



# **Student and Family Handbook**

**2017-2018 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).

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# I. Overview

## ***Our Commitment***

Heritage Christian Academy is committed to assisting parents in fulfilling their God-given responsibility to educate their children. At Heritage, we employ a classical approach to 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, science, and languages. 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 Focus On God***

Because true knowledge is a unified whole and God is its source, teachers at Heritage seek to integrate the content of all branches of knowledge and relate all of life to the unchanging truth of God's Word. By this we mean that we do not merely offer Bible in our curriculum, but rather that we seek to integrate the gospel of Christ into every thought, word, and deed. Whether in our curriculum, on the playground, or simply in day-to-day relationships with one another as students, faculty, and parents, we want the gospel to be preeminent.

## ***Our Historical Perspective***

Historically, American education prior to 1800 was predominantly a classical and Christian education founded on the bedrock of Greco-Roman culture and of the Protestant Reformation. Instructors were often ministers with training in classical languages and literature and in Protestant theology. The "progressive era" at the turn of the century (1880-1920) brought a radical shift in education, from an emphasis on mental discipline to a focus on enculturation, with a desire for social efficiency and building self-esteem; from teaching the traditional subjects of Latin, Greek, and mathematics to offering a wide range of electives including vocational courses; from preparing students for college, which required Latin and often Greek, to training them narrowly for an increasingly technological marketplace; from the challenge of disciplined hard work and excellence to the leveling effects of egalitarianism.



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

Heritage believes that a return to classical education is essential for the growth of God's Kingdom, which is the end goal of education at Heritage. The Latin roots of the word "education", *ex + ducere*, literally mean "to lead out of." Heritage believes that true education consists of teachers who mentor and guide students out of the darkness of ignorance into the light of God's truth, beauty, and goodness. Hence, this approach to education is necessarily bound to the process of redemption from the fall. In Adam's fall our nature was corrupted in every way, and only through Christ's redemption can our wills and minds be conformed to His.

Throughout the history of Western civilization, classical education has not been limited to training just the mind. Classical education believes in teaching the whole person. We believe that Christian classical education is cultivation, the cultivation of whole lives in service to Christ. This means that true education is cultivating and ordering the life of the mind, body, and soul to the perfect Man, Christ. This approach to education saturates the entirety of Christian classical education from the early years to maturity.

## **II. 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.

### III. Admissions Procedures and Enrollment/Reenrollment

#### **Tuition:**

The tuition for Heritage Christian Academy is \$4250 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 includes the following: (1) Application; (2) Student evaluation; and (3) Parent interview.

### 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.

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.

## IV. 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.

### **Expectations for Behavior:**

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. Classes are expected to walk in an orderly, straight line.

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.”*

### **Basic Rules:**

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. 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, cell phones, 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.

### **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

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.



## V. Discipline

### **Philosophy:**

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.

### **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.

Any time a student is referred for discipline, his/her parents will be contacted and apprised of the details of the referral. Corporal punishment (spanking) will never be a consideration in discipline at Heritage Christian.

Most 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:

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



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.).

## VI. Parent/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:**

- Parents 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.
- 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:



1. Parents should see that the student has an organized and complete record of assignments.
2. Be sure the student is in an area conducive to studying.
3. Keep distractions of any sort to a minimum. TV and radio should be off. Phone calls should be limited and minimized.
4. The hours reserved for studying should be planned, written out and held to as rigidly as possible to be effective.
5. 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 in itself. Make certain, however, that the child is working independently. If there is a problem, why not pray together about it?
6. Be sure all necessary tools and materials for homework are available.
7. Plan for five minute breaks in the study time as needed.
8. Emphasize learning and appreciation, not marks or grades.
9. Reading and studying are as important as written assignments.

## VII. 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 exercise caution when dropping 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.





**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 11:30 in which the child does not return to school will be counted as an absence. Check-outs after 11:30 in which the child doesn't return to school will be counted as a tardy. However, the amount of early releases should be kept to a minimum in order 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.*

**School Dismissal:**

- All students will be dismissed at 2:40 p.m. and must be picked up by 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 3:05 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 to 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. The FACTS account for the student will be charged at the end of the month.

## VIII. Attendance

**Fundamental Principles:**

- 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 that an absence is deemed unavoidable, 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 or not the student's grade will be affected.
- After twelve (12) absences, the School Board, 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.
- Students are expected to be at school on time. After three (3) tardies a meeting with the Head of School will be required to discuss how to address this issue. After five (5) tardies a meeting with the HCA Board will be required. Three (3) tardies = one (1) absence.

Makeup Work

- \* It is the student's responsibility to make up the work missed during their absence.
- \* A student shall have twice the amount of time he was absent to turn in make-up work (one day absent – two days to make-up work).



**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.) 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 of 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 by your classroom teacher.**

**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. In order 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.**

## IX. 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 shall be purchased from Uniforms and Accessories. 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. Over-sized clothes, such as pants, shirts, coats, 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 Uniforms and Accessories or other approved vendors shall be a part of the approved outerwear acceptable in the classroom. Students can wear any coat, hat or glove 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. Earrings are the only jewelry allowed for girls. 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 students.

### Kindergarten - 2 nd

- Plaid jumper
- White short or long sleeve blouse with peter pan collar (piped in navy) with HCA logo
- White turtleneck with HCA logo
- Navy, green, or white cardigan with or without HCA logo
- Hunter green fleece jacket with HCA logo
- Navy modesty shorts
- White or navy crew or knee socks
- Navy opaque leggings or tights with no design or appliqué
- A navy strap "Mary Jane" style shoe or navy and white Saddle Oxford or Keds Saddle shoe

Athletic shoes are allowed for both girls and boys with the exception of chapel days and school programs. Shoes must be non-cleated, closed toe, closed heel, and low top. Colors of athletic shoes and laces for girls must only be navy, white, grey or a combination of these colors. Colors of shoes and laces for boys must only be black, navy, white, grey or a combination of these colors. Colors and designs must complement the school uniform. Therefore, no "fashion" style shoes are allowed such as metallic, sequin, rhinestone, animal print, polka dots or stripes. Administration has final say on what shoes are appropriate.

### 3rd- 6 th

- Plaid jumper
- White short or long sleeve blouse with peter pan collar (piped in navy) with HCA logo ● Plaid skort
- Pull over blouse with sailor collar with HCA logo or a green girl fit polo to wear with plaid skort ● White turtleneck with HCA logo
- Navy, green, or white cardigan with or without HCA logo
- Hunter green fleece jacket with HCA logo



- Navy modesty shorts
- White or navy crew or knee socks
- Navy opaque leggings or tights with no design or appliqué
- A navy strap “Mary Jane” style shoe or navy and white Saddle Oxford or Keds Saddle shoe
- Athletic shoes are allowed for both girls and boys with the exception of chapel days and school programs. Shoes must be non-cleated, closed toe, closed heel, and low top . Colors of athletic shoes and laces for girls must only be navy, white, grey or a combination of these colors. Colors of shoes and laces for boys must only be black, navy, white, grey or a combination of these colors. Colors and designs must complement the school uniform. Therefore, no “fashion” style shoes are allowed such as metallic, sequin, rhinestone, animal print, polka dots or stripes. Administration has final say on what shoes are appropriate.

**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 3-6 will wear white sailor collar top and plaid skort on these occasions.**

**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.

Kindergarten-2nd

- 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 in.
- Hunter green fleece jacket with logo
- Navy or brown socks with pants and white ankle or no show socks with shorts
- Brown leather “Top-Sider” or “Merrell” style shoe



- Athletic shoes are allowed for both girls and boys with the exception of chapel days and school programs. Shoes must be non-cleated, closed toe, closed heel, and low top. Colors of athletic shoes and laces for girls must only be navy, white, grey or a combination of these colors. Colors of shoes and laces for boys must only be black, navy, white, grey or a combination of these colors. Colors and designs must complement the school uniform. Therefore, no “fashion” style shoes are allowed such as metallic, sequin, rhinestone, animal print, polka dots or stripes. Administration has final say on what shoes are appropriate.

### 3rd-6th

- 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 in.
- Hunter green fleece jacket with HCA logo
- Navy, brown, or white socks with pants and white ankle or no show socks with shorts
- Brown belt
- Brown leather “Top-Sider” or “Merrell” style shoe:
- Athletic shoes are allowed for both girls and boys **with the exception of chapel days and school programs**. Shoes must be non-cleated, closed toe, closed heel, and low top. Colors of athletic shoes and laces for girls must only be navy, white, grey or a combination of these colors. Colors of shoes and laces for boys must only be black, navy, white, grey or a combination of these colors. Colors and designs must complement the school uniform. Therefore, no “fashion” style shoes are allowed such as metallic, sequin, rhinestone, animal print, polka dots or stripes. Administration has final say on what shoes are appropriate.

### **Required Chapel and Special Event Dress Code:**

- **All boys will wear a hunter green shirt with khaki pants/shorts and brown shoes for these occasions.**

Please note that due to the change in uniform provider for the 2017-18 school year, we will allow uniforms from the previous year to be worn with no penalty.

### **Violation of Dress Code:**



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.

**Special Activities:**

During the 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.

## X. Faculty and Board

**Faculty:**

Head of School/Director: Jeremy C. Williams, PhD

Director of Elementary Education: Sandy McCardle

Kindergarten Teacher: Michelle Trahan

Kindergarten Teacher: Toni Myers

First Grade Teacher: Casey Sweet

Second Grade Teacher: Marissa Cooper

Third Grade Teacher: Kristen Devore

Fourth Grade Teacher: Tara Spiers

Fifth and Sixth Grade Teacher: Emily Smith

Fifth and Sixth Grade Math Teacher: Sharon Henderson





**Paraprofessionals:**

Teacher Assistant: Shannon Spell

Teacher Assistant: Lacey Lee

Music Education: Kristi Warden

Art Education: Kayla Lee

Lower Physical Education: Daisy Whitaker

Upper Physical Education: Morgan Altom

**Board of Directors:**

Brooks Wallace

Jeffrey Williamson

Dr. Michael Mitchell

Donna Porter

Brannon Clymer

Lynne Stockstill

Jerry Stough

Mark Stockstill



Ex Officio: Dr. Keith Warden, Pastor, FBC Picayune

Ex Officio: Allen Hickman, Pastor Resurrection Life

