



**Student and Family Handbook  
2020-2021 School Year**

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# Our Mission Statement

Believing children are a heritage from the Lord, Heritage Christian Academy exists to glorify God by providing a Christ-centered, academically rigorous, classical approach to learning where students become critical thinkers, defenders of the faith, and lovers of “whatever things are true, honorable, just, pure, lovely, and commendable” (Philippians 4:8, ESV).

## Table of Contents

Overview ----- 3

Statement of Faith ----- 3

Admissions and Enrollment/Reenrollment ----- 5

School Culture and Conduct ----- 6

Behavior Expectation and Discipline ----- 7

Parent/Family Involvement ----- 14

Arrival and Dismissal ----- 16

Attendance----- 17

Dress Code and Uniforms----- 20

Academic Guide----- 24

Faculty and Board----- 28

### ***Acknowledgement***

The contents of this guide book are presented as a matter of information only. The language in this guide book is not intended to create, nor is it to be construed to constitute, a contract between Heritage Christian Academy and any or all its students. No student handbook can anticipate every circumstance or question about policy and procedure. Thus, Heritage Christian Academy reserves the right to deviate from this handbook as circumstances may warrant and reserves the right to modify, revoke, suspend, terminate, or change any of the plans, policies, or procedures set forth herein, in whole or in part, at any time with or without notice. Notwithstanding any provision to the contrary, Heritage Christian Academy administration shall have final authority in all matters related to Heritage Christian Academy, which matters involve students (potential, current, and former) and their respective parents/guardians, including but not limited to, student enrollment, re-enrollment, discipline, dismissal, extracurricular activities, athletics, academic affairs, parental involvement, financial affairs, and adherence to policy.

### ***Our Commitment***

Heritage Christian Academy is committed to assisting parents in fulfilling their God-given responsibility to educate their children. At Heritage, we employ best pedagogical practices in education grounded in a Christian worldview anchored in the Word of God.

### ***Our Goal for Students***

Heritage's goal is to prepare students for a lifetime of learning, equipping them with the basic tools of learning and with a firm foundation in the subjects of mathematics, English, history, and science. We desire to educate young men and women who think clearly with discernment and understanding, who reason persuasively and articulate precisely, and who see themselves and the world through the light of Scripture. We desire that they distinguish authentic religion from religion in form only and that they know and love the Lord Jesus, participating in the expansion of His kingdom to the praise of His glory. We desire that Heritage provide extraordinary opportunities for students whose parents aim to bring up their children to be Christian thinkers and leaders of the next generation.

### ***Our Philosophy of Christian Education***

Heritage believes that a christian education is essential for the growth of God's Kingdom, which is the end goal of education at Heritage. Christian education and teaching through a biblical world view allows students to make sense of the world they live in by understanding the creator and his purpose for their life; to know God and make him known.

## **STATEMENT OF FAITH**

This statement of faith contains the essential biblical doctrines that guide the ministry of the school. These primary doctrines define the perspective from which all classes are taught and are one of the tools used in the hiring of faculty and administration. Issues not discussed in this statement of faith will not be emphasized in the teaching of the school. Many such issues are important, but the school recognizes that Christians are at liberty to reach different conclusions regarding them. The school's recognition that Christians disagree on these topics, however, should not be interpreted to mean that the school believes that there are no right answers to these questions.

**Sovereignty of God:** God's sovereignty controls all that occurs in His world and in His church. His plans and purposes always prevail; nothing can thwart them.

**Inerrancy of Scripture:** God's written Word, the Bible, is free from error and is completely trustworthy. It is His Truth and the final authority in all matters.

**God's Creation of the World and Mankind:** The Triune God alone – Father, Son, and Holy Spirit – has existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke, and it came into existence. Humanity did not evolve from lower life but was created by God. Mankind, male and female, was created with dignity in that he/she was made in God's image and was created in humility in that his/her purpose is to glorify God and to enjoy Him forever.

**Fall of Mankind:** All mankind participated in Adam's fall from his original sinless state and are thus lost in sin and totally depraved.

**God's Dealing with Mankind:** God has bound Himself to mankind by way of a covenant. Initially, God committed Himself to give life to Adam upon the condition of his perfect obedience. When Adam sinned, God made a new

covenant. In this covenant, He bound Himself to save a people for Himself. He also committed to keep the terms of the covenant on behalf of mankind by the work of Jesus Christ. Therefore, the confidence and hope of believers are in God's covenantal faithfulness rather than in their own performance.

**Jesus, Savior of Sinners:** Jesus Christ is the unique Son of God and the only Savior of the world. Fully God and fully man, He was born of a virgin and lived a sinless life. He alone secured our salvation by His atonement on the cross and by His righteous life imputed to us. Jesus rose bodily from the dead, ascended to the right hand of the Father, and will come again in power and glory

**Justification by Faith Alone:** Sinners are justified by faith alone. They do not deserve salvation, and they cannot earn it. Justification is granted by God's grace through faith in Jesus Christ.

**Empowering Holy Spirit:** Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit, who enables believers to live a godly life and to perform good works.

**Body of Christ:** All believers are spiritually united in the Lord Jesus Christ, the Head of the church. Every believer is a member of the body of Christ.

**Final Judgment and Resurrection:** At the second coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved will be resurrected to eternal life, and the lost will be resurrected to eternal condemnation.

# ADMISSION AND ENROLLMENT

## **Tuition:**

The tuition for Heritage Christian Academy is \$4500 per year. Tuition is paid from June through May in 12 monthly installments by automatic bank draft. It is also permissible to pay for a year in full at the beginning of the school year.

## ADMISSIONS

### **Admissions Procedures:**

The admissions process for Heritage Christian Academy is online and includes the following: (1) Application; (2) Student evaluation; (3) Parent interview. If the student is accepted by the Admissions Committee then the parents will begin the registration process and pay a registration fee.

### **Admissions Policy:**

The purpose of Heritage Christian is to provide a distinctive classical and Christ-centered education. The goal of the Admissions committee is to bring together a cohesive student body that can best grow spiritually, intellectually, and physically. We will prayerfully seek to discern what is best for the child, the parents, and the school.

To maintain the Christ-centered community at Heritage Christian, each parent must have a clear understanding of the biblical philosophy and functioning of Heritage Christian. The key elements of Christianity, as expressed in our statement of faith, will be unapologetically taught through all grade levels. Parents who choose Heritage Christian are expected to willingly cooperate with the philosophies and policies of the school.

### **Notice of non-discriminatory admissions policy**

Heritage Christian admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, athletic and other school-administered programs.

## ENROLLMENT

### **Immunizations**

All new students must submit a Certificate of Immunization Compliance (Form 121) and MUST be signed by the District Health Officer, a physician, or a nurse. Each student's form must show that they are up-to-date with all required immunizations. Students without complete forms and current immunization records will not be permitted to attend class. A copy of this form is to be kept in their cumulative record.

## Birth Certificate

All students must provide Heritage Christian with a copy of their birth certificate to be kept in their cumulative record.

\*All student records are maintained in accordance with the Family Educational Records Protection Act (FERPA).

## Re-enrollment

Re-enrollment at Heritage Christian is not automatic. Returning students will be given priority in enrollment. After full discussion with the student's teacher and parents, the school may decline to re-enroll a student based upon conduct by the student or his/her family that the school deems to be detrimental to its mission. The school reserves the right to request withdrawal of any student who does not meet its academic requirements or fails to conform to its rules and regulations.

Re-enrollment agreements and tuition notices for returning students will be mailed in January. Because of financial commitments which must be made early in the planning for each school year, Heritage Christian must require each family of returning students to commit financially; consequently, a non-refundable deposit of \$250 per child will be required with the re-enrollment agreement, which is a registration fee. The deposit for new students is \$350.

## Withdrawal Procedures

If a student needs to withdraw during the school year, please notify the office at least two (2) weeks in advance. This will enable us to notify the teacher, determine any balance due on your tuition account, and complete the necessary paperwork involved. To have your child's records transferred, please notify the school office stating the name, address, and phone number of the school your child will be attending. Registration is non-refundable. **Tuition is non-refundable and must be paid for the remaining school year.**

# SCHOOL CULTURE AND CONDUCT

## Philosophy:

The basis for all conduct at Heritage Christian Academy – whether it is student, parent, or staff conduct – is the biblical principle of honoring one another. At the heart of manners and etiquette is the idea of civility, and the key to civility is honoring and respecting others. The goal is not simply mechanistic, good behavior but rather a way of relating to other individuals and groups that is marked by love and consideration.

As such, HCA students are expected to conduct themselves with respect and decorum when at school. Students are expected to address their elders with respect and their peers with courtesy. They should seek to look out for the needs of one another. They should seek to build up one another and certainly not tear one another down.

Heritage Christian is a Christian community which means that we strive to create a school culture that reflects our faith in Jesus Christ. In Matthew 22:37–40, Jesus teaches what we must do to be a true reflection of Him:

*“Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself’ All the Law and the Prophets hang on these two commandments.”*

All standards for behavior and student conduct at Heritage Christian are centered upon these two truths. We are striving to develop both the hearts and minds of our students; therefore, we will use biblical standards for instruction and discipline. It is our desire that through our standards of instruction and means of discipline each child will grow in their love for the Lord and for others and ultimately become known as followers of Christ.

## **Parental Support**

A student whose parent(s) demonstrates an uncooperative attitude with the school and/or a history of disagreement with the philosophy and the mission statement of the school or how the Administration and Staff carry out the day to day functions of the school, may be dismissed from the school at the Head of School’s discretion.

# **BEHAVIOR EXPECTATIONS AND DISCIPLINE**

One of our highest goals at Heritage Christian is to help point one another to Christ. Certainly, we want to teach students to discern right from wrong and to practice self-control in ways that honor God; but we also want them to recognize that when they fail, they both need and have a Savior who is perfectly sufficient. In addition, our discipline policies and procedures are intended to encourage children to learn biblical ways to talk to one another, to play with one another, to support and encourage one another, to handle disagreements, to receive correction, and to express emotions. Also, we are eager for students to learn responsibility regarding their own and others’ possessions as well as toward nature and God’s creation. Two desires drive Heritage Christian Academy’s philosophy: first, a desire to see students look to and trust in Jesus; and second, a desire to live in biblical community with one another.

## **Philosophy of discipline:**

- The Bible clearly indicates that parents are responsible for the discipline (that is, training for instruction) of their children. The Christian school exists to assist parents in their God-given responsibilities. Heritage Christian Academy does not seek to assume a task that God has given to parents, but only to serve, in a limited way, as the parents appointed and authorized representative in the child’s training process.
- Heritage has at its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. Considering these goals, lifestyle is an important consideration. Along with the scriptural guidelines of liberty found in 1 Corinthians 8-10 and Romans 14, immorality, homosexuality and the use of tobacco, alcohol and drug related substances, by a student both on and off school property, are unacceptable. A Christian lifestyle simply cannot confine itself to the school day.
- It must be a consistent lifestyle in practice. Because student’s lifestyles reflect on the reputation of the school, as well as the home, HCA will not hesitate to assert discipline in areas where a student

practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the School. Disciplinary action, including dismissal/expulsion, may be taken by the school regardless of where the event occurs. Standards of conduct and character extend to all activities, regardless if they are school related.

### **Policy:**

Heritage Christian standards for student behavior are very high. The goal of all discipline is Christ-likeness and is exercised in a spirit of grace and compassion. Parental responsibility and cooperation in disciplinary matters are expected and strongly emphasized

Students are expected to learn and practice Godly behavior. In school buildings and on sidewalks, they should minimize noise and avoid running and roughhousing. While classes are in session, there should be no talking in the hallways.

In our conversation and behavior, we should aspire to Philippians 4:8: *“Finally, brethren, whatever is true, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things.”*

### **Behavior Expectations**

1. Prompt and Cheerful Obedience.  
“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23
2. Respect the Property of Others.  
“Whoever has no rule over his own spirit is like a city broken down, without walls.” Proverbs 25:28 Students will be held responsible for damage done to school property. Actual replacement costs will be assessed and charged to the offending student's parents.
3. Be Prepared and On Time for All Classes.  
“Let each of you look out not only for his own interests, but also for the interests of others.” Philippians 2:4
4. Treat Others with Respect.  
“And just as you want men to do to you, you also do to them likewise.” Luke 6:31 5.
5. Listen Courteously when Others are Speaking.  
“Love . . . does not behave rudely, does not seek its own, is not provoked, thinks no evil.” 1 Corinthians 13:5
6. Always Tell the Truth.  
“Therefore, putting away lying, let each of you speak truth with his neighbor, for we are members of one another.” Proverbs 10:9

## Specific Rules

1. Students are expected to treat worship, prayer, and class discussion with proper reverence. Jokes, songs, or behaviors that treat the Lord's name or character with triviality are not permitted.
2. No electronic devices, lighters, guns, knives, or any type of weapon are allowed on the school grounds or on school sponsored outings.
3. Students are expected to follow the classroom rules as outlined by the teacher.
4. Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
5. Students need permission from their teacher to leave class for any reason.
6. Students may not eat or drink (water is allowed) in class or during class time unless permission is given by the teacher to do so. Lunch should be eaten in the designated eating areas and at designated times.
7. Students are expected to treat others respectfully. No harassing, bullying, cheating, stealing or lying.

### Electronic Devices:

HCA students are not permitted to bring electronic devices to school. This includes iPods, laptops, video games, kindles, nooks, portable DVD players, cameras, smart watch etc. Since such devices tend to be disruptive to the learning environment, they are not allowed. Bringing such electronic devices on campus will result in their confiscation and will be returned only to the parent.

### Student and family/parent use of social media:

First and foremost, students and their families 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 and their families 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 by HCA.

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

- To protect the privacy of HCA students and faculty, students and their families may not, under any circumstances, create digital video recordings of HCA community members either on campus or at off-campus HCA events for online publication or distribution, unless they have the expressed consent of the community members involved.
- Students and their families may not use social media sites to publish disparaging or harassing remarks about HCA community members or their affiliates.
- Students and their families 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 determined by the administration.

## DISCIPLINE

### Steps in the Disciplinary Process

The majority of disciplinary action will happen in the classroom, and each grade level will follow their own plan. When a student's actions are disruptive to the class, the teacher will address the situation as he or she deems appropriate. Consequences will be developmentally appropriate and it is our expectation that calling attention to student actions in a timely and constructive manner will change the behavior.

### Teacher discipline Plan

Most grade teachers use some variation of an assertive discipline plan or tally system. Each of these plans provide for step warnings and consequences appropriate for misbehavior. The following may be included:

- Verbal reprimand providing instruction for correction
- Denial of privileges (recess – special activity – etc.)
- Parent conferences
- HCA Behavior Report

### Demerit System (6<sup>th</sup> – 9<sup>th</sup> Grade)

Teachers will have students sign a demerit form and turn them in to the office at the end of each day. Administration will enter the demerit into the computer and email the parent. Demerits accumulate by semester.

Consequences for demerits are as follows:

5 demerits = lunch detention

10 demerits = after school detention

15 demerits = two-hour workday (parent charged \$20)

20 demerits = one-day in school suspension

25 demerits = one-day out of school suspension, parent conference with administrator, student placed on discipline probation for remainder of the school year, removal from leadership positions, removal from overnight trips and suspended from extra-curricular activities

**Disciplinary Referrals-** A student will be referred to the office for behaviors including but not limited to disrespect of authority, academic dishonesty, vandalism, abusive/obscene language, bullying/harassment, inappropriate use of technology, use of tobacco or fighting. Consequences will be at the discretion of the administration but may include detention, in-school suspension, out-of-school suspension or expulsion.

### Referring students to the office (Kindergarten-9<sup>th</sup> Grade)

The following behaviors will result in the student being sent to the office for intervention. One or more of the following steps will be taken:

**Level I Infractions:** communication with the parent, silent lunch, recess detention, after-school detention or in-school suspension. Minor infractions include but are not limited to the following:

- Consistent dress code violations;
- Inappropriate language;
- Disrespect of faculty or classmates;
- Cheating;
- Verbal altercation with another student

**Major Infractions:** communication with the parent, after-school detention, in-school suspension, at-home suspension. Minor infractions include but are not limited to the following:

- Bullying (as defined below);
- Fighting;
- Cyber bullying;
- Swearing/foul language;
- Theft;
- Threatening remarks toward faculty, staff or classmates;
- Accessing inappropriate material on the computer / bringing inappropriate material to school;
- Possession of matches, fireworks, or weapon.

1. **Fighting:** Students who engage in fighting will be subject to disciplinary action (suspended or dismissal) and be placed on Behavior Probation.
2. **Harassment or Bullying:** Every student at HCA has the right to his/her own dignity and individuality. Any student who develops a behavioral pattern of assaulting, harassing, sexting, bullying or demeaning another student(s), either verbally or by social media means will be subject to disciplinary action (placed on Behavior Probation, suspended or dismissed). Racial insults, ethnic insults, sexual innuendos or prejudicial behavior will not be tolerated.

One of the primary responsibilities as a school in accordance with our school's mission is to create and sustain a safe community, so all student can focus on their work and do their best. To achieve this goal, we must acknowledge that bullying can occur within our community and that it is harmful to everyone involved (the victim, perpetrator and bystanders alike).

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of this kind of behavior to excuse cruel behavior to one another.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying can involve cutting someone off from essential relationships. Bullying can include isolating the victim by making them feel rejected by their peers or the community.
- Bullying is malicious gossip and rumor spreading.

- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred at school. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the school.
3. **Inappropriate Social Media:** Inappropriate social media as it pertains to sexting, pornography, threatening/terrorizing, etc. is against HCA policy and considered illegal which may be punished by Mississippi law. The student will be subject to disciplinary action (including placed on Behavior Probation) or dismissed from HCA.
  4. **Weapons:** Bringing a weapon to school is a violation of state law and HCA policy. The offending student may be subject to consequences as mandated by law and may be expelled from school.
  5. **Vandalism:** Any student caught vandalizing the school campus, school property (including school issued laptops) or intentionally defacing school property will be subject to disciplinary action, including but not limited to suspension or dismissal. The student will be placed on Behavior Probation.
  6. **Theft:** Theft is a violation of fundamental commandments. Incidents of theft, once proven, will result in disciplinary action, including but not limited to suspension or dismissal. The student will be placed on Behavior Probation.
  7. **Truancy:** Any student who is consistently absent from school without authorization will be subject to disciplinary action including but not limited to suspension or dismissal.
  8. **Academic Dishonesty:** Dishonesty, cheating, plagiarism on homework assignments, test, quizzes, papers, or other classroom assignments will result in a zero on the assignment, as well as a disciplinary consequence and demerit points. If more than one student is involved in the dishonesty, all students will receive the consequence. If a student knowingly gives another student their work and they copy the assignment, both students will receive a zero on the assignment.

If a student is caught with their cell phones during a test or quiz, the student will automatically receive a zero for the assignment, regardless of the intent to cheat. Smart Watches are considered the same as cell phones. The student will be placed on Behavior Probation.

A student involved in a major offense may be suspended and placed on Behavior Probation, or is subject to dismissal/expulsion, at the discretion of the School Administration. An individual involved in repeated minor offenses will be considered for dismissal/expulsion, at the discretion of the School Administration. There may be other incidents not listed that the Administration reserves the right to consider a major offense.

Behavioral issues will be dealt with on a case by case basis. **Our discipline policy is 24/7 (on or off campus).**

## Cell Phone Policy

No Cell phones (including but not limited to other electronic devices including smart watches) are allowed at any time during the school day. Phones should not be seen, heard, or in use, and will be confiscated regardless of owner. Students should not wear smart watches to school. If a student is caught with their cell phone during a quiz/test, the student will automatically receive a zero for the assignment, regardless of the intent to cheat.

- First Offense: Phone will be turned into the office. The student can either pay \$25 (and can collect their phone from the office at the end of the school day) or have Administration hold the phone overnight (and can collect their phone from the office at the end of the next school day).
- Second Offense: Phone turned into the office. Phone will be confiscated overnight and student will be fined \$25.
- Third Offense: Phone turned in to office. Parent meeting. \$50 fine.
- Subsequent cell phone offenses: Phone turned in to the office; Parent meeting; \$75 fine; In-school suspension

It is impossible to include all details of appropriate conduct in the Handbook. In general, a Heritage Christian Academy student is to conduct him/herself in a Christ-like manner. When a student's behavior falls outside the realm of what is generally expected, appropriate disciplinary action will be administered. It is our responsibility to ensure that our students live and learn together in a community that is built on respect, caring and support for one another. Anything short of that cannot and will not be accepted.

If any parent/guardian at any time has a question concerning the discipline of their child, a conference may be scheduled to talk with the school administration and the child's teacher. This conference must be with the legal parent or guardian of the child. Matters involving your child will not be discussed with other family members (grandparents, etc.).

## Expulsion/Dismissal Process

If a student is recommended for expulsion, Head of School will follow the process outlined below. It should be noted that although this process is concise, each incident will be resolved on a case-by-case basis in a fair and reasonable manner.

- The student must be informed of the infraction(s), verbally or in writing, and the student's parent(s)/legal guardian must be contacted while the student is still in the administrator's office and no later than close of school on that same day;
- The student and his parent(s)/legal guardian must be informed of the degree of discipline, as related to the incident and is noted below;

- If the Head of School determines that multiple minor infractions have become significant enough to warrant expulsion from school, or if a major infraction has occurred while on campus or at a school event, the student's parent(s)/legal guardian will be called to school for an immediate meeting with the Head of School
- The purpose of this meeting will be for the Head of School to inform the parent(s)/legal guardian of Heritage Christian Academy's Board Policy regarding the expulsion process and their right to appeal the decision of the Head of School
- The parent(s)/legal guardians have the right to appeal to the Head of School in writing within fifteen (15) days of the infraction, wherein, the Head of School will refer the appeal to the Heritage Christian Academy Board President. Only parent(s)/legal guardians of the student may submit this letter and/or appeal on behalf of the student. The HCA School Board will determine if the Board will officially hear the appeal. Correspondence will then be sent to the parent(s)/legal guardian regarding a meeting or a final decision made by the HCA Board. After a hearing, the HCA Board will respond in writing within seven (7) days to the parent(s)/legal guardian.
- Any student dismissed from Heritage Christian Academy for disciplinary reasons will not be permitted to attend any school function without administrative approval.

## PARENT AND FAMILY INVOLVEMENT

### Covenant Philosophy:

At the heart of the Heritage mission is the covenant principle. Although the term *covenant* has a few distinct applications, none is as important as the idea that **parents are responsible before God for the education of their children**. As such, parents should be involved in and aware of their child's experiences and activities at school. Parents should be thoughtful and intentional as to how they can best support their child's education both in the classroom and at home, although practically this will look different in every family. Every family is also encouraged to use its unique gifts and abilities to support the work of the school.

### Guiding Principles:

- Faculty and administration will make needs and opportunities known to parents.
- Parents should use their gifts, abilities, and resources to further the mission of HCA.
- Faculty and administration will communicate clearly and regularly to parents through a variety of means, including but not limited to, open houses, informational meetings, teacher conferences, emails, phone calls, newsletters, and the website.
- Faculty and administration will be open and available, not defensive, when approached by a parent.
- Parents should make their best effort to come to events and meetings provided for communication and relationship purposes.
- Parents should be involved with their child's schoolwork and relationships. They should talk with their child regularly about what he or she is experiencing and learning in school.
- Parents should model a love of learning - especially reading - before their child.

### **Parent Conferences:**

- There will be a day set aside for Parent/Teacher conferences.
- If an additional conference is needed, the parent should schedule conferences with teachers and administrators via email or by voice mail.
- Conferences may be scheduled as deemed appropriate by either party.
- Both parents are strongly encouraged to attend all conferences.
- Conferences will normally be held between the hours of 7.30 a.m. and 4:00 p.m.
- HCA will schedule at least one parent/teacher conference with the parent(s) of each student.

### **Parents in the Classroom:**

- Parents are encouraged to volunteer in the classroom. Parents should discuss options for further involvement with their child's teacher.
- While parents are welcome to visit their child's classes, frequent classroom interruptions can be a deterrent to a productive day. Parents should be considerate of the teacher's time and arrange such a visit in advance. (The parent must enter through the office and sign in for the time they are present at the school.)
- Parents who help in the classroom or go on field trips should make childcare arrangements for preschoolers and infants.

### **School Support Network:**

The School Support Network is a group of committees that helps support the mission of Heritage. The SSN is designed to help Heritage parents put their interests and abilities to use in helping the school. This network of parent committees fosters parental involvement, promotes school unity, and provides support for the faculty and staff. This is a wonderful opportunity for parents to serve the children of Heritage. Parents may sign-up for the committees at the beginning of each school year.

### **Fundraising:**

Fundraising is an important part of HCA. In order to keep our tuition as low as possible it is essential that every family participate in our fall and spring fundraisers. Each family will be required to sell the allotted tickets given to them. If you are unable to sell the entire amount, you will be billed for the unsold tickets. Families with multiple children enrolled will only be required to sell the allotment for one child.

### **Field Trips:**

Periodically, classes take field trips to interesting and educational places. Parents will be notified in advance of such plans. Small fees may be required to cover expenses. Students must have a signed permission slip in order to go on any field trip or school sponsored trip.

Students are chaperoned by teachers and parents while on the van/bus and at the site. Only Heritage Christian Academy students will be permitted to travel on the school van/bus. Siblings of students will be invited to attend some, but not all, field trips. Parents must accompany and transport student siblings. All drivers who use their personal vehicles to assist in providing transportation for school related field trips and activities are required to

provide their driver's license and proof of current automobile insurance to the school office where copies will be made and placed on file. Children who cannot control their behavior in the classroom may not be allowed to participate in field trips.

### **Homework:**

While parents may assist in seeing that homework is done and explaining work when necessary, the work must be done by the student and he/she must take responsibility for it. Parents are invited to discuss this phase of cooperation with the teacher. Here are some ways you can help your child with studies:

- Parents should see that the student has an organized and complete record of assignments.
- Be sure the student is in an area conducive to studying.
- Keep distractions of any sort to a minimum. TV and radio should be off. Phone calls should be limited and minimized.
- The hours reserved for studying should be planned, written out and held to as rigidly as possible to be effective.
- Parents need to check periodically to see how much and what kind of work is being done. Showing this interest can be a help and encouragement. Make certain, however, that the child is working independently. If there is a problem, why not pray together about it?
- Be sure all necessary tools and materials for homework are available.
- Plan for five minute breaks in the study time as needed.
- Emphasize learning and appreciation, not marks or grades.
- Reading and studying are as important as written assignments.

## **ARRIVAL AND DISMISSAL**

### **Morning Arrival:**

- The school day begins at 8:00 a.m. for all students. Students should not enter the school building before 7:40 a.m. Supervision will not be provided for students before 7:40 a.m. (unless arrangements are made ahead of time); parents should not drop off students before the designated time.
- All students are to enter the building from the Multipurpose Room covered entrance.
- Students may be dropped off in the supervised area between 7:40 a.m. and 8:00 a.m.
- After leaving their cars, students should enter the school and proceed directly to their classrooms or other designated area.
- If tardy (after 8:00 a.m.), please wait with student at the HCA front entrance until they can be officially checked in for the school day. (The policy of HCA is that three tardies will equal an absence.)

### **School Dismissal:**

- All lower students (K-2) will be dismissed at 2:40 p.m. and must be picked up by 3:00 p.m.
- All upper students (3-9) will be dismissed at 3:00 p.m. (Sibling will be dismissed together at 3:00 p.m.)

After the designated pick-up time, students will be considered unsupervised and will be sent to after care. Standard aftercare rates apply after 3:15 p.m.

- A student will not be released to anyone without the proper authorization. If someone other than the authorized individual needs to pick up the student, arrangements must be made with the school office prior to dismissal.

### **Carpool:**

- Each family will be given a family name card or sticker that should be displayed prominently in the windshield. Additional name cards can be provided upon request.
- Please use the covered drive at the Multipurpose Room for pickup. This will allow us to have more efficient dismissals and will also be safer for the students.
- A student will not be released to anyone without the designated name card unless the office and/or the child's teacher has been notified. Should someone else need to pick up your child, please inform the driver of the proper carpool procedures.
- Those picking up students from more than one family should display official name cards for all families.
- While in carpool line, please remember that the car line is not a place for a conference with your child's teacher. Please make every effort to ensure the process moves as quickly and safely as possible.

### **After-School Care Program:**

We provide an After-School Program Monday – Friday and prices are \$40/week or \$10/day. Parents should register their child for after care if they feel they may need this service during the school year. Registration is \$40.00. The FACTS account for the student will be charged at the end of the month.

## **ATTENDANCE POLICY**

We believe that regular attendance is essential for your child's education and important for his/her academic success. Excessive absences adversely affect a child's understanding of content and the acquisition of basic skills. The school recognizes that some absences (due to illness, deaths, emergencies, doctor appointments, etc.) are unavoidable, but the school expects families to minimize unnecessary absences.

- In the event an absence is deemed un-avoidable, the family should notify the school before 9:00 AM.
- If a student has excessive absences, then a meeting with the child's teacher or Head of School will be scheduled. It will then be up to the Head of School whether the student's grade will be affected.
- After twelve (12) absences, the Head of School, and teacher will review the student's reasons for absence and their progress in the classroom, as well as promotion for the next school year. (MAIS policy is after 20 absences for the year there will be an automatic retention.)
- When returning to school after an absence, a note should be provided outlining the reason for the student's absence.

## Make Up Work Following an Absence

It is the student's responsibility to make up the work missed during their absence. A student who has an absence should make arrangements with his/her teacher(s) for any make-up work. A student shall have the amount of time he was absent plus one day to turn in make-up work (three days absent = four days to make-up work). If a student is late making up the work, the Late Work Policy will apply.

## Late Work Policy

If a student turns in work late, 5 points will be deducted from the grade earned. This includes making up work or tests for an excused or approved absence.

## Check-Out Policy:

We understand that students sometimes need to be checked out early for health reasons (medical or dental appointments) or for other reasons (family trip, etc.). Checkouts prior to 12:00 in which the child does not return to school will be counted as an absence. The amount of early releases should be kept to a minimum to avoid disrupting the classroom as little as possible. We strongly encourage parents to make every effort to schedule such appointments **after** the school day. When there is an appointment or trip scheduled, please let the teacher know at least 24 hours in advance. That will allow the teacher to plan the teaching or testing of that day appropriately. Students cannot leave with anyone other than parents unless there is WRITTEN parental permission. Parents/guardians must sign-out students in the office. *Students are not allowed to be checked out between 2:30 and 3:00.*

## Tardiness:

Punctuality is a matter of primary importance in the education process. Students, when tardy, or unprepared, disrupt the educational process and jeopardize their own academic achievement. Students must be in the classroom at the start of school with the necessary materials.

Students coming into the building after 8:00 a.m. MUST be accompanied by a parent to sign in with the receptionist. Excused tardies will include doctor and dental visits. All other tardies will be considered unexcused. After five (5) tardies a meeting with the Head of School will be required to discuss how to address this issue. Tardies will be handled in the following manner.

- Three (3) tardies = one (1) absence
- After a student has received 3 tardies, each subsequent tardy during the semester will result in parents being assessed a \$25 fee. The tardy count will begin over in the second semester.

## Health Policy:

Students who become ill at school should notify their teacher and report to the office. Office personnel and teachers can give minor first aid, but they cannot treat or diagnose injuries or illnesses. Pupils who become ill should not remain at school because of the danger of infecting other students and the lack of medical attention we can render. Every effort will be made to make a sick child comfortable until a parent arrives. The school has the obligation to parents to notify them when a child becomes ill.

Sending a sick child to school can jeopardize their health as well as the health of other children. Students must be fever, vomiting, and diarrhea-free for a full 24 hours before returning to school. If your child is absent because of illness that has been treated by a doctor, please send them with a doctor's excuse.

Communicable Diseases- When a child has had one of the following, they must have written consent to return from either a physician or the Health Department. Measles - Mumps - Scarlet Fever - Chicken Pox - Lice Scabies - Strep Throat - Pneumonia - Whooping Cough Ringworm - Impetigo - "Pink Eye" Conjunctivitis – Covid-19

Due to liability issues, Heritage Christian Academy staff will not normally distribute prescription and non-prescription drugs to children during the school day. However, if there are serious health risks involved (e.g., life-threatening conditions such as severe allergies, diabetes, or severe asthma), the school will require a doctor's written orders and parental permission to administer *any* medications. If your child is required by a doctor to carry an inhaler or epi-pen on his/her person, please include that information.

HCA students with environmental and/or food allergies should provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy & Anaphylaxis Emergency Care Plan form. A preventative and emergency action plan will ensure a safe, educational environment for all allergic students. Each plan must be submitted yearly and as needed to accommodate health changes.

### Emergency Drills:

Emergency drills are safety measures. Student cooperation is necessary to make them effective. State laws require a number of drills be performed each year. Students are instructed on proper procedures. Heritage Christian Academy is equipped with fire warning alarms, illuminated exits, and fire extinguishers.

### Lunch:

Students will need to bring a healthy, simple snack and lunch to school. Please do not pack sugary snacks, sodas, candy, etc., in your child's lunch or snack. No gum is allowed. Refrigerators, microwaves, and cutlery are not available, so please prepare a lunch that will not require additional preparation. Heritage will also have lunch available to purchase. This will be a healthy lunch from a local restaurant and will be charged to your FACTS account. Lunch orders are due by 8 AM each day. (The parent should select the student's lunch through his/her RenWeb Account by the beginning of the school day.) **Please note that it is highly advantageous to both the school and its vendors for the parent to place lunch orders on a monthly basis.** If a parent has selected a lunch order, and the student is absent for unexpected reasons, it is the responsibility of the parent to cancel the order before 8 AM. **If the lunch is not cancelled by the parent then the account will be charged full price.** Drinks are not provided.

### School year schedule:

HCA will generally follow the same schedule as Picayune School District and Pearl River County School District. However, not all the holidays will be exactly the same. The current school calendar is available on the school website.

## School Cancellations:

From time to time the school will be closed due to bad weather (hurricanes, etc.). The school will use various means of communication with parents to alert them when the school is closed and open surrounding these extraordinary events. The website (<http://www.hcapicayune.com>) will always contain up to date information. After hurricanes, we will put school opening information on the local radio and TV stations, beginning with WRJW. **In bad weather situations, HCA will be in contact with the emergency manager of the City of Picayune. School closure or early dismissal will be communicated via text messaging.**

# DRESS CODE AND UNIFORMS

## Philosophy:

School uniforms and the dress code are part of the Heritage Christian culture. The purpose is not student conformity but rather support of the principles of order, simplicity, decency, and cleanliness. The uniforms and dress code help create an environment that avoids a great deal of distraction, pressure, and comparison for students and faculty. Students are required to dress in a manner that reflects modesty, Christian values, common sense, and neatness of dress. The following specific rules are to be followed by all students:

## Uniform Guidelines:

Clothing items must be purchased from School Time Uniforms. Other items, such as footwear, belts, socks, hair accessories, undershirts, etc. may be purchased from any vendor but must meet the required guidelines. T-shirts purchased from an approved vendor bearing the HCA logo are allowed on designated days as approved by the administration. Oversized clothes, such as pants, shirts, jackets, etc. are not allowed. All pants and shorts should be purchased with the appropriate waist size to eliminate sagging and must be worn at the waist. Clothing that is torn, ripped, frayed, pinned, not hemmed, and/or has holes in them is prohibited. No hats, caps, sunglasses, etc. may be worn in the school building. This is deemed inappropriate and will not be allowed.

## Outerwear:

Although outerwear is not required, only approved outerwear such as sweaters, sweatshirts and fleece jackets purchased from School Time Uniforms or other approved vendors shall be a part of the approved outerwear acceptable in the classroom. Students can wear any coat, hat or gloves going to and from school and on the playground.

## Girls

All items of clothing must be worn in a modest fashion so as not to expose any undergarments. Knee socks, leggings, and/or opaque tights should be worn in cool weather months. Modesty shorts are required under jumpers. Girls' hair should be neat with no extreme styles or colors. Bows and headbands are allowed as long as they are color coordinated. Modest accessories (earrings, necklaces, bracelets, watches) may be worn as long as they coordinate with the uniform and do not cause a distraction. Earrings for girls will not be worn attached to any part of the body other than the earlobe. Make-up and perfumed products are not to be brought to school or worn by elementary (K-5) students.

## **Kindergarten - 2<sup>nd</sup> Grade**

- Plaid jumper
- White short sleeve or long sleeve blouse with peter pan collar with HCA logo
- Navy, green, or white cardigan with or without HCA logo
- Hunter green or Navy fleece jacket with HCA logo
- Navy modesty shorts
- White or navy crew or knee socks with dress shoes
- White or black ankle or no show socks with tennis shoes
- Navy opaque leggings or tights with no design or appliqué

## **3<sup>rd</sup>- 4<sup>th</sup> Grade**

- Plaid jumper
- White short sleeve blouse with peter pan collar with HCA logo
- Plaid skort
- White short or long sleeve oxford shirt with HCA logo, button up, girl's fit blouse
- Green polo to wear with plaid skort
- Navy, green, or white cardigan with or without HCA logo
- Hunter green or navy fleece jacket with HCA logo
- Navy modesty shorts
- White or navy crew, triple roll, or knee socks with dress shoes
- White or black ankle or no show socks with tennis shoes
- Navy opaque leggings or tights with no design or appliqué

## **5<sup>th</sup>-9<sup>th</sup> Grade**

- Plaid skort
- White short or long sleeve oxford shirt with HCA logo, button up, girl's fit blouse
- Green polo to wear with plaid skort
- Navy, green, or white cardigan with or without HCA logo
- Hunter green or navy fleece jacket with HCA logo
- Navy modesty shorts
- White or navy crew, triple-roll, or knee socks with dress shoes
- White or black ankle or no show socks with tennis shoes
- Navy opaque leggings or tights with no design or appliqué

## Required Chapel and Special Event Dress Code:

Girls in grades K-2 will wear a plaid jumper with white Peter Pan collar shirt.

Girls in grades 3-4 will wear white short or long sleeve oxford shirt with plaid skort or plaid jumper with white Peter Pan collar shirt.

Grades 5-8 will wear plaid skort or skirt with white short or long sleeved oxford shirt

## Shoes:

A navy strap “Mary Jane” style shoe or navy and white Saddle Oxford or Keds Saddle shoe is required for chapel days or special performance days. 5<sup>th</sup> -8<sup>th</sup> grade students may wear brown loafers. The student may choose an appropriate tennis shoe for footwear on other days. The colors of the shoe must be grey, navy, white, black, brown or any combination of these colors. **Shoes that have any other color will not be allowed at school.**

## Boys

All shirts and t-shirts must be neatly tucked so the belt line is visible in the front, back, and sides, during the school day. Kindergarten boys may choose elastic waist shorts and pants but are not allowed to wear belts in an effort to prevent hindering the ability to dress and undress themselves. First grade and above are required to wear a belt with shorts and pants. Hair should be trimmed neatly above the eyebrows without touching the ears or shirt collar with no extreme styles or color. Earrings are not allowed on boys. However, modest accessories (necklaces, bracelets, watches) may be worn as long as they coordinate with the uniform and do not cause a distraction.

### Kindergarten-2<sup>nd</sup> Grade

- Khaki Pants (with or without elastic waist)
- Khaki shorts (with or without elastic waist)
- Hunter Green polo shirt with monogrammed HCA logo (long or short sleeve)
- A plain white t-shirt may be worn underneath the shirt but must be tucked
- Hunter green or navy fleece jacket with logo
- Navy, black or brown socks with pants and white or black ankle or no show socks with shorts

### 3rd-8th grade

- Khaki pants (pleated or flat front)
- Khaki shorts (pleated or flat front)
- Hunter Green polo shirt with monogrammed HCA logo (long or short sleeve)
- A plain white t-shirt may be worn underneath the shirt but must be tucked
- White short or long sleeved oxford shirt must be worn tucked into khakis on chapel or special event days.
- Hunter green or navy fleece jacket with HCA logo
- Navy, brown, or black socks with pants and white or black ankle or no show socks with shorts
- Brown belt

## Required Chapel and Special Event Dress Code:

All boys will wear a white short or long sleeved oxford shirt with khaki pants/shorts and brown shoes

### Shoes:

Brown leather dress shoes are required for chapel and special performance days. The student may choose an appropriate tennis shoe for footwear for other days. The colors of the shoe must be grey, navy, white, black, brown, or any combination of these colors. **Shoes that have any other color will not be allowed at school.**

### Violation of Dress Code

**K-5<sup>th</sup> Grade-** On the first violation of dress code the student will come home with a uniform infraction slip for the parent to sign and return to school. On the second violation, the parent will receive a phone call from the child's teacher outlining the uniform infraction. On the third violation, a meeting will be set up with the Head of school to address the issue.

**6<sup>th</sup>-9<sup>th</sup> Grade-** Students will receive a demerit for a dress code violation.

### Special Activities:

During the school year there may be special activities that will call for exceptions to the HCA Uniform Code. The Administration will approve these days prior to such events and will provide guidelines for that activity prior to that event.

# Academic Guide



# GRADING SYSTEM

## Kindergarten

Students in kindergarten will receive the following grades for all subjects:

S – Satisfactory N - Needs Improvement U - Unsatisfactory

## Grades 1 - 2

Students in grades 1 and 2 will receive letter grades of A, B, C, D, and F for the following subjects: reading, math, English, spelling and conduct.

Students will receive grades in Bible, P.E., music, art, handwriting, and social sciences as follows:

S – Satisfactory N - Needs Improvement U - Unsatisfactory

## Grades 3-5

Students in grades 3-5 will receive letter grades of A, B, C, D, and F for the following subjects: reading, math, English, science, social studies, spelling and conduct.

Students will receive grades in Bible, P.E., music, art, and handwriting as follows:

S – Satisfactory N - Needs Improvement U – Unsatisfactory

## Grading Scale for Grades 1-5

A     94-100                      B     85-93                      C     78-84                      D+    70-77                      F Below 70

## Grades 6-9

Students in grades 6-9 will receive grades based on the scale below.

A     90-100                      B     80-89                      C     70-79                      D     60-69                      F Below 60

Students in grades 6-9 will take cumulative midterm and final exams. To be developmentally responsive to students, exams will be phased in during sixth through eighth grade as follows:

Grade	Exams	Weight
Sixth	Math and ELA	Counted as a test in Qtr. 2 or Qtr.4
Seventh	Math, ELA, Science	20% of the semester grade
Eighth	Math, ELA, Science, and Social Studies	20% of the semester grade

## ACADEMIC RECOGNITION

### Lower School- Grades 1-5

- Principal's List- Students in grades 1-5 with all A's and S's in all subject areas and conduct will receive this award.
- Honor Roll- Students in grades 1-5 must earn A's, B's, & S's in all subject areas and conduct, with the exception of handwriting, to receive Honor Roll.

A grade of U in any nine-week reporting period will prevent a child from being on the Principal's List or Honor Roll

### Upper School- Grades 6-9

- Principal's List- Students in grades 6-9 with all A's in all subjects at all grading periods will receive this award.
- Honor Roll -Students receiving an end of year GPA of 3.5 to a 3.9 on their report card will receive this award.

A grade of C or lower in any nine-week reporting period will prevent a student from being on the Honor Roll.

## PROMOTION AND AWARDED CREDIT

### Grades K through 1

A conference will be held with parents prior to the end of the year. Factors such as personal development, maturity, reading readiness, and number readiness will be discussed. At this time, a decision will be made as to whether or not the child would profit by repeating the grade. The Head of School will make the final decision.

### Grades 2 through 5

A student will repeat a grade level if they fail, meaning that the report card reflects a grade of F for at least two nine-week periods in reading or mathematics, or by the recommendation of the Head of School due to academic performance.

### Grades 6 through 9

To receive credit for a course a student must meet all the following requirements:

- Earn a semester grade of 60 or above,
- Earn a 1.0 on a 4.0 scale when all four quarters are averaged,
- Earn a grade of D or higher in three of the four quarters.

A student will repeat a grade level if they fail two core subjects for the year. ELA, mathematics, Bible, social studies, and science are considered core subjects. Failure means having a semester average below 60, having below a 1.0 on a 4.0 scale, **or** failing any two nine-weeks.

## SUMMER SCHOOL PARTICIPATION

### **Grades K through 5**

If a lower school student fails reading or math, summer remedial tutoring may be recommended by the Head of School.

### **Grades 6 through 9**

Upper school students who failed a core subject must attend an academic summer program approved by the administration.

Any student with an average below a 2.0 in a core subject may be required to attend an academic summer program approved by the administration.

# FACULTY AND BOARD

**Head of School: Joana Dieterich, M.Ed**

**Director of Elementary Education: Sandy McCardle**

Faculty	
Kindergarten Teachers	Michelle Trahan Casey Sweet
First Grade Teachers	Gennifer Crosby Tara Spiers
Second Grade Teachers	Marissa Cooper Erica Guidry
Third Grade Teachers	Melissa Thompson
Fourth and Fifth Grade Teachers	Kristen Devore Kellie Pascal
Sixth through Ninth Grade teachers	Language Reading – Ashley Lott Math- Renee Burge History/PE- Raymond Spiers Science - Celia Crochet
Paraprofessionals/Staff	
Administrative Assistant	Lacey Lee
Teacher Assistants	Kindergarten- Kaitlyn Harrington First Grade- Shannon Spell
Music Education	Jamie Howe
Art Education	Tiffany Wale
Physical Education	Morgan Altom
Dyslexia Instructor	Haley Kirby

## Heritage Christian Academy Board of Directors

Brooks Wallace – Chairman of the Board

Jeffrey Williamson

Dr. Michael Mitchell

Donna Porter

Brannon Clymer

Lynne Stockstill

Jerry Stough

Mark Stockstill

Ex Officio: Allen Hickman, Pastor Resurrection Life