



**Student and Family Handbook
2025-2026 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 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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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 \$5,500 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.

In the event a family is 90+ days delinquent on their tuition payments and incidentals, students will not be allowed to attend school until the balance is paid in full or a payment plan is in place with the business manager.

ADMISSIONS

Admissions Procedures:

The admissions process for Heritage Christian Academy is online and includes the following: (1) Application; (2) Student evaluation; (3) Parent/student 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 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, athletic and other school-administered programs.

ENROLLMENT

Immunizations:

As followers of Christ, it is our responsibility to protect the vulnerable (Proverbs 31:8-9) and prioritize the well-being and protection of others over our own concerns (Philippians 2:4). All new students must submit a Certificate of Immunization Compliance (Form 121) that 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. HCA does not grant religious exemptions, as our policy is grounded in the biblical conviction that God has called us to protect the most vulnerable in our care—a responsibility that lies at the heart of our faith-based mission. 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.

The following immunizations are required and given in accordance with the guidelines given by the State Health Officer:

- Pneumococcal *PK3 only
- Hib *PK3 only
- Diphtheria, Tetanus, Pertussis (DTaP) b
- Polio
- Hepatitis
- Measles, Mumps, Rubella (MMR)
- Varicella (chickenpox)
- Tdap *7th grade

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 \$255 per child will be required with the re-enrollment agreement, which is a registration fee. The deposit for new students is \$355.

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 HCA 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 a follower 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 behavior that treats the Lord's name or character with triviality are not permitted.
2. No 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 - at discretion of the teacher) 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 personal electronic devices to school (exception for cell phones - see specific cell phone policy). This includes iPods, non-school issued laptops, video games, kindles, nooks, portable DVD players, cameras, smart watches 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.

Water Bottles:

Students may only bring water to school. No other liquids are permitted in water bottles. Bottle fillers are available at multiple water fountains on campus. Pre-K-K3 - Elementary students may use any color or material water bottle as long it is 32 oz. or less. Stanley type containers must have a screw on no spill lid and cannot have a handle and removeable straw. Middle and High school students may ONLY use clear plastic water bottles 32 oz or smaller.

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 in early childhood and elementary. Beginning in 4th grade students will follow a demerit system. 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 early childhood and elementary 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 Management Plan

Demerit System (4th – 12th 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 accumulative for the entire year.

Consequences for demerits are as follows:

4th and 5th grade 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, 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

6th - 12th grade consequences for demerits are as follows:

3 demerits = lunch detention

6 demerits = one hour detention at the dean of student's discretion

10 demerits = after school detention (parent charged \$25)

15 demerits = two hour workday (parent charged \$50)

20 demerits = one-day in-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 referred to any coaches or school sponsors of 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/vape or fighting. Consequences will be at the discretion of the administration but may include detention, in-school suspension, out-of-school suspension or expulsion.

Responsibility Clinic (6th – 12th Grade)

Assignments and homework assigned will be meaningful and purposeful. If a student chooses not to complete an assignment that is worth 10 or more points or 3 homework assignments, they will be assigned a responsibility clinic. Responsibility clinics will be held either before school, after school or during block 4 at the assigning teacher discretion. Students will complete missed assignments and homework during the clinic. If a student doesn't attend their assigned responsibility clinic, an additional responsibility clinic will be assigned resulting in 2 clinics. If a student doesn't report a second time, they will be assigned an in-school suspension.

Referring Students to the Office (Pre-Kindergarten-12th 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:

- 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. Major 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 weapons.
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 students 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. Social media content may not be created on school premises during school hours or at a school event. 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 and is responsible for the cost of repair to defaced property.
 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, tests, quizzes, papers, or other classroom assignments in all subjects 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). Two hours of community service (on HCA campus) will be required as well.
- Second Offense: Phone will be turned into the office. Phone will be confiscated overnight and student will be fined \$50 and must complete four hours of community service (on HCA campus) supervised by a school official.
- Third Offense: Phone turned into office. Parent meeting. \$75 fine. Student will no longer be allowed to have a phone on campus. They must turn their phone into the office when arriving daily.
- Subsequent cell phone offenses: Student will be placed on disciplinary probation with the possibility of being dismissed from HCA.

**HCA is not responsible for loss or damage done to phones that have been confiscated.

Responsible use of Artificial Intelligence in the classroom:

We recognize the need to add guiderails for the responsible, ethical, and educationally appropriate use of artificial intelligence (AI) technologies in the classroom setting. The goal is to encourage innovative learning while upholding academic integrity, privacy, and critical thinking. AI tools may be used for educational purposes such as brainstorming, tutoring, skill practice, and research under teacher guidance. However, students must always submit original work unless a teacher has granted permission to use AI. In such cases, students must clearly acknowledge the tool used.

The use of AI to generate assignments, complete quizzes or tests, or avoid learning is considered academic dishonesty and will be addressed according to the school's Academic Integrity Policy. Students must also avoid entering any personal or sensitive information into AI platforms. Misuse of AI may result in disciplinary action as outlined in our academic dishonesty policy above loss of technology privileges, or further consequences.

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 or otherwise affects our school community, 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 officially hears 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:

- HCA will schedule at least one parent/teacher conference with the parent(s) of each student.
- If an additional conference is needed, the parent should schedule conferences with teachers and administrators via email.
- 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.

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 non-school age children.

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. Students must have a signed permission slip in order to go on any field trip or school sponsored trip. The cost of the required fieldtrips will be covered as part of the Technology and Supply Bundle fee paid during registration. If an optional fieldtrip is scheduled in addition to the two required fieldtrips, students will be charged an additional fee for participating.

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. Since fieldtrips are an extension of learning that has taken place in the classroom, siblings of students are not allowed to attend field trips. If a chaperone has an infant child that must remain with his mother due to needs, that child will be allowed to accompany the mother. Parents must accompany and transport infant 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. Before school care is provided beginning at 7:00 a.m. at an additional cost. Students who enter the school building before 7:30 a.m. will be charged the before school care fee. Parents should not drop off students before the designated times.
- PK3-5th grade students are to enter the building from the Multipurpose Room covered entrance.
- 6th-12th grade students are to enter the building from the MS/HS covered entrance.

- Students may be dropped off in the supervised area between 7:30 a.m. and 7:55 a.m. After 7:55 parents must bring students through the office.
- 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 enter with students at the HCA front entrance to officially check your student in for the school day.

School Dismissal:

- All lower students (PreK3-3rd) will be dismissed at 2:40 p.m. and must be picked up by 3:00 p.m.
- All upper students (4th-12th) will be dismissed at 3:00 p.m. (Sibling will be dismissed together at 3:00 p.m.)
- PK3-5th grade students will be dismissed from the Multipurpose Room covered entrance.
- 6th-12th grade students will be dismissed from the MS/HS covered entrance.
- Parents who have students in both areas (PK3-5th and 6th-12th) will pickup their students in the MS/HS covered entrance. Younger students will be held on campus from their 2:40 dismissal time until the 3:00 upper dismissal.
- 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.

Student Parking:

- Students will be assigned a specific parking area and must have a \$25 parking permit.
- When student drivers arrive on campus they must enter the building immediately and may not visit their car during the school day without permission from the office.
- Student drivers may not leave campus for lunch or to run errands.
- Student drivers are not allowed to drive other students unless both parents (parent of the student driver and parent of the student riding) have signed a permission slip and turned it into the office.

Carpool:

- PK3-5th grade students will arrive and be dismissed from the Multipurpose Room covered entrance.
- 6th-12th grade students will arrive and be dismissed from the MS/HS covered entrance.
- Parents who have students in both areas (PK3-5th and 6th-12th) will drop off at the youngest child's assigned location and pickup at the oldest child's assigned location.
- 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.

Before-School Care Program:

We provide a Before-School Program Monday – Friday and prices are \$20/week or \$5/day. Before-care starts at 7:00 a.m. and parents should check students in at the Multipurpose room. Parents should register their child

for before care if they feel they may need this service during the school year. Registration is \$30.00. The FACTS account for the student will be charged at the end of the month.

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 \$30.00. 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 dean of students, 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.)
- **If a student has more than 20 absences for the day (elementary) or in a block (MS/HS), they will be required to make up the numbers over 20 to move to the next grade. This will be done on a day when school is not in session at the discretion of the administration. There will be an additional charge to the parents depending on the amount of time required (whole day= \$100, MS/HS = \$25 per block)**
- When returning to school after an absence, a note should be provided outlining the reason for the student's absence.
- Doctor's notes and school excuses MUST be turned in within the school week of the absence for it to be recorded. No late excuses will be accepted.

Make Up Work Following an Absence

Fourth-Twelfth Grade- 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.

Students who are required/approved to attend virtually due to illness, do not qualify for the policy above.

Late Work Policy

If a student turns in work late, 10% per day (up to 50%) will be deducted from the grade earned. This includes making up work or tests for an excused or approved absence. Work turned in after 5 days late will not be accepted

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 11:00 in which the child does not return to school will be counted as an absence. Checkouts after 11:00 will be counted as a half day absence. The number 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.*

Participation in co-curricular or extracurricular activities

Students must be present for 60% of the day to participate in co-curricular or extracurricular activities.

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.

Morning Tardies:

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 or Dean of Students will be required to discuss how to address this issue. Tardies will be handled in the following manner.

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.

Tardies Between Classes (MS/HS):

Students in grades 6th–12th will be considered tardy to class if they are not in the classroom when the bell to begin class rings. After 3 classroom tardies, a one-hour detention will be assigned.

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

Heritage Christian Academy administrative team and school nurse may distribute prescription and non-prescription drugs to children during the school day if parents have completed a medication form and provided medication and instructions. 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.

SCHOOL SAFETY AND LUNCH

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. Refrigerators, 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 the NIGHT BEFORE. (The parent should select the student's lunch through his/her RenWeb Account) **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 canceled by the parent then the account will be charged full price.** Drinks are not provided. If a lunch is not ordered and a lunch is not brought to school, the school will provide a lunch and the parent will be charged \$6.00.

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 or Tommy Hilfiger Uniforms through the HCA school website. Other items, such as footwear, belts, socks, hair accessories, undershirts, etc. may be purchased from any vendor but must meet the required guidelines. HCA 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.

See Uniform chart for full details – Page 22 and page 23.

Violation of Dress Code

On the first and second violations of dress code the dean of students will document the dress code in RenWeb and email the parents. On the third violation, the dean of students will document the dress code in RenWeb and contact the parents to discuss the issue. On fourth violation a parent's RenWeb account will be charged \$25.00. Every violation moving forward will result in an additional \$25.00 charge.

Uniform checks will be held daily at the end of morning announcements.

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.

2025-2026 HCA Dress Code

Early Childhood Division PreK-Kindergarten	
Girls Tops	Boys Shirts
<ul style="list-style-type: none"> Navy gingham Peter Pan collar smock dress with HCA logo (<i>SchoolTime Uniforms exclusive</i>) Plaid jumper White short or long sleeve Peter Pan blouse w/ HCA logo White short or long sleeve oxford w/ HCA logo Hunter green or navy short or long sleeve polo shirt w/ HCA logo 	<ul style="list-style-type: none"> Hunter green or navy short or long sleeve polo shirt w/ HCA logo White short or long sleeve oxford with HCA logo
Girls Bottoms	Boys Pants
<ul style="list-style-type: none"> Navy modesty shorts are required under all jumpers, dresses, and skirts Plaid skort or skirt 	<ul style="list-style-type: none"> Khaki shorts or pants WITH elastic waistband (PreK 3 and 4) Khaki shorts or pants WITH or WITHOUT elastic waistband (Kindergarten ONLY) Early childhood students do NOT wear a belt Khaki shorts or pants MUST be purchased exclusively from SchoolTime Uniforms or Tommy Hilfiger Uniforms. NO other brand of khakis will be accepted.

First Grade - High School	
Girls Tops	Boys Shirts
<ul style="list-style-type: none"> Plaid jumper White short or long sleeve Peter Pan blouse w/ HCA logo White short or long sleeve oxford w/ HCA logo Hunter green or navy short or long sleeve polo shirt w/ HCA logo 	<ul style="list-style-type: none"> Hunter green or navy short or long sleeve polo shirt with HCA logo White short or long sleeve oxford with HCA logo A plain white t-shirt may be worn underneath the uniform shirt <p style="text-align: center;">Shirts MUST be tucked in</p>
Girls Bottoms	Boys Pants
<ul style="list-style-type: none"> Navy modesty shorts are required under all jumpers and skirts Plaid skort or skirt Bottoms must be no more than 4" above the knee in 6th-12th grade 	<ul style="list-style-type: none"> Khaki shorts or pants MUST be purchased exclusively from SchoolTime Uniforms or Tommy Hilfiger Uniforms. NO other brand of khakis will be accepted. Khaki shorts or pants (pleated or flat front)

Tommy Hilfiger Uniforms: www.globalschoolwear.com. (school code HERI04)
 SchoolTime Uniforms: www.schooltimeuniforms.com

Shoes, Outerwear, and Accessories ALL Students

Girls Shoes	Boys Shoes
<ul style="list-style-type: none"> ● Navy strap “Mary Jane” style ● Navy and white saddle oxford ● Keds saddle shoe ● Brown loafers ● Gray, navy, white, black, or brown tennis shoes (or any combination of these colors) ● Gray, navy, white, black, or brown UGG style boots (closed toe/closed heel) may be worn for warmth when appropriate <p style="text-align: center;">Shoes that contain any other color will not be allowed at school.</p>	<ul style="list-style-type: none"> ● Solid brown or black dress shoes ● Gray, navy, white, black, or brown tennis shoes (or any combination of these colors) <p style="text-align: center;">Shoes that contain any other color will not be allowed at school.</p>
Girls Outerwear	Boys Outerwear
<ul style="list-style-type: none"> ● <i>Only approved jackets or sweatshirts from Barousse Designs, SchoolTime, or Tommy Hilfiger uniforms will be allowed.</i> ● No plain colored sweaters, sweatshirts, or cardigans will be allowed. ● Official sports issued outerwear may be worn with uniform ● Hunter green or navy fleece jacket w/ HCA logo ● To accommodate weather conditions, students may wear coats outside of the building not purchased from an approved vendor. <p style="text-align: center;">Specialty sweatshirts purchased from boutiques/stores other than the aforementioned approved vendors will only be allowed on school spirit days (Fridays).</p>	<ul style="list-style-type: none"> ● <i>Only approved jackets or sweatshirts from Barousse Designs, SchoolTime, or Tommy Hilfiger uniforms will be allowed.</i> ● No plain colored sweaters, sweatshirts, or cardigans will be allowed. ● Official sports issued outerwear may be worn with uniform ● Hunter green or navy fleece jacket w/ HCA logo ● To accommodate weather conditions, students may wear coats outside of the building not purchased from an approved vendor. <p style="text-align: center;">Specialty sweatshirts purchased from boutiques/stores other than the aforementioned approved vendors will only be allowed on school spirit days (Fridays).</p>
Girls Accessories/Other	Boys Accessories/Other
<ul style="list-style-type: none"> ● Navy, black, gray, brown or white socks ● Navy opaque leggings or tights with no design or applique may be worn under all jumpers, dresses, or skirts ● Makeup CANNOT be worn in elementary (PreK - 5th grade) ● Piercings may be worn in the ear ONLY. NO other piercings will be allowed. ● Hair should be neat with no extreme colors or styles ● Bows and headbands are allowed as long as they are color coordinated with the uniform ● All clothing should be worn in a modest fashion so as not to expose any undergarments. 	<ul style="list-style-type: none"> ● Brown or black belt MUST be worn with all pants and shorts (with the exception of students in early childhood - PreK through Kindergarten) ● Navy, black, gray, brown or white socks with pants ● White or black ankle or no show socks with shorts ● Piercings are NOT allowed. ● Hair MUST be worn neatly ● Hair length cannot be below the eyebrow and cannot touch the collar of the uniform shirt ● Hair cannot be worn in ponytails ● All boys with facial hair MUST be kept neat. Neat is defined at the discretion of the administration.

**UNIFORMS ARE PURCHASED EXCLUSIVELY THROUGH SCHOOLTIME UNIFORMS LOCATED IN MANDEVILLE, LA OR TOMMY HILFIGER UNIFORMS THROUGH THE HCA SCHOOL WEBSITE. ANY OTHER UNIFORM BRANDS ARE NOT PERMITTED.



Academic Guide

GRADING SYSTEM

PreK 3 – PreK 4

Students in PreK will receive a skills-based checklist report each nine weeks.

Kindergarten

Students in kindergarten will receive skills-based checklist report each nine weeks. To advance to first grade students must score 80% or higher in Math and Reading at the quarter four.

Grades 1 - 3

Students in grades 1 through 3 will receive letter grades of A, B, C, D, and F for the following subjects: reading, math, language.

Students will receive grades in Bible, handwriting, and social sciences as follows:

E- Excellent S – Satisfactory N - Needs Improvement U- Unsatisfactory

Grades 4-5

Students in grades 4 and 5 will receive letter grades of A, B, C, D, and F for the following subjects: reading, math, language, science, history, and Bible

Students will receive grades in conduct as follows:

E- Excellent S – Satisfactory N - Needs Improvement U- Unsatisfactory

Grades 6-12

Students in grades 6 through 12 will receive letter grades of A, B, C, D, and F for the following subjects: English, math, science, history, Bible and an elective.

Grading Scale for Grades 1-12

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

Students in grades 6-12 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: Midterm and Final Science and Social Studies: Final only	Counted as a test in Qtr. 2 or Qtr.4
Seventh- Twelfth	Math and ELA: Midterm and Final Science and Social Studies: Final only	20% of the semester grade

Exemptions:

Students may be exempt from FINAL EXAMS only. Students with an A in all terms in the subject being considered for exemption, zero unexcused absences (Doctor's notes only), and zero behavioral demerits may be excused from final exams.

ACADEMIC RECOGNITION

Lower School- Grades 1-5

- Principal's List- Students in grades 1-5 with all A's and E's/S's in all subject areas at all grading periods will receive this award.
- Honor Roll- Students in grades 1-5 must earn A's, B's, & E's/S's in all subject areas at all grading periods at every nine-week grading period to receive Honor Roll.
- A grade of U in any nine-week reporting period (with the exception of handwriting) will prevent a child from being on the Principal's List or Honor Roll.

Upper School- Grades 6-12

- Principal's List- Students in grades 6-12 with a 4.0 GPA in all subjects **at each** semester grade will receive this award.
- Honor Roll -Students receiving an end of year GPA of 3.5 to a 3.9 on their report card **at each semester** will receive this award.

PROMOTION AND AWARDDING CREDIT

Grades PreK3 through Kindergarten

To progress to the next grade students in grades PreK and Kindergarten must have an 80% mastery **in core subjects** on their fourth quarter report card. **PK4 students will be given the kindergarten screener. To advance to kindergarten students must score 50% on the screener.** A conference will be held with parents prior to the end of the year if a student has not reached these requirements. 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 1 through 3

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 4 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 any subject, or by the recommendation of the Head of School due to academic performance.

Grades 6 through 12

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. English, 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 **but will not determine a student advancing to the next grade.**

Grades 6 through 12

Upper school students who failed a core subject must attend an academic summer program approved by the administration and **demonstrate mastery of subject matter to advance to the next grade.**

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.

COMMUNITY SERVICE

Community Service Policy

The Heritage Christian Academy Portrait of a Graduate outlines our desire to create students who are A Witness, A True Scholar and An Ambassador of the Kingdom of God. Our community service requirement is designed to train students to be ready to do good, serve others and contribute to the betterment of their community. Requiring service hours to graduate is rooted in the following :

To Reflect Christ: We believe that we are image bearers of Christ. Using Matthew 20:28 as our foundation “ just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many” we emphasize the importance of serving others.

Foster the Stewardship of Gifts and Resources: We believe that individuals are entrusted with gifts, talents, and resources that should be used for the betterment of others and the world. Requiring service hours encourages students to recognize and responsibly steward their talents and resources for the benefit of their communities.

Discipleship and Spiritual Growth: We believe that service is a way for students to live out their faith in practical ways and grow spiritually. By serving others, students deepen their understanding of biblical truths and cultivate a deeper relationship with God.

Integration of Faith and Action: Requiring service hours integrates faith with action. It demonstrates that our faith is not just about belief or rituals but also about relationship with Christ and living out one's faith through service and love for others.

Preparation for Leadership and Service: It is our desire that our students become the leaders in the next generation. Service requirements can help prepare students for leadership roles by instilling in them a sense of responsibility, commitment to serving others, and the skills necessary for effective leadership.

Expectations

Students must see the HCA Service Hour Faculty Coordinator BEFORE participating in any community service project that will be considered for graduation.

1. Students are required to earn at least 10 documented service hours from approved community organizations during each of the freshman through senior years of high school to fulfill graduation requirements. Students who fail to obtain the required 10 hours for the year will be required to complete the hours and will receive a penalty of 5 additional hours for the next year
2. Each service year begins May 1.
3. Any new community service organizations must be approved in advance by the HCA Service Hour Faculty Coordinator.
4. Students must contact and make prior arrangements with the community organization before volunteering.
5. Forms must be signed out from and returned to the HCA Service Hour Faculty Coordinator.
6. All service hours must be verified and approved by the HCA Service Hour Faculty Coordinator prior to participating in service.
7. Hours served to fulfill service obligations for other organizations cannot be used to also meet HCA service requirements.
8. Seniors must complete all service hour requirements by April 1 of the senior year. If the service component is not complete, a senior will not officially graduate until the requirements are met.
9. All underclassmen must complete all service hour requirements by May 1.
10. Students who transfer from other schools after the freshman year of high school will receive a pro-rated service hour requirement.
11. Students serving on mission trips may receive all 10 service hours to count towards their community service requirements.

DRESS CODE REQUIRED: Heritage shirt and appropriate attire required.



Heritage Christian Academy Graduation Tracks

	Honors Track	College Prep Track	2-year College Track
English	4 units	4 units	4 units
Math	4 units <ul style="list-style-type: none"> starting with Algebra I 3 credits higher than Alg. I 	4 units <ul style="list-style-type: none"> starting with Algebra I 	4 units <ul style="list-style-type: none"> Pre-Algebra Algebra I
Science	4 units <ul style="list-style-type: none"> Biology Physical Science Chemistry Elective Science 	4 units <ul style="list-style-type: none"> Biology Physical Science Chemistry Elective Science 	4 units <ul style="list-style-type: none"> Biology Physical Science Chemistry Elective Science
Social Studies	4 units <ul style="list-style-type: none"> MS History (.5 unit) Geography (.5 unit) American History Government World History 	4 units <ul style="list-style-type: none"> MS History (.5 unit) Geography (.5 unit) American History Government World History 	4 units <ul style="list-style-type: none"> MS History (.5 unit) Geography (.5 unit) American History Government World History
Bible	4 units (beginning class of 2027)	4 units (beginning class of 2027)	4 units (beginning class of 2027)
Foreign Language	2 units <ul style="list-style-type: none"> Foreign Lang. I Foreign Lang. II 	2 units (or see below for substitution) <ul style="list-style-type: none"> Foreign Lang. I Foreign Lang. II 	
Computer	1 unit	1 unit	1 unit
Physical Ed	½ unit	½ unit	½ unit
Fine Arts	1 unit	1 unit	1 unit
Health	½ unit	½ unit	½ unit
College & Career	2 credits <ul style="list-style-type: none"> ACT Prep College & Career Readiness 	2 credits <ul style="list-style-type: none"> ACT Prep College & Career Readiness 	2 credits <ul style="list-style-type: none"> ACT Prep College & Career Readiness
Electives to equal	28 credits	28 credits	28 credits
	*Must take at least 10 Honors, Dual Credit, or AP level courses to qualify for the Honors Track	** 1 foreign language credit can be substituted with an advanced level course above the required Carnegie units in English, math, science, computer science and/or any Advanced Placement (AP)	

FACULTY AND BOARD

Head of School: Joana Dieterich, M.Ed

Leadership		Faculty	
Lower School Dean of Students/Constituent Relations	Kellie Pascal, M. Ed	Pre-Kindergarten 3	Susan Kelly Elizabeth Herrin
Upper School Dean of Students/Athletic Director	Brittany Rogers, M. Ed	Pre-Kindergarten 4	Gabby Daniels, M. Ed Laura White
Business Manager	Brandy Lumpkin	Kindergarten	Sonya Jordan Nikki Zimmerli
Director of Advancement	Sandy McCardle	First Grade	Donna Barnes Kim Davis
Staff/ Paraprofessionals		Second Grade	Gennifer Crosby, M.Ed Karen Balch, M. Ed
Administrative Assistant	Sammi Hitz	Third Grade	Mary Scott Dieterich Kerry Jarrell, M.Ed
Teacher Assistants	Amber Tornga- Pre-K3 Sandra Millis – Pre-K3 Keri Rauch- Pre-K4 Julie Favaloro – Pre-K4 Jessica Spiers - K Ashley Remonineq- K Judy Jarrell - K Hannah Fitzgerald -1 st Grade Sarah Goodrich - 1 st Grade Carol Downes- 2 nd Grade	Fourth Grade	Kristen Devore, M. Ed - Math & Science Diana Bentley- Language Arts & History
		Fifth Grade	Julie Mooney – Language Arts & History Kerri Snider- Math & Science
Resource Officer	Spurgeon Crosby	Middle School and High School Teachers	Kati Taliacich – Language Arts & History Tessa Watson, Math & Science Emily Pigott – English Anna Stringer- English & Bible Renee Burge, M.Ed- Math Trevor Lee – History Stacey Bellelo -Science Anita Dana, M.Ed – Math Michelle Trahan M. Ed– Bible Michelle Guidry - History Melissa Whitfield, M.Ed- English Casey Rawls- College and Career & ACT Prep Lane Balch- Middle School Electives Daisy Whitaker- Spanish
Art Education	Hannah Sherlock, M.Ed		
STEAM	Celia Crochet, M. Ed Missy Thompson, M. Ed		
Physical Education	Shelby Swear		
Spanish	Daisy Whitaker		
Testing Support	Carol Downes, M. Ed		





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

Tommy Lane

Ex Officio: Allen Hickman, Pastor Resurrection Life