDURE***

#### **5.1 *Purpose of Discipline***

The purpose of discipline is to help bring students to maturity in Christ so that they will learn to exercise self-discipline in all areas of life. Our goal is to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship.

#### **5.2 *Purpose of Student Discipline Policy***

The purpose of having a student discipline policy is to maintain a loving educational community in which each person is safe and respected. We also seek to promote an atmosphere of honesty, integrity and care for one another in order to help students grow into becoming more self-directed and cooperative members of a larger group. We are clear about behaviors which support learning within a group setting and those which are inappropriate choices. Both forms of behavior have results or consequences. The positive results are easily seen in the child with self-discipline, motivation, respect for self and others and willingness to cooperate and learn. Negative behavior has its consequences as well. Any behavior which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated, and the student is then subject to corrective measures.

### **5.2.1 Christian Discipline Policy**

Christian discipline is learned by submitting to authority both in the home and at school. It is one of our goals to help children become responsible for their own actions and behavior. We believe it is the shared responsibility of the home and school to accomplish this goal. Discipline is something we do for students, not to students.

To be effective, discipline must be:

1. Based on an absolute standard which is consistent with our school's philosophy and objectives
2. Swift and impartial in order to encourage repentance, promote healing and maintain unity
3. Consistently implemented to promote respect for authority, to insure justice and to provide security for the student.

These policies are applicable at all times to students during the school year, including school holidays, and summer months. If a student commits a severe offense the student may not be allowed to return when school resumes.

Teachers are the primary administrators of discipline through classroom management. Chronic misbehavior and more serious behavioral issues should be referred to the administration.

In addition to the general guidelines for all students, teachers may establish specific rules and procedures for their classrooms that students are expected to follow. Teachers may use a variety of means to correct inappropriate or immoral behavior in the classroom, including prayer and counseling, verbal warning, verbal reprimand, loss of privileges, loss of reward, detentions after school, etc.

## **5.3 Discipline Consequences**

### **5.3.1 Detention**

Teachers and the school administrator will use before, during, or after school detentions as a disciplinary tool. Detention means that the student is required to arrive before or stay after the regularly scheduled school day for a determined amount of time.

#### **5.3.1.1 Detention Governance Policies:**

1. Parents will be informed by the principal if a child receives a detention.
2. Detentions must be served on the date assigned. Parents are asked to honor the school's efforts to correct their child's behavior by requiring the student to serve the detention on the date the school assigns.
3. Students who are absent from school on the day a detention was assigned must make up the detention.

### **5.3.2 Recommended for Expulsion**

Any student expelled from school may have the privilege of re-applying after a minimum of one semester has lapsed. However, re-admission will be granted only if a change of attitude and/or action has truly taken place. The administration may also refer re-admission cases to the HCA Board of Directors.

## **5.4 Unacceptable Behavior**

The Teacher is to use his/her authority with wisdom and discretion in dealing with discipline situations. The actions listed below are not an exhaustive list, but are examples of behavior that would merit disciplinary action and the consequences the teacher or administrator may take.

### **Category 1 Offenses**

Offenses could include actions such as- unkind words, lying, classroom disruptions, dress code violations, not following classroom or school rules, or disobedience

Consequences could include- redirection from the teacher, practicing expected behavior, writing apology letters, being removed from an activity, etc. These consequences may be given more than once.

### **Category 2 Offenses**

Offenses could include- cheating, inappropriate use of technology, stealing, lying, disrespect, deceit, aggressive behavior toward others, kicking and hitting, and continued offenses from Category 1.

Consequences could include- the student being sent to the office, a conference with parents and administration, serving in other areas of the school during recess or lunch, apology letters, detention, etc.

### **Category 3 Offenses**

Offenses could include- threats, weapons, vandalism, fighting, unkindness turning into bullying, negative worldly influence.

Consequences could include- detentions, in-school suspension, out-of-school suspension, parent conference, behavior plan, etc.

### **Category 4 Offenses**

Offenses- Lack of success as spelled out in behavior plan.

Consequences- Expulsion

## **6 ENROLLMENT AND FINANCIAL POLICIES**

### **6.1 Enrollment Policy**

By enrolling at Heritage Christian Academy, you agree to all the policies and procedures in this handbook.

## **6.2 Tuition & Financial Policy**

### **6.2.1 Enrollment Requirements:**

- Space will not be reserved until the entire enrollment fee has been received.
- No family may re-enroll for a new school year with an outstanding balance. If at any time during the current academic year there is an outstanding balance that exceeds the enrollment fee, the enrollment fee will be forfeited to cover the outstanding balance, and enrollment for the following year will need to be resubmitted.

### **6.2.2 Annual Family Enrollment Fee (non-refundable):**

- \$500 1st child, \$300 2nd child (\$800 family maximum)
- \$300 for Pre-K (only)
- International Student \$1500 1st child, \$300 2nd child (\$1800 family maximum)

### **6.2.3 Payment Policies:**

- Tuition payments are due on the 1st of each month. A finance charge of 1.5% per month on overdue balances will be assessed after the 7th.
- Accounts more than 15 days past due will receive communication reminding them of the urgency to promptly update the account.
- Accounts more than 45 days past due will be requested to submit a plan outlining a payment schedule, acceptable to the school, to update the account.
- Accounts more than 75 days past due will be subject to additional action, up to, but not limited to, expulsion of the student(s) and submission of the account to collection. The re-enrollment process will not begin until ALL past due amounts are paid in full.
- The previous month's tuition & charges must be current to participate in the hot lunch program. Lunches are billed monthly with tuition.
- A \$25 charge will be assessed for each insufficient funds check.
- **At the end of the academic year, accounts must be paid in full prior to the release of report cards, diplomas, or official transcripts.**

### **6.2.4 Tuition Scholarship Fund**

Heritage has a generous Tuition Scholarship Program to meet the needs of our families. Every year, we work with families during both the initial application process and on an annual basis to create a plan that fits each applicant's unique situation. Our Tuition Scholarship Program takes a variety of factors into account, including need, number of students attending HCA, and funds available in the program. Contact the HCA Finance Office for more details.

## **6.3 Holding of School Records**

Report cards and transcripts will not be issued unless all tuition fees are paid, library books are returned, all library and textbook fines are paid, and late pick-up fees are paid. All sports uniforms must be turned in, and accounts must be up to date.

## 6.4 *Withdrawal Policy*

As the school year costs are allocated over the assigned school days and tuition payments are made according to the payment plan chosen, a refund or an additional amount may be due at the time of withdrawal.

# 7 *GRADING AND TRANSCRIPT POLICY AND PROCEDURES*

## 7.1 *Coursework & Grading*

Grades will be based on daily assignments, long-range projects, reports, class participation, homework, and tests.

### 7.1.1 *Late Homework*

At the elementary level, teachers will work with students to catch up to complete late work, which could include missing recess or Specials classes.

## 7.2 *Report Cards*

Report cards are available at the end of each nine-week quarter. Students are evaluated on both academic achievement and conduct. Parent-teacher conferences will be held at the end of the first quarter. This conference is mandatory. There is also a conference mid-way through third quarter, which is not required unless requested by the teacher or parent.

### 7.2.1 *Repeating a Grade*

The recommendation that a student repeat a grade is based on the concern that a student would be unable to handle the workload or understand the course work of the next grade level. The student's teacher(s), parents and administration will cooperatively work together in making this decision.

## 7.3 *Grade Scales & Student Conduct Evaluations*

Student conduct evaluations, which are on each report card, will be based on the teacher's observation of the student both in and out of the classroom.

<u>Standard Course</u>		
<u>Grade</u>	<u>Percentage</u>	
A	90 – 100	
B	80 – 89	
C	70 – 79	
D	60 – 69	
F	59 and Below	

  

	<u>Behavior Scale</u>	<u>Behavior Scale</u>
	O = Outstanding	1 = Outstanding

	S = Satisfactory	2
	I = Improving	3 = Expected Behavior
	N = Needs Improvement	4
		5-Needs Significant Improvement

## 7.4 *Homework Policy*

Elementary students need to develop good study patterns. Elementary students need to spend quality and quantity time with their families. Realizing that these students are children for only a short time, it is with balance and with gradually increasing expectation levels that the homework policy is given.

1. The following times represent our guidelines on assigned homework: Please remember that these are only guidelines representing the average amount of time spent on daily homework. Student ability, initiative, and thoroughness also play into the time spent on homework.

Grade 1: 10 minutes

Grade 4: 40 minutes

Grade 2: 20 minutes

Grade 5: 50 minutes

Grade 3: 30 minutes

Grade 6: 60 minutes

2. Additional time may be necessary for weekly test preparation, special projects, incomplete classroom work and/or reports.
3. If a student is spending an undue amount of time on homework, communication between the parent and teacher is necessary to discuss observations, possible reasons, individual needs, abilities and possible assignment adjustments.

## 8 *PRIVACY POLICY*

All information provided to the school, including grades, phone numbers, addresses, and email addresses, is completely private and secure, stored on a secure internal system. HCA will never share or publish any of your information without your permission, and even then, it will only be used internally. Teachers and staff have access to contact information.

## 9 *GENERAL HCA POLICIES AND PROCEDURES*

### 9.1 *Social Media General Overview - Our Worldview and Protecting Our Values*

As an organization with a commitment to quality education, a Christian worldview, and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Heritage Christian Academy are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in HCA-sponsored sites.

## 9.2 *HCA Social Media Comments and Participation Policy*

Comments to HCA-sponsored sites, such as its Instagram, Facebook, and YouTube pages, Website via blogs, online forms, etc., or other social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to HCA-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet. Note that this does not apply to personal information given to the school for our internal uses (see Privacy Policy above).

By posting a comment or other material to HCA-sponsored sites as outlined above, users give HCA the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. HCA reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

HCA further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

### 9.2.1 **Posting on Social Media Sites**

In posting material on HCA-sponsored sites, **you agree to NOT:**

1. Post material that HCA determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
2. Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Post material that infringes on the rights of HCA or any individual or entity, including privacy, intellectual property or publication rights.
4. Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except



those which are officially sponsored by HCA, except in designated areas specifically marked for this purpose.

5. Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the HCA-sponsored site.
6. Allow any other individual or entity to use your identification for posting or viewing comments.
7. Post comments under multiple names or using another person’s name.

### **9.2.2 Consequences to Violating Social Media Policy**

HCA reserves the right to do any or all of the following:

1. Ban future posts from people who repeatedly violate this Policy.
2. Remove or edit comments at any time, whether or not they violate this Policy.

#### **9.2.2.1 Indemnification Agreement**

User agrees to indemnify and hold harmless Heritage Christian Academy, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on HCA-sponsored sites.

By posting a comment or material of any kind on an HCA-sponsored site, the user hereby agrees to the Policy set forth above.

### **9.2.3 Student Use of Social Media**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the HCA community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Heritage Christian Academy community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition, students are expected to abide by the following:

1. Students may not use social media sites to publish disparaging or harassing remarks about HCA community members, athletic or academic contest rivals, etc.
2. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at HCA, may result in disciplinary action as described in the Student Handbook, or as determined by the Administration.

## **9.3 DRESS CODE POLICIES**

Parents are responsible to enforce the dress code before their student leaves home so that school and home may work in harmony with one another. If questions exist on certain styles or types of clothing,

parent and student should refer them to the principal in advance of the student wearing the item in question.

Heritage Christian Academy strives to develop godly inner qualities in its students that will then be reflected in their outward appearance. The student's dress should help create a learning environment and the school feels that there is a direct correlation in student dress and their behavior and attitude toward learning. As students learn to develop inner obedience to God, their dress should reflect such convictions as moderation, appropriateness and neatness.

### **9.3.1 Dress Code Objectives**

The following objectives serve as a guide when situations are encountered that are not specifically addressed.

1. The student's dress should be consistent with our statement of philosophy.
2. The student's dress should cause a favorable reflection of our Lord and Heritage Christian Academy.
3. The student's dress should encourage discretion and moderation.
4. The student's dress should be neat and clean.
5. The student's dress should allow attire that is practical and appropriate for the weather and activity.

### **9.3.2 General Dress Code Guidelines**

The dress code shall apply to all students during school hours and school-sponsored activities held in or out of the school building. Depending upon the nature of a field trip or activity, the dress policy will be determined by the teacher and/or principal.

If in the judgment of any staff member the attire of a student is inappropriate, the student will be sent to the office for a dress code review. If deemed "out of dress code," the student will be individually dealt with and may be asked to return home to change clothes (or parents may bring a change of clothes to school) or the school may also provide clothing to remedy the situation for the day, before he/she is allowed to return to class.

#### **9.3.2.1 General Guidelines**

1. For physical education classes students must wear non-marking closed-toe shoes. Students will not be allowed to participate without the appropriate shoes for the safety of the child and stewardship of the gym floor.
2. Hair should be neatly styled and out of the eyes.
3. Extreme hairstyles or unnatural colors are not allowed.
4. Shoes must be worn at all times. A shoe with a heel strap is required.
5. Jeans and pants should come up over the hips, to the waist, to avoid riding too low when playing or sitting.

### *9.3.2.2 Unacceptable Apparel for both genders (Not an All-inclusive list as items may be added during school year)*

1. saggy or excessively tight clothing; including leggings and biking/volleyball shorts that do not have a shirt/dress/skirt covering the bottom.
2. visible underwear
3. sunglasses, hats, or hoodies (with the hood up) inside the building
4. flip flops
5. inappropriate words or pictures on clothes
6. low-cut, sheer shirts or dresses; crop or halter tops, spaghetti straps, large arm openings, no midriff or mid-lower back showing
7. skirts and dresses should be vertical credit-card length above the kneecap and leggings or shorts should be worn under skirts and dresses
8. No excessive jewelry
9. No body piercings (except girls can wear small earrings)

## **9.4 Weapons and Concealed Carry Permits**

HCA prioritizes the safety of our students, faculty and staff. It is therefore imperative that any weapon of any kind that is to be brought to school be approved by the administration. This includes, but is not limited to, handguns that are accompanied by a proper conceal and carry permit.

You must adhere to this policy while on the HCA campus, in transporting students in an HCA official event in a personal or school vehicle, or any other venue in which you are representing (or believed to be representing) HCA.

## **9.5 Electronic Devices & Computer Policy**

### **9.5.1 HCA Office or Classroom Telephones**

The office phone is not available for student use unless it is deemed necessary or an emergency. If parents need to be contacted, the receptionist will place the phone call for the student.

### **9.5.2 Audio Restrictions**

Do not bring earphones, iPods, MP3 players or any other devices of like nature. These materials will be confiscated if visible during class time. They are also not allowed on field trips

### **9.5.3 Personal Cell Phones or Smart Watches (Cellular Devices)**

Cell Phones and smart watches are not to be brought to school. If you need to get ahold of your student during the school day, please call the school office and they will give a message to your student. If they are brought, they must be off and must stay in the backpack until 3:30pm. Any violation of this policy will result in confiscation of cell phone or smart watch. Cell phones and smart watches are not allowed on field trips.

## **9.6 *Transportation Devices***

### **9.6.1 Bicycles/Skates/Skateboards**

If any of these items are ridden to school, students are to park in the assigned area as soon as they arrive on campus. They are not to be ridden during school hours.

### **9.6.2 Automobiles**

If a student is brought to school by a sibling with a legal driver's license, any items needed from the automobile are to be brought into the school in the morning. Automobiles may not be accessed during school hours.

## **9.7 *Book Policy***

Textbooks and library books are to be handled carefully. If books are not returned on, or prior to, the last day of school, a fine will be assessed for the lost or damaged books and included on the family's tuition account.

## **9.8 *Chapel***

Chapels are held on a regular basis to encourage the spiritual development of the students. Parents are always welcome to attend chapels. Typically, area pastors, youth pastors/directors, special ministries/missionaries, etc. speak at chapel.

## **9.9 *Field Trips & Celebrations (Holidays, Birthdays, Special Events, etc.)***

### **9.9.1 Field Trip Policy**

Elementary field trip transportation will be provided by teachers and parent volunteers. Car pools will be arranged by the teacher.

Sibling attendance (younger or older) is not allowed unless pre-approved by the teacher and administration by request prior to the day of the trip.

### **9.9.2 Birthday Treats & Parties**

Treats may be brought for a student's birthday. Contact the classroom teacher prior to sending the treats. Please consider treats of nutritional value and be considerate of those with allergies.

Please do not use the school as a means of distributing invitations to your child's private parties if all students are not included. It creates much disruption and disappointment among the students.

### **9.9.3 Class Celebration Policy**

Classes will have parties at various holidays throughout the school year. Teachers will work with the Class Ambassador or parents in the planning of these activities.

## **9.10 *Food and Gum***

Gum chewing is not allowed (except during standardized testing times).

Snacks will be consumed in the classroom and only water is allowed there. Students are encouraged to bring

refillable water bottles.

All other food and beverages will be consumed in the lunchroom or other designated areas.

#### **9.10.1 Milk Purchases**

Students will be billed on the monthly invoice sent out by the HCA Finance Director for any milks received during the school day.

### **9.11 *Communications***

#### **9.11.1 Newsletters**

*Heritage Happenings* will be published twice a month. It includes upcoming dates, events, opportunities, and schedules pertinent to our school family. Additional emails will be sent as needed.

#### **9.11.2 Photo, Video, and Media Communication Policy**

By enrolling at Heritage Christian Academy, I give my permission for and grant HCA the irrevocable right to:

- Record my child's participation at HCA and appearance on video, audio, film, photograph, or any other media, whether now known or hereafter existing (the "Recordings"). Use my child's name, likeness, and/or voice in connection with the Recordings and in keeping with HCA policies and mission statements.
- Use, reproduce, distribute, publicly display and/or publicly perform the Recordings, either electronically or by any other media, whether now known or hereafter existing, and to allow others to do the same, my child's name, likeness or voice, in whole or in part worldwide, without restrictions or limitations, in perpetuity, for any purpose related to HCA's mission, including without limitation, promotional or educational.
- I agree to release HCA and its School Board, officers, employees, students, volunteers, and agents from any liability to me or my child, and on behalf of my heirs, executors, administrators, legal representatives and assigns, based upon or arising out of use of my child's name, likeness or voice, or the Recordings.
- I agree to make no monetary or other claim against HCA for use of my child's name, likeness, or voice, or the Recordings.

This release shall be governed in accordance with the laws of the State of Colorado.

***\* For specific needs or exemption requests, please contact Communications or the Front Office.\****

### **9.12 *Desks and Personal Cubbies***

Desks and cubbies are to be kept neat and clean. No offensive or suggestive pictures or posters are to be put in desks or cubbies. It is important that students place all their books and materials inside their desks or cubbies.

### **9.13 *Lost and Found***

Lost and found is located by the lunchroom. Students may claim items there.

## **9.14 *Medication***

If your student is taking either a prescription drug or an over-the-counter medication during school hours, it is school policy to have them stored and dispensed through the office. The medication must be stored in its original container. Our intent is for the safe and accurate distribution of medication. Parents, along with their doctor, must sign the school's medication authorization and release form before it can be given to your child. This includes pain and allergy medications.

## **9.15 *School Closure***

In the event of circumstances that necessitate the closure of school, such as severe weather, families should check their email, our website at [www.heritagechristian.info](http://www.heritagechristian.info), or our social media pages. In the event of a late/delayed start, school (K-12) will start at the published time.

All students must leave the building by 3:15 pm. If they are attending an activity after school, they must be in that area with the sponsor. Students waiting for sports practice must be in the gym by 3:15 or in the designated location. Students are not allowed to mingle with friends in the parking lot or other school areas after they have been picked up. They are not allowed in the playground or field area after school unless they are with a school athletic event, even with parental permission. Please help us make sure that your students are safe by staying in the designated areas and keeping your students with you after they have left the supervision of the teacher on duty.

## **9.16 *Student Visitors***

No student visitors are permitted unless arranged through the administration.

## **9.17 *Volunteering***

The quality of education and experience of the students at Heritage is supported by the volunteer efforts of our families. The purpose of the volunteer program is to strengthen the school using many individual talents and interests. Your help is deeply appreciated. Each teacher will have a sign-up sheet for their classroom. Please look at Heritage Happenings for school-wide volunteer opportunities.

Any volunteer may be required to have a background check at their own expense prior to being allowed to volunteer at HCA. This decision is based upon the volunteers' interaction with the students and should be made by the immediate teacher, staff, coach, or administrator who is soliciting and supervising the volunteers' help.

## **9.18 *Communication with Parents/Guardians***

### **9.18.1 Parent/Staff Relationships and Conflict Procedures**

#### **9.18.1.1 *Personal Conflicts***

In matters of personal conflict, we are guided by Matthew 18:15-16, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

All issues relating to conflict should be held in the strictest confidence. Generally, if the parties involved believe they are physically, spiritually, and emotionally safe, the following steps should be followed if personal conflicts develop between teacher, student, staff member and/or parent.

1. Talk and pray (for clarity of facts, wisdom in discerning the root of the issue, for God is protect the unity of believers in midst of the confusion, etc.) with one another. Be kind as well as gentle and choose the time and place best for both parties involved.
2. Together develop a written plan of action to help resolve the conflict.
3. Allow the resolution plan of action a chance work. Have a stated time frame.
4. If the situation is not resolved, then involve the Administration.
5. The Administration will depend entirely on Christ in helping to mediate the conflict. While not an all-inclusive list, some methods used by the Administration will be praying, gathering facts and details, ensuring communication and understanding, creating a safe environment for resolution, rebuilding trust among parties, directing parties to resources/advice to help advise, affirms wise choices, and giving Godly instruction and counsel.
6. A new written plan of action will be developed with an appropriate time frame.

***In the event that a person understands that initially approaching the person one-on-one is unwise or unsafe, please prayerfully present the conflict to the Administration so that it may address and attempt to resolve the conflict. The reason for this exception is that while the Matthew 18 model works in most situations, HCA recognizes that at times an imbalance exists that does not allow for a neutral environment for resolutions to be explored. These imbalances may be created by many things some of which are spiritual maturity differences, physical safety issues, positional differences (ex: permanent teacher vs. student teacher), etc.***

#### ***9.18.1.2 Professional Policy Conflicts:***

Concerns should be first submitted and discussed with the Administrator. The Administrator will determine whether the policy issue falls under the Head Administrator's or the Board's jurisdiction. Then the appropriate party will review the applicable issue against policy and determine a proper course of action. Discussion of the issue and final decision will be communicated to the person(s) concerned, and to others on a need-to-know basis.

In rare situations either the Administrator or the person raising the policy issue may petition the President of the HCA Board of Directors to determine if the HCA Board of Directors should review and assess the situation. However, this policy is used infrequently in high level cases such as HCA liability or legal issues, disregard for all policies, etc. Appropriate channels should be attempted before the board is involved, unless there is direct conflict with the administration.

**In both the personal and policy conflicts, strict confidentiality is to be maintained at all times. Please do not involve other co-workers, outside parties, or HCA stakeholders (parents, students, community partners, etc.) in school-related conflicts. This includes offering the details of the situation in a seemingly innocent public "prayer-request." Our Lord knows the details, therefore, the party praying for you needs only to pray for your needs of clarity, reconciliation, strength, wisdom, etc.**

### **9.19 *HCA Board of Directors***

The HCA Board of Directors is comprised of four to nine people who are professing Christians who believe in the authority of the Bible as Truth and the Lordship of Jesus Christ. They are men and women of prayer who offer their time and talent as they serve God at Heritage. Board members understand the distinct philosophy of Christian school education and commit their time to refining this ministry for Heritage families. The board seeks to establish a positive image of Heritage through communication and association with our constituency and community.

The role of the board is to provide governance leadership and to pursue through its policies, the mission of the school and to ensure that these policies are implemented by the administrator. The board approaches its task with a style that emphasizes foundational documents and philosophical statements rather than preoccupation with the day-to-day management of the school. They focus on strategic policy-directed leadership more than administrative detail, and they have clearly designated the administrator as the visible leader of the school.

#### **9.19.1 HCA Board of Director Meetings**

Board meetings are generally held monthly. For specific dates and times, check with the office. If you have an item for consideration, please call the administrator in advance for inclusion on the agenda. Board meetings are open to parents and staff.

**\*\* END OF DOCUMENT \*\***