A blue and orange horse logo

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**Heritage Christian Academy**

*A Ministry of Heritage Apostolic Church*

Parent/Student Handbook

2025-2026

A Habit of Excellence

Proverbs 22:6

“Train up a child in the way he should go: and when he is old, he will not depart from it.”

**Purpose**

The Parent-Student Handbook is to equip students, parents, and teachers with necessary information for a successful school year. However, this handbook is not a complete or total school policy or manual. In it you will find information regarding attendance, dress code, discipline, academic requirements, financial policy and other items. Parents and students are required to read this handbook and may contact the school office if you have any questions. The HCA School Board has approved this handbook and hopes that it contributes to a better understanding and appreciation of our educational program.

**Introduction**

Parents have the responsibility to see that their children are educated through a school that supports both academic excellence and family values. The mission of Heritage Apostolic Church is to equip believers to reach the harvest, and Heritage Christian Academy is an extension of that same mission.

Heritage Christian Academy exists to serve the Christian home. We assist parents in the task of raising their children in the training and instruction of the Lord by offering a quality education that is Bible-based. HCA seeks to provide opportunities for all families to experience academic excellence without compromise to the principles of the Word of God.

Heritage Christian Academy will ensure the following:

* To train your child to love and respect the Word of God. A biblical world view as taught by the Word of God will be known through all the child’s daily learning and activities.
* To give your child the finest in academic training; the growth of intellect is part of education as is the development of character and soul.
* To instill in your child standards for living which are noble and pure, including respect for the rights and properties of others, love of country, obedience to law, self-discipline, and importance of the individual.

This handbook spells out the objectives and policies of Heritage Christian Academy. Parents and students should read this handbook in full and be familiar with the content.

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# Mission

The mission of Heritage Christian Academy is to provide students with a quality, Christ-centered education in a safe environment, conducive to learning, producing academic excellence, and spiritual enrichment.

# Philosophy

As a distinctly Christian institution of learning, Heritage Christian Academy approaches education from a Godly standpoint. In a day of compromise and conflict between the values of the believer and those of society, we unreservedly acknowledge the ultimate authority of God. Our educational philosophy, therefore, is based on a God-centered world view of truth as presented in the Bible. Our Statement of Faith is as follows:

* The Bible is the inspired Word of God, giving a true history of creation and man and containing a correct prophecy of the ages to come.
* There is only one God; He has revealed Himself to humanity as the Father (Creator), in the Son (Savior), and as the Holy Ghost (Indwelling Spirit).
* Sin is the transgression of the law, or commandments of God, and the guilt thereof has fallen upon all humanity requiring salvation given only by God.
* Salvation consists of the deliverance from all sin through the blood of Jesus Christ; the experience includes repentance from sin, water baptism in the name of the Lord Jesus Christ, and the spiritual baptism of the Holy Ghost.
* Those who have fully experienced salvation, whereby called Christians, are instructed to live a life pleasing to God…. soberly, righteously, and Godly in this present world (Titus 2:12).

# Admission Policy

Heritage Christian Academy does not discriminate based on race, religion, ethnic origin, disability, or sex.  Qualified applicants of all races and creeds are welcome.

Any child who will be in Pre-Kindergarten (Age 3) and potty trained through 12th grade may apply. However, HCA recognizes that it cannot meet the educational needs of all children. It is a school offering a high quality of Christian training, but it is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children nor designed to service students needing special education services.

The admission policies and procedures for admitting students to Heritage Christian Academy are as follows:

* Applicants must first fill out and return the Student Information Form and Contract.
* An interview will be held, preferably with the parent(s) and the prospective student.
* A copy of the prospective student’s most recent achievement test scores and report card must be furnished.
* Reason(s) for the student withdrawing from the previous school must be put in writing.
* The student’s record must verify acceptable academic performance.
* The prospective student must have acceptable deportment.
* Heritage Christian Academy does not accept a student who has been expelled. HCA reserves the right to deny registration to a student with recent suspension based on reasons and frequency.
* Heritage Christian Academy tests students for admission and placement for grades 2 – 12. (Test results along with records and student information will be considered for grade placement)

Students in grades K3 through First Grade must be the appropriate age by September 1.

Students in grades K3 through 12th grade, please bring the following documents with you when you register: Certified copy of birth certificate, Social Security card, and Mississippi immunization form (Health Department Certificate of Immunization Compliance).   A certified copy of student’s birth certificate, Social Security Card, and immunization compliance form must be on file in the school office before the student may attend classes.

Students entering Seventh Grade, beginning with the 2012-2013 school year, are required to have a Tdap vaccination.  A new immunization compliance form must be turned into the school administration office.

***The school reserves the right to deny admission to any student who applies.***

# Attendance

Students are expected to attend classes regularly, to be on time to benefit maximally from the instructional program, and to develop habits of punctuality, self-discipline, and responsibility.

1. For the purpose of compliance with the Mississippi Compulsory School Attendance Law, absences will be determined to be excused or unexcused. Each of the following shall constitute an excused absence and must be accompanied by proper documentation:

--Illness or injury that prevents the student from being physically able to attend school.

--When isolations is ordered by the county health officer, the State Board of Health, or an appropriate school official.

--Death or serious illness of a member of the immediate family, which includes grandparents, parents, brothers, sisters, stepbrothers, and stepsisters. The principal or his /her designee must approve the absences.

--A medical or dental appointment. These absences must be documented with the proper excuse from the attending physician/dentist upon return to school.

--Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.

--Observance of a religious event, with prior approval of the principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the principal or his/her designee, the extent of absence would adversely affect the student’s education.)

--Attendance at an authorized school activity with the prior approval of the principal or his/her designee.

--Participation in a valid educational opportunity, such as travel including vacations or other family travel, with prior approval of the principal or his/her designee

2. When a child has exceeded five unexcused absences, the Marshall County Attendance Officer shall be notified in writing within two (2) days by the school principal or his/her designee.

3. A student is considered tardy when he/she is not in class at the scheduled time. Three (3) incidents of tardiness to class will be considered as one absence.

4. Three (3) incidents of early checkouts will also be considered as one absence.

5. A student must be present at school 63% of the school day to be eligible to participate in any school activity during or after the school day.

6. When a student is absent from school (excused or unexcused), the number of days allowed to complete any required make-up work is commensurate with the number of days missed.

7. Parent notes may be used to excuse five daily absences—the note must include student’s legal name, date of absence, reason for absence, parent/guardian signature and date note was written. Note must be submitted within two days of returning to school.

8. If a student is absent more than **10 days** in a semester or **20 total days** in a year, they are in jeopardy of failure and/or dismissal.

MISSISSIPPI COMPULSORY SCHOOL LAW

Under the Mississippi Compulsory School Attendance law, a parent, guardian, or custodian of a compulsory school age child in this state shall cause such child to enroll in and attend a public school or legitimate non-public school. Under the provisions of this law, “compulsory-school-age-child” means a child who has attained or will attain the age of six (6) years on or before September 1 of the calendar year and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year.

If a compulsory school age child has not been enrolled in a school within 15 calendar days after the first day of the school year which the child is eligible to attend or if a child accumulates **12 unlawful (unexcused) absences** during the school year at the public school in which the child is enrolled, the parent may be taken to court and fined and/or jailed for educational neglect of the child. The penalty for this unlawful act is up to one year in the Marshall County Jail and /or a $1,000 fine.

1. Parents should be notified each day that a student is absent from class.

2. A student must consult the teachers on the day he/she returns to class following an absence or a suspension to arrange to make up any work missed.

3. At the end of a semester, a student may be excused from the final examination in a course if he/she has a 90 average or above and has not missed more than four (4) excused days (per semester).

4. Students assigned to ISS, or students who are suspended at any time during the school year will forfeit the right to exemption from semester and/or final exams.

5. The enforcement of this policy is the responsibility of the teachers and principal.

**Work missed due to school suspension will be allowed to be made-up upon return to school.** **However, HCA reserves the right to modify point value based on the nature of the infraction.**

# Work Program

No student will be allowed to arrive late or leave early for a job without administrative approval. Please see the Principal for a Work Release Form and further details. Please note the work release program is only available for seniors. **Excessive absences and/or not being on track for graduation may lead to revoking of or denial of work release privileges.**

# Field Trips

The classroom teacher determines Field Trips after administration approval. A note will be sent home informing parents of the planned activity, time leaving, time returning, and funds needed for the trip. The average is one Field Trip per semester. We do not include the cost of Field Trips in tuition, so it will be necessary for you to pay the expense on a per trip basis. Field Trips can average from $5.00-$20.00. A variety of trips are taken during the year, both educational and entertaining. HCA Field Trips are for enrolled students only. Chaperons are typically limited to parent/legal guardians only. Absences and early dismissal after returning from field trips are not allowed without administrative approval.

# Visitor Policy

It is the duty of Heritage Christian Academy to provide a safe, welcoming, and instructionally rich environment for students, parents, and teachers. Parents/Guardians are encouraged to visit the school. However, to ensure the safety of all students, parents/guardians must report to the main office upon arrival at the school campus. Parents/Guardians may not interrupt the instructional process. *Therefore, if a school visit or classroom observation is needed an appointment must be previously scheduled.* All visitors will sign a visitor log sheet denoting their time of arrival and must sign out at their departure. *All visitors must be accompanied by the school’s administration/designee if they go beyond the main office.* It is important for instructional time to be protected each day, so students can focus on the objectives at hand in a safe and secure environment.

Parents/Guardians/Custodial Designee are only allowed access to students (i.e. early check out.)

Parents/Guardians are encouraged to visit and eat lunch with their child during lunch periods. Administration will provide a schedule of your child’s day indicating lunch periods for visitation.

Parent-Teacher Conferences are an essential part of the educational process. Parents have the right to understand their child’s academic and behavioral progress, and they are encouraged to assist in areas of needed improvement. *Conferences must be scheduled with the teachers in advance, so teachers have ample time to prepare.*   Teachers will not be pulled from instructional activities to conduct parent conferences. Conferences will be scheduled before or after school hours to protect instructional time.

Visitors must act respectfully and adhere to all school rules and policies while visiting the school campus or attending any school-sanctioned function. Visitors who do not abide by this policy can have visitation privileges revoked by the school board.

# Dress Code

At HCA, we believe that our outward appearance should reflect the values of modesty, respect, and personal dignity rooted in our Christian faith. The way we dress reflects our commitment to honoring God, ourselves, and others. As such, the following dress code is designed to promote a respectful learning environment that aligns with our school’s values.

We expect all students to adhere to standards of modesty and neatness both on and off campus when representing the school. Clothing should be appropriate, clean, and not draw undue attention. The dress code applies during school hours, at school sponsored events, and on school trips unless otherwise specified.

It is the responsibility of every parent and student to use good judgment regarding appearance and attire. Cleanliness should be a basic consideration. Should a student’s obvious lack of hygiene disrupt the educational process, it shall remain at the discretion of administration to handle the issue as needed.

The following attire will be considered acceptable:

**Shirt:** Polo-style shirts in a choice of royal blue, orange and white. Kindergarten and 1st grade male students will be encouraged to tuck in shirts. Second through 12th grade male students will be required to tuck in shirts. Logos, emblems, and insignias must be one inch or smaller.

**Skirts:** All skirts must be khaki, navy, or black in color (no denim). Designs, emblems, insignias, monograms, and logos are prohibited. All Skirts must be BELOW the knee.

Girls from Pre-K to 2nd grade are REQUIRED to wear leggings or shorts underneath their knee length skirt.

Leggings are allowed when worn with a skirt that meets the skirt length guidelines specified.

**Pants (boys only):** All slacks must be khaki, navy, or black in color (no denim). No outside pockets or flaps are allowed. Cargo pants are prohibited. No sagging allowed. Designs, emblems, insignias, monograms, and logos are prohibited.

**Belts:** Belts, required for 2nd through 12th grade, must be solid in color and material. Acceptable belt colors are black, brown, or khaki. Designs, emblems, insignias, monograms, logos, and studs are prohibited.

**Shoes:** Shoes may tie, buckle, Velcro, or slip on. Shoes should be closed-toe and closed-heeled.

**Items to be worn for warmth:** Blazers, long sleeve cardigans, and jackets may be worn over uniforms. Sweatshirts and V-neck sweaters must be school colors and free of large insignias and logos. ONLY school-issued hoodies may be worn. Zip-up jackets and coats may be worn over uniforms.

**Chapel:** On chapel days, cardigans, blazers, and V-neck sweaters are permitted. Sweatshirts and hoodies are not permitted for chapel days.

**Additional guidelines:**

* Caps, hats, and sunglasses are not permitted.
* All jewelry, excluding wristwatches, is prohibited.
* Tight-fitting clothing will not be allowed.
* Boys must keep hair cut above the collar and ears, and hair must not extend below eyebrows. Boys must be clean shaven.
* Girls must keep hair clean, neat, and well-groomed.
* No cosmetics, which alter natural appearance, such as eye shadow, tinted or colored fingernail polish, lipstick, etc.
* Tattoos are strictly prohibited. Any person with a tattoo must keep it covered during school hours at all times.
* No altering of natural hair color. Students arriving with colored hair will be sent home until the natural color is restored.

Infractions of the dress code guidelines are as follows:

For the first infraction of the uniform code, students will receive a verbal warning from teacher/staff. For second infraction, students are given a Uniform Violation slip, which must be signed by a parent and returned to the teacher the following day. A final Uniform Violation slip is sent home for the third infraction. Any infraction after two written warnings will result in the student being sent to the office until the proper uniform can be brought to him/her.

NOTE: The administration reserves the right to adjust this policy should it be ineffective in addressing uniform violations or should an extreme violation of dress code occur.

# Lunches

Heritage Christian Academy does not have a cafeteria program. All students will be required to bring their lunch. A microwave will be available to the students for their use. Please make sure you place ice packs in lunches to keep food cold and prevent spoiling. We do have parental volunteer opportunities to provide lunch for the students each month. The calendar will reflect these days and cost. Please contact the school if you are interested in providing these lunches.

# Transportation/Leaving Campus

The transportation of students is arranged by the parents. The school does not provide or arrange for transportation of students. If your child is to be taken home by someone other than a parent or authorized person, please notify the school administrator in writing. For the safety of your child, a verbal message is not acceptable.

There is one van that transports students to and from Olive Branch. This is provided on a first-come, first-served basis for students who have signed up and signed the Van Permission form. Drop off and pick up happen at the Olive Branch Library. Pick-up is at 7:20am and drop-off is at 3:00pm each school day.

Students who are properly licensed and insured may drive to and from school if both they and their parents read and sign a Student Driver release form. Consent forms for non-driving students riding with student drivers are also available. Drivers must provide a copy of license and proof of insurance. Students must park in the designated area and their car will remain parked during school hours. Students may not go to their car without the permission of the teacher. Driving privileges may be revoked for violation of school policies.

# Early Check-Out

Communication MUST come directly from the student’s parent or legal guardian if their child is required to leave campus during regular school hours. If they are leaving with someone other than a listed responsible party, the parent/guardian must send a written note. If they are leaving early in their own vehicle, the parent/guardian must send a written note authorizing the early departure.

# Drop Off and Pick Up

HCA values our instructional time from 8:00am to 2:30pm. When you pick up your child before 2:30, valuable instructional time is lost. It is also a disruption to the classroom. We understand that some early pick-ups are inevitable and ask that you communicate with your student’s teacher to allow them time to get your child ready to leave for the day.

**Drop Off**: It is the responsibility of the parents to drop off and pick up their children on time. Please do not drop off your children before 7:40am. Please do not park in front of the drop off/pick up area. You can park in front of the building where the teachers park if you need to exit your vehicle.

**Pick Up**: At dismissal time, the children will be brought to you and released only to you. We ask that you send a note with your child if a relative or a friend is picking up your child. Those adults picking up your student need to be listed on their application. It is the responsibility of the parent to provide the name and contact number of the person picking up their child in writing. Students will be escorted to the Drop Off/Pick Up area by a staff member on duty. All students must be picked up by 2:45pm. At 2:45 your child will be taken to the teacher’s classroom. Please go to your child’s classroom to pick up your child if you are late. Please be on time, our teachers have duties to do every afternoon. We appreciate your cooperation with these procedures.

# Parent-School Communication

Heritage Christian Academy desires to maintain effective parent-school communication. The school communicates with parents in several ways.

* Parent-Teacher Conferences
* Occasional flyers to inform of events
* Report Card issuance
* Special contact concerning challenges with a student
* Text Messaging
* Classroom Apps
* The HCA Facebook page

However, there are times other than these in which parents may have questions, suggestions, or input for the faculty and administration. HCA adheres an open-door policy regarding discussion.

**Our only requirement is that all parent-initiated communication be scheduled/ accomplished outside of HCA’s hours of classroom instruction and** **not in the presence of students.**

# Inclement Weather

In case of inclement weather, please watch the local news channels. In the event of dismissals, we will follow the Marshall County School District unless notified otherwise. You will receive communication from your teacher and school in the event of a dismissal due to weather conditions.

# Discipline/Student Conduct

**Acts of Misconduct**

These acts of misconduct include those student behaviors which disrupt the orderly educational process in the classroom or on the school grounds including the following:

**Level I**

1 – 1 Tardiness

1 – 2 Running and/or making excessive noise in the hall or building

1 – 3 Inappropriate personal contact including but not limited to pushing and shoving, inappropriate gestures and public displays of affection, recklessness, or any inappropriate contact which does not result in physical harm, or any additional contact which the principal determines to be in this level.

1 – 4 In unauthorized area without pass (halls, etc.)

1 – 5 Dress code violation

1 – 6 Displaying any behavior which is disruptive to the orderly process of education.

**Disciplinary Action**

First Violation: Teacher-Student Conference

Second Violation: Teacher-Student-Parent Conference

Repeated or Flagrant Violation: Mandatory Student -Parent-Administrator Conference (Home Suspension), Corporal Punishment, ISS, detention, and/or school suspension

\*Students, who after having a student-teacher conference, a teacher-student-parent conference, home suspension, continue displaying behavior, which is disruptive to the orderly process of education, can be suspended from school, pending a disciplinary hearing with the board.

**Level II**

2 – 1 Leaving the school grounds without permission

2 – 2 Skipping class

2 – 3 Insubordination- refusal to follow written or verbal school rules after receiving specific directions from a person in authority including, but not limited to breaking school or classroom rules, failure to respond to staff request, refusal to complete assigned task, or exhibiting disrespect towards adults

2 – 4 Possession and/or use of a tobacco product or substances used as smoking material, including electronic cigarettes (e-cigarettes), vapes, vaporizers, or any alternative nicotine product

2 – 5 Exhibiting any hostile physical or verbal actions

2 – 6 Bullying

2 – 7 Unauthorized use of personal electronic devices

2 – 8 Cheating on tests or exams (The grade “0” will be assigned regardless of other punishment.)

**Disciplinary Action**

First Violation: Administrator-Conference, ISS, mandatory student-parent-administrator conference, corporal punishment

Second Violation: School suspension (one to three days)

Repeated or Flagrant Violation: School suspension (three days)

\*Students who, after having a student-teacher conference, a teacher-student-parent conference, a mandatory student-parent-administrator conference, continue displaying behavior, which is disruptive to the orderly process of education, can be expelled from school.

\*\* Additional disciplinary action for unauthorizeduse of personalelectronic devices:

1st Offense: First offense will result in confiscation of the device and parental contact. The electronic device will be returned at the end of the school day to the student or his/her parent/guardian as determined by the principal.

2nd Offense: School will take and keep device for 5 school days. After the device is retained for 5 school days, the electronic device will be returned to the student or his/her parent/guardian as determined by the principal.

3rd Offense: School will take and keep device for 10 school days. After the device is retained for 10 school days, the electronic device will be returned to the student or his/her parent/guardian as determined by the principal.

4th Offense: School will take and keep device for 20 school days. After the device is retained for 20 school days, the electronic device will be to the student or his/her parent/guardian as determined by the principal.

**Level III**

3 – 1 Fighting

3 – 2 Gambling

3 – 3 Theft or possession of stolen property

3 – 4 Acts which threaten the safety and well-being of students and/or staff: engaging in any behavior (by word or act) that encourages, incites, or instigates threatening or aggressive acts which can create the risk of harm to another person.

3 – 5 Extortion- use of intimidation, coercion or force

3 – 6 Vandalism of personal and/or school property

3 – 7 Using profane, obscene, indecent, immoral, or offensive language and/or gestures, and/or possession of obscene, indecent, immoral or offensive materials

3 – 8 Inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, or transferring sexually suggestive images through personal electronic devices

**Disciplinary Action**

First Violation: School suspension from one to three days, ISS, corporal punishment

Second Violation: School suspension (one to three days), report to authorities when applicable

Repeated or Flagrant Violation: School suspension (three days), ISS (ten days), dismissal from HCA

\* For theft or vandalism restitution shall be made regardless of other punishment

**Level IV**

4 – 1 Possession, use or under the influence of alcohol, synthetic drugs, counterfeit drugs, illegal drugs, narcotics, controlled substance(s) or paraphernalia.

4 – 2 Assault on a student. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 3 Assault on a school employee. Assault is defined as purposely or recklessly causing or attempting to cause bodily injury (including pain or discomfort) to another.

4 – 4 Using profane, obscene, indecent, immoral, threatening or offensive language and/or gestures directly to a staff member

Any student in violation of the above shall be suspended by the principal for three days.

**Disciplinary Action**

Suspension and/or expulsion and a report will be made to the appropriate law enforcement authorities.

Students below grade 6 may be given other punishment.

**Level V**

5 – 1 Weapon(s) possession or use of a weapon including any toy or look alike weapon

**Disciplinary Action**

First Violation**:** Possession other than guns will result in suspension (one to three days) and a report will be made to the appropriate law enforcement authorities

First Violation: Possession of a firearm/gun or use of other weapon will result in expulsion from school

5 – 2 Sale or distribution, or conspiring to sell counterfeit drugs, synthetic drugs, illegal drugs/alcohol, narcotics or controlled substance(s)

**Disciplinary Action**

First Violation: Expulsion

5 – 3 Students are prohibited from wearing, displaying, or possessing in any manner on school property or at school-sponsored events clothing, apparel, accessories, drawings, or messages associated with any gang or social club that is associated with criminal activity, as defined by law enforcement agencies.

**Disciplinary Action**

First Violation: Mandatory student/parent/administrator meeting to investigate situation and determine proper discipline consequences

Repeated: Expulsion for repeated violations and/or gang activity

5-4 Threats of violence or harm: Any spoken, written, gestured or electronically communicated threat that disrupts the educational environment of the school and/or suggests a student intends to cause bodily harm or carry out an act of violence against district property, students, employees, or others (e.g., bomb threats, school shooting threats, etc.…)

**Disciplinary Action**

Students found to have made threats of violence or harm against district property, students, employees or others will be subject to expulsion.

-In addition to these penalties, provisions of the Mississippi Criminal code are applicable to illegal behavior. Principals are required to report illegal activities to the police. Students committing any crime or involved with any criminal behavior are subject to arrest by local law enforcement.

**SUSPENSIONS**

Students may be suspended from school at the discretion of the principal for improper conduct. Parents must be informed in writing about the suspension, and the reason(s) for the suspension must be given. Missed work may be made up upon the student’s successful return to school.

# Curriculum

**Pre-k and Kindergarten**

Pre- K and Kindergartners use a 100 percent Abeka curriculum.

The program introduces the letters of the alphabet and their corresponding sounds. Then the exciting discovery of putting the sounds together to learn to read. The child is provided with the privilege of learning to read without pressure.

Also included in the curriculum is learning numbers and their formation. Counting and adding these fascinating numbers together using a variety of different objects and even singing through the process makes the learning experience fun as well as educational.

Art time provides time for developing those motor skills used in coloring, cutting, and pasting. The child delights in discovering the world around him in the beautifully illustrated science book.

The highlight of each day is Bible Time. Included are Bible stories and scripture memorization.

**Elementary (1-6) Abeka Book Curriculum**

The primary school curriculum is designed to give a skill-oriented foundation on which to build future academics. Reading, arithmetic, phonics, and writing are the focus of daily learning.

Phonics is the foundation of the reading program. Colorfully illustrated Christian readers encourage character and moral development. Reading for comprehension is emphasized.

Arithmetic is presented as a logical process. The elementary program emphasizes drill and "thinking your way through a problem." At the end of second grade a child has met the challenge of regrouping in addition and subtraction and can use multiplication and division tables 2, 3, 4, and 5. Third graders learn multiplication and division tables up to 12.

Bible curriculum and scripture memorization are a part of each day's activity.

**Middle and High School (7-12) Abeka**

Abeka courses will be provided by pre-recorded Abeka Academy streaming classes. All teachers hold master’s degrees in the subjects they teach. These subjects will be taught in a traditional classroom format with an HCA facilitator. This facilitator provides one on one and small group workshops to further teach the material.

Our students are assigned an individualized program prescribed for their learning ability and achievement. Built-in diagnostic and assessment tools tied to performance objectives guide HCA through individualizing the curriculum and facilitating mastery for each student.

Since such instruction is private, the student is encouraged to ask any question he might normally be embarrassed to voice in front of the class. The results are a greater academic openness and readiness to learn on the part of the student.

# Academic Policy

All incoming students in 1st – 8th grade will be given an entrance examination. The student will be placed in the grade as determined by the exam.

Report Cards are issued every six weeks for K – 2nd grades and every nine weeks for 3rd – 12th grade.

All high school students will be required to take first and third semester exams. Valedictorian and Salutatorian students must maintain an overall high school average of a B. Grades will be calculated through the end of the third nine weeks of the senior year.

Cheating will not be tolerated. It is a form of stealing and will result in disciplinary action.

Homework, when given, is part of their education and is expected to be completed and turned in on time. Not doing so will be reflected in their grades and can result in failure.

**GRADUATION REQUIREMENTS for classes of 2025-2026**

**Credit Requirements** (26 credits to graduate)

English 4 credits

Mathematics 4 credits

Science 3 credits

Social Studies 3 ½ credits

Health ½ credit

Technology or

Computer Science 1 credit

The Arts 1 credit

P.E. ½ credit

CCR 1 credit

Electives 5 ½ credits

\*\*Must meet all subject area test requirements.

# Medications/Illness

If a student is injured at school and requires first aid treatment, the student will be given such treatment at school, if possible. If further treatment is necessary, the student’s parents will be called to come and get the child or an ambulance may be called to transport the child to a nearby hospital, depending on the urgency of the situation.

Parents may sign a release form which allows the staff to dispense Tylenol or Ibuprofen for common sickness such as headaches or low-grade fever. Prescription medicine must be brought to the school administrator by the parent for approval. Upon approval, the medicine will be dispensed by school personnel as directed on the prescription. All prescription medicines must be in their original container **and** must be prescribed to the student ***only*.**

# Financial Policy

It is understood that Heritage Christian Academy is a ministry of Heritage Apostolic Church and therefore, receives both spiritual guidance and financial support from the church. Because Heritage Apostolic Church, as all churches, receives its funding from its tithes-paying members, those families who are members of both the church and school are greatly supporting HCA. Therefore, all tithes-paying families of Heritage Apostolic Church will receive a discounted rate on their tuition. If a family chooses to leave or move their membership from HAC during the school year, they will be asked to pay the remaining non-member tuition.

The Fee Schedule is found in the student enrollment packet.

**Payments not received by the 15th of each month shall be charged a $25 late fee. If a student’s account becomes 30 days past due, that student will not be allowed to attend until their account is current.** **No school records will be released for any student when there is a balance owed on the student’s account.**

Even with the financial support of our parents and the support of Heritage Apostolic Church, HCA will require additional funding as the cost of a quality education is great. **Therefore, families will be required to participate in all fundraising efforts. Families will also be required to support the school with the gift of their time**.

All other issues regarding finance will be discussed in the admissions interview.

# Technology/ Internet Usage Policy

ELECTRONICS AT SCHOOL: Students may not carry or use electronic devices at HCA. Students may store their muted electronics in their own lockers, unless a teacher has a classroom policy of collecting them at the beginning of class. HCA assumes no responsibility for lost, stolen or damaged electronics. Cell phone use during instructional time is prohibited, including the use of Smartwatches. Any device used during the school day will be collected by the administration and returned at the end of the school day. On occasion, teachers may give permission for students to use electronics in their own classroom. Access to computers will be provided for the completion and printing of assigned work.

While we understand the importance of the use of technology in the classroom, HCA reserves the right to limit all internet, technology, and media access. No student is to load software from home onto a school computer without written permission from administration. Tampering with or damaging school equipment including computers, phones, printers, cameras, and all other electronic equipment is strictly forbidden. This offense may be punishable by suspension. HCA’s zero tolerance policy includes inappropriate use of computer systems, both at school and home. Students who use the internet, any type of social media, or other electronic devices to violate students, faculty or administration with threats of any kind, or for use in viewing, sending, or receiving pornographic, illegal, or inappropriate material will face immediate discipline up to and including expulsion from Heritage Christian Academy.

Mandatory signatures are required on the **Internet and Technology Policy** given in the HCA registration packet.

**Ascend Student Convention Guidelines**

The Ascend Student Convention is a competitive convention for Christian and home school youth to develop talents in over 150 areas. ASCEND helps complete the goal of creating a well-rounded education. Therefore, this is a MANDATORY Conference for 7th-12th grade students at HCA. We use the work completed for the competition to award high school credits for various classes and electives.

\*Most of the cost has been built into the year’s tuition rate.

\*Families will be notified in advance of any remaining cost as well as fundraising efforts.

\*Parents are welcome to attend this convention at their own cost.

# Complaint Redress Procedure

In keeping with the objective of doing things “decently and in order,” the following spells out procedures which will be followed for any issues/questions parents may have:

The teacher is the first point of contact for resolution of any issues.

If the teacher is unable to resolve the issue to the parent’s satisfaction, an appointment will be made with the school administrator to discuss the issue. The parent and teacher will both meet with the school administrator and present all relevant facts associated with the issue. The school administrator, using policies and guidelines currently in forced, will decide how to resolve the issue. The school administrator is the local authority on written policy interpretation.

Should a situation arise where there is no written policy concerning an issue and the parent and school administrator cannot bring the issue to resolution, an appointment must be made to present the issue to the Heritage Christian Academy (HCA) Board of Directors (Board) at a scheduled meeting. The HCA Board will make a determination and provide a response to the administrator and parent within 14 calendar days.

If the HCA Board’s decision does not resolve the issue, an appointment must be made with the Heritage Apostolic Church Board of Directors to present the issue. The ruling of the Heritage Apostolic Church Board is final, and there is no further avenue of appeal.