Parent/Student Handbook
Elementary (Grades TK-5)
2026-2027

307 North Rotary Drive
High Point, NC 27262
Phone (336) 841-8702
Fax (336) 841-8701
www.hpcacougars.org

Kingdom Education:
The life-long, Bible-based, Christ-centered process of leading students to Christ, building students up in Christ, and equipping students to serve Christ.

This parent/student handbook does not create a contract and is subject to change at any time.

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Mission

High Point Christian Academy is committed to Christ-centered, quality education, and academic excellence in partnership with family and church within a loving, caring atmosphere.

Vision

High Point Christian Academy students will acquire wisdom, knowledge, and a biblical worldview as evidenced by a lifestyle of character, leadership, scholarship, service, stewardship, and worship.

Specifically, young men and women, products of Christian schooling, will mature to loving God with all their heart, mind, and soul (Matthew 22:37); growing in wisdom and stature (Luke 2:52); being willing to stand apart from the world as salt and light (Matthew 5:13-14); and giving sacrificially of themselves and their resources, reflecting the essence and love of Christ who lives and dwells within them (Romans 12:1).

Expected Student Outcomes

We partner with parents in pursuing the achievement of these objectives so that our students will be able to flourish in all areas of their lives:

Spiritually, our students will: (Mat. 22:36-38, II Tim. 3:16-17, II Tim. 2:15, Gal. 5:22, Heb. 10:23-25, Thess. 5:16-18)

1. profess faith in Christ as Lord and Savior.
2. grow as a disciple of Christ by modeling the fruit of the Spirit in attitudes and actions.
3. apply God's Word to their lives (what does the Bible say about….)
4. share the gospel with others.
5. develop spiritual disciplines of reading the Bible, praying, attending church, serving others, treating others in a godly manner, etc.
6. identify who they are in Christ.

Academically, our students will: (Col. 3:23-24, Col. 2:8, Rom. 1:20)

1. adopt a biblical worldview in all subject areas.
2. skillfully write and speak to communicate God's truth.
3. analyze and evaluate ideas in literature and the arts through a biblical perspective.
4. use technology to locate, evaluate, and communicate information in a God-honoring manner.
5. utilize problem solving skills in order to demonstrate proficiency in mathematics and science, and explain God's created order in the universe.
6. express knowledge of people, events, cultures, and historical movements, and identify God's overriding hand through the course of history.
7. show respect for other cultures and languages; dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality.
8. exhibit academic integrity, personal responsibility, and a strong work ethic.

Relationally, Socially, our students will: (Gen. 1:27-28, Gal. 3:8, Phil. 2:3, Eph. 4:2, Rom. 12:18)

1. cultivate God-honoring relationships with all people.
2. display respect for the worth of every individual as made in God's image through God-honoring actions and attitudes.
3. honor God's design for all personal relationships, respect His creation, and value all human life.
4. recognize the needs of others and seek opportunities to serve willingly, following Christ's example.

Physically, Mentally, and Emotionally our students will: (Rom. 12:18; Col. 3:23-24, I Cor. 3:16, 3 John 2)

1. steward their bodies as a temple of God and dwelling place of the Holy Spirit through healthy habits of diet, sleep, and exercise for their overall well-being.
2. display Christ-like sportsmanship by competing and training with diligence, viewing competitors as opponents and not enemies, and respecting the efforts of all who compete and officiate.
3. develop healthy disciplines of prioritizing responsibilities, managing time efficiently, and balancing work and rest to make the most of the time God has provided.
4. display godly character traits such as integrity in all circumstances, contentment in all situations, and modesty/humility in appearance, attitude, and actions.
5. show discernment by taking every thought captive to align with God's Word.
6. recognize and use their God-given abilities (academic, athletic, creativity, design, etc.) for His glory.

Core Values

Kingdom Education

High Point Christian Academy was established by Green Street Baptist Church as an outgrowth of its ministry for the purpose of:

1. leading a student to Christ.
2. building a student up in Christ.
3. equipping a student to serve Christ.

Dependence upon God

High Point Christian Academy will be faithful to Christ by prayerfully:

1. seeking God's will and direction in all matters of the academy.
2. following His leading, regardless of circumstance and consequence.
3. trusting Him to supply all our needs in the development and operation of the academy.

Biblically Integrated Curriculum

High Point Christian Academy recognizes God as the Source of Truth and will acknowledge God in the academic program by daily:

1. integrating biblical truth into every area of the curriculum.
2. using curriculum and teaching that will uphold the traditional family, the dignity of life, the biblically-ordained institutions of marriage, family, church and government.
3. using curriculum and teaching that will unite science and faith.
4. using curriculum and teaching that reinforce a strong work ethic.
5. using curriculum and teaching that is biblically and developmentally appropriate.

Quality Personnel

High Point Christian Academy places emphasis on the Christian character, professional qualifications, and ministry mindedness of our personnel. Therefore we accomplish this by:

1. hiring capable, properly degreed, certified teachers of notable Christian testimony and maturity who will be role models, teaching from a biblical worldview.
2. maintaining an equitable, regionally comparable salary scale and employee benefits.
3. requiring ongoing professional development.

Partnering with Parents

High Point Christian Academy recognizes that the education of children and youth is the primary responsibility of parents. Therefore, we will assist parents by:

1. pursuing the achievement of our spiritual, academic, social and physical objectives.
2. developing, improving and expanding the academy's programs and services.
3. strengthening the home-school relationship via regular communication and sound academy policy.

Philosophy of Education

High Point Christian Academy has developed these statements of belief to direct our policies and the administration of these policies.

The Purpose of Education

The purpose of education is to know God and respond to His Word (Proverbs 1:7). When students are rightly related to God through a personal faith in the Lord Jesus Christ as Savior and as they learn His Word, they can view the world from a biblical perspective and apply biblical truth to all areas of learning and life.

The Content of Education

The God of the Bible is the Source of Truth (John 14:6). In addition to academic knowledge and skills, education is concerned with the spiritual development of students. Instruction in biblical morality and the diligent pursuit of a Christ-like character must be part of a complete education.

The Process of Education

Education is accomplished through a professionally competent, Christian teacher, using instructional methods that are appropriate for the content and developmental level of the student. A variety of methods may be used to teach the content and enable students to think critically. (Deuteronomy 6:6-9, Proverbs 22:6).

The Responsibility of Education

The education of children and youth is the primary responsibility of parents (Deuteronomy 6:6-7). Teachers partner with families by providing academic instruction and by serving as Christian role models.

The Nature of the Student

Students are physical and spiritual beings created by God in His image (Genesis 1:27, 2:7) and are of great worth in His eyes. They are sinners who need to profess faith in the Lord Jesus Christ as their personal Savior. Each student is unique with a preferred learning style, and each is endowed by God with varying levels of academic, physical and creative abilities.

Statement of Faith

The Scriptures

1. The Holy Bible was written by men divinely inspired and is God's only written revelation of Himself to man. It is a perfect treasure of divine instruction. All Scripture is totally true and trustworthy.

The Godhead

2. There is one and only one living and true God; the eternal triune God reveals Himself to us as Father, Son, and Holy Spirit.
3. Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit, born of the Virgin Mary, and was without sin. He gave his life as a substitutionary death on the cross, was raised from the dead with a glorified body, ascended into Heaven, and is now exalted at the right hand of God.
4. The Holy Spirit is the Spirit of God who indwells believers, enables men to understand truth and convicts men of sin. He cultivates Christian character, comforts believers, and bestows spiritual gifts by which they serve God.

Salvation

5. God is the Creator of the universe. Man is a special creation of God, made in His own image.
6. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. This places man under God's condemnation.
7. Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith alone in Jesus Christ as Lord.
8. All true believers endure to the end. Believers may fall into sin through neglect and temptation, yet they shall be kept by the power of God through faith unto salvation.
9. Christ will return personally and visibly to the earth: the dead will be raised and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous will receive their reward and will dwell forever in Heaven with the Lord.

Christian Living

10. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime.
11. Children, from the moment of conception, are a blessing and heritage from the Lord.
12. Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation.
13. A New Testament church is an autonomous local congregation of baptized believers who God will use to extend the gospel to the ends of the earth.
14. Christ's people are to live in Christian unity and may engage in voluntary cooperation with various Christian denominations for common ends when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Since HPCA is a Southern Baptist established school, all doctrinal matters must conform to the "Baptist Faith and Message" of the Southern Baptist Convention. The Bible is the only authoritative and final standard for belief and conduct. The Academy Board is the sole authoritative interpreter of the Bible for the Academy.

HPCA's Position on Marriage and Sexuality

1. Every person is created in the image of God (Gen. 1:26-27) and deserves to be treated as such. Christians or non-Christians living in a lifestyle outside of God's design still have the opportunity to be redeemed and their relationship with God restored (1 John 1:9).

2. The Bible teaches that the only appropriate expression of all sexual intimacy happens within the confines of a covenant marriage relationship between one man and one woman and contributes to God's design for human flourishing (Gen. 1:27-28; 2:24-25; I Tim. 5:14).

3. Man is a special creation of God, made in His own image. He created them male and female. Denying one's biological gender is dishonoring to God's created order (Gen. 1:26-27, 2:21-24).

4. Any practice of heterosexual sexual intimacy outside of marriage is against God's created design and obstructs human flourishing (Ex. 20:14; Prov. 5:18-23; 6:20-35; 1 Cor. 6:9-10; and, Heb. 13:4).

5. The Bible clearly states that the practice of homosexual acts is always sinful and lies outside of God's created order, distorting the grand design of God's gift of sex (Lev. 18:22, 20:13; Rom. 1:26-27; 1 Cor. 6:9-11; and, 1 Tim. 1:8-10).

6. Because of the curse of sin, human sexual desires do not always line up with God's design. God's help should be sought to help control those sexual desires that are not in line with His plan (Gen. 3; Rom. 5:12-21, 7:18-25; and, Gal. 5:16-24).

7. Temptations or desires for sexual expression outside of a heterosexual covenant marriage do not in and of themselves constitute sin (James 1:13-15).

8. One sins when he or she willfully entertains sexual thoughts or actions outside of a heterosexual covenant marriage (Matt. 5:27-28; and, James 1:15).

9. The Bible teaches that believers should seek to marry other believers (1 Cor. 7:39; II Cor. 6:14).

10. The Bible does not condemn marriage between people from different races or cultures (Gen. 1:27, 3:20; Num. 12; Acts 17:28; Gal. 3:28; Col. 3:9-11; Rev. 5:9, 7:9).

11. Children, from the moment of conception, are a blessing and heritage from the Lord and are created in His image. Abortion is a sinful act that destroys God's special creation. (Gen. 1:26-27, Psalm 139:13-14)

12. We believe lifelong singleness, and thus celibacy, is neither imperfect, incomplete, nor insufficient for human flourishing, but instead offers Christian believers unique opportunities for dedication of time and energy for Christian service (1 Cor. 7:6-8, 32-38).

Purpose and Mission
High Point Christian Academy (HPCA) is a ministry in which God's guidance and direction are continually sought. The Academy exists to partner with Christian families in leading children and youth to a saving faith in Jesus Christ and the development of Christian character.

HPCA promotes high academic standards, good study habits, and the development of creative and critical thinking skills. The Academy teaches the Bible as God's inerrant Word and provides opportunities for students to experience a personal, saving relationship with Jesus Christ as Lord and Savior.

The Academy seeks to develop the whole person by:

- Promoting spiritual growth and Christian character.
- Encouraging academic excellence and intellectual development.
- Teaching stewardship of time, talents, and resources.
- Fostering God-honoring relationships.
- Promoting healthy habits and respect for the body as the temple of God.
- Helping students understand their identity in Christ and fully develop their God-given abilities.

Non-Discrimination Policy
High Point Christian Academy is a religious institution that admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. HPCA does not discriminate on the basis of race, color, national or ethnic origin in its administration of its educational policies, admissions policies, tuition assistance, and athletic and other school-administered programs.

Admissions Philosophy
Admission to HPCA is a privilege, not a right. Enrollment is granted to students and families who support the Academy's mission, values, and educational philosophy.

As a Christian school, HPCA believes its biblical role is to work in partnership with the home to develop students into Christ-like individuals. Therefore, families seeking admission are expected to support and cooperate with the Academy's mission, objectives, standards, and policies.

Because effective Christian education requires harmony between the home and the school, HPCA reserves the right to refuse admission or discontinue enrollment when the atmosphere, conduct, or values within a home are contrary to or opposed to the biblical lifestyle and moral teachings upheld by the Academy.

This includes, but is not limited to, living in, condoning, promoting, or supporting sexual immorality, homosexuality, alternate gender identity, or other conduct inconsistent with the Academy's biblical beliefs and moral standards as derived from Scripture (I Corinthians 6:9-10; Ephesians 5:3; Hebrews 13:4; Romans 1:24-27; Matthew 19:4-6).

The administration reserves sole discretion to determine whether a family can support the school's mission, beliefs, and moral principles.

Communication and Parent Partnership
HPCA believes that close communication between home and school is essential to fulfilling its mission. When parents seek admission for their child, it is understood that they are in agreement with the Academy's objectives, methods, and expectations. Parents are expected to communicate promptly and respectfully with school personnel regarding concerns, misunderstandings, or questions.

To support student success, parents are encouraged to:

- Take an active role in their child's education.
- Ensure that two-way communication occurs between the parent and school personnel
- Attend school events and conferences.
- Volunteer when opportunities are available.
- Support school policies and procedures.
- Encourage their child's academic, spiritual, and personal growth.

The Academy values parental involvement and recognizes its positive impact on student achievement and development.

Admissions Requirements
Applicants must submit:

- A completed application.
- Academic records, report cards, academic recommendations, transcripts (these will vary depending upon grade level)
- Applicable application fees.
- Immunization records as required by state law.
- Any additional records or recommendations requested by the Admissions Office.

Academic Evaluation
Applicants (grades TK - 12th) will be required to complete entrance testing to determine academic readiness and appropriate grade placement. In general, students should perform at or above the grade level for which they are seeking admission.

Kindergarten Admission
Students applying for Kindergarten should reach their fifth birthday on or before August 31. Exceptions may be considered on an individual basis.

All Kindergarten applicants will participate in a readiness assessment. Admission decisions will consider:

- Assessment results
- Maturity level
- Preschool performance
- Teacher recommendations
- Other relevant factors

Class Placement
Student placement in classes and assignment to teachers are determined solely by the administration. Requests for specific teachers, classmates, or classroom assignments will not be considered.

HPCA's normal practice does not permit students to skip grade levels.

Enrollment Requirements
Enrollment is finalized when:

1. All required forms and records have been submitted.
2. The student has been formally accepted.
3. Enrollment agreements have been signed.
4. Required enrollment fees and deposits have been paid.

The Academy reserves the right to place limitations on enrollment based on class size, program capacity, or the school's ability to meet the student's needs.

Immunization Requirements
North Carolina immunization requirements must be met. A record of immunization is due no later than thirty (30) calendar days after the beginning of school for:

- All new students
- All Kindergarten students

Students entering the following grades must provide documentation of additional required immunizations within thirty (30) calendar days of the first day of school:

Seventh Grade

- Booster dose of Tetanus, Diphtheria, and Pertussis (Tdap)
- One dose of Meningococcal Conjugate Vaccine (MCV)

Twelfth Grade

- Booster dose of Meningococcal Conjugate Vaccine (MCV)

Failure to comply with state immunization requirements may result in exclusion from school until compliance is achieved.

Re-Enrollment Policy

HPCA values long-term partnerships with families and grants current students and their eligible siblings priority consideration during the annual re-enrollment period.

Right of First Renewal
Returning students who remain in good standing are provided the first opportunity to renew enrollment for the upcoming school year. This priority also applies to siblings who are not yet enrolled. Each year in January, families will receive information about the re-enrollment process, timelines, and fees.

Re-Enrollment Requirements
To be eligible for re-enrollment, families must:

- Continue to support the mission and values of HPCA.
- Maintain a positive partnership with school personnel.
- Meet academic and behavioral expectations.
- Keep tuition and financial accounts current.
- Demonstrate that HPCA remains an appropriate educational environment for the student.

Grounds for Denial of Re-Enrollment
HPCA reserves the right to deny re-enrollment when:

- Tuition or other financial obligations are delinquent.
- Parents demonstrate a lack of support for the mission, policies, or leadership of the Academy.
- The school is unable to meet the student's educational, behavioral, emotional, or spiritual needs.
- The student fails to meet academic, attendance, or conduct expectations.
- Continued enrollment is determined not to be in the best interest of the student, school, or school community.

Re-enrollment is not automatic and remains subject to administrative review and approval.

Withdrawal or Dismissal
Because attendance at HPCA is a privilege rather than a right, enrollment may be withdrawn or discontinued when a student or family fails to comply with the Academy's standards, expectations, or mission.

HPCA may request the withdrawal of a student or discontinue enrollment when, in the judgment of the administration, the student or family is not in harmony with the institution's spirit, mission, philosophy, or standards.

The Head of School and administration retain final authority regarding admissions, enrollment, re-enrollment, withdrawal, and dismissal decisions.

Re-enrollment of a Withdrawn Student
Any student who is withdrawn (dismissed) from the academy due to academic and/or disciplinary reasons must wait one calendar year before making an application for re-enrollment.

High Point Christian Academy generally follows the disciplinary procedures contained herein. However, there are circumstances in which the school administration and/or the board may, in their sole discretion, determine that it is appropriate not to follow progressive disciplinary steps. In cases where a student has engaged in egregious, immoral, or otherwise unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

General School-Wide Financial Information

Online Application Fee: There is a non-refundable application fee that is paid online at the time the application is submitted.

TUITION: Tuition can be paid monthly or yearly. If paying in full for the year, payment must be submitted by June 1, prior to the start of the school calendar year. All Academy families must establish a Tuition Account through Veracross. Tuition does not include field trips, athletic and fine arts fees, yearbooks, PE/school uniforms, AP exams, online classes, Resource Services, senior fees, and additional hours of care, such as early room, afternoon programs, lunch programs, etc.

Veracross Tuition Management System: There is a yearly fee dependent on the selected payment plans chosen by the family. This amount is drafted by Veracross with your first monthly payment. Veracross Tuition Management may charge additional transaction fees.

SUSPENSION FOR NON-PAYMENT: Students are not allowed to attend class when their accounts become 30 days delinquent. Students are subject to dismissal if their account is not brought current within one week of their suspension. Students will be suspended only once during a school year for a delinquent account. A subsequent suspension for non-payment may result in the student's dismissal from HPCA.

TUITION REFUNDS: There will be no refund for absences from school. Exceptions are only made in the case of hospitalization of your child with a serious illness. A doctor's note is required.

RETURNED CHECK FEE: A fee of $40.00 will be charged for all returned checks.

LATE FEES: A school late fee is assessed each month if tuition and fee installment payments are not paid by their due dates. The fee will be assessed to your Veracross Tuition account. We encourage you to make timely payments to avoid a late fee.

FORCE MAJEURE: The student's guardians understand that the duties and obligations of the School may be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to fire, acts of God, war, governmental action, terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations may be suspended or postponed until such time as the School, in its sole discretion, may safely re-open campus, transition to a distance learning model, alter the school calendar, daily schedule, or shorten or lengthen the school year in order to complete the academic programs. The student's guardians further understand that the sole remedy for a force majeure event is future service delivery, if and when possible, and that their obligations will continue. No portion of any amounts paid or outstanding will be refunded or cancelled if the School determines it is necessary to transition to a distance learning model, alter the school calendar, daily schedule, or shorten or lengthen the school year in order to complete the academic program or if the School is closed or is unable to provide classes, instruction, or other services to the extent that such change has been caused by force majeure. Any failure or delay in the performance of the School

because of force majeure will not relieve the student's guardians of their obligations to pay any amounts owed under their contract.

Financial Information

Re-Enrollment Fee: (Non-refundable) Tuition rates do not include the annual registration fee, which is $140.00 (preschool) and $190.00 (TK – 12th grade) per returning student.

Registration Fee: (non-refundable): The registration fee for new students enrolling in their first year is $150.00 (preschool) and $200 (TK – 12th Grade) per student.

New Student Tuition Deposit: $300.00 PER STUDENT (non-refundable). This deposit will be applied toward the yearly tuition. This deposit is in addition to the registration fee.

Extended Care Options: Registration fees (non-refundable) for extended care options are: Preschool and Elementary/Middle School Afterschool Program ($30.00 per student) and Preschool Early Room Program ($15.00 per student – both campuses). All registration fees must be paid at the time of registration.

LATE CHARGE: A $ 1.00-per-minute late fee applies to children not picked up by their designated time.

Preschool Change of Care Request: If a request to reduce services is made, a $50.00 fee will be assessed to your tuition account. Requests for programming changes must be made by the 15th of the month prior. Programming changes, once approved, will begin on the 1st of the following month.

Withdrawal Fee: Students are considered enrolled for the entire school year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of student(s) creates an opening, which HPCA may not be able to fill with a viable candidate. Student(s) who withdraw after May 31 for the upcoming school year will be charged $1,000.00 (Preschool) and $ 2,000.00 (TK–12th grade) per student. In addition, the full month's tuition is due for any month in which the student(s) attend school one day. All fees are due in full and are non-refundable. Refunds are for tuition only and will be issued to accounts paid beyond the current month. Official transcripts, report cards, and records cannot be released or sent to other schools with an outstanding balance remaining at HPCA.

HPCA Tuition Assistance (TK – 12th grades only): A limited amount of financial aid is available yearly for which families may apply; proof of financial need is required. There is a fee to apply through our Tuition Aid vendor, the third party administering this aid. The financial aid application deadline is March 15 for current families.

High School Technology Fee: $225.00 yearly required fee for all 9th – 12th grade students (non-refundable).

Activity Fee: $15.00 (Preschool and Elementary students) and $20.00 (Middle and High School students) assists with covering the following activities for these divisions: Preschool and Elementary Field Days and HPCA branded shirt for these events, and Middle and High School Days of Service and HPCA branded shirt for these events. This Activity Fee is non-refundable.

Lunch: The lunch program for all TK – 12th grade students is an independently run program that school fees and tuition do not cover.

Academic Probation (1st – 5th Grade)

Students who have a grade below a 60 in a core subject or their average falls below a 60 on a quarterly report card may be placed on academic probation. Probation may be lifted at the end of the next quarter provided the students have brought their core class grade to a 60 or above and their average is 60 or higher. Students who do not score a 60 or higher in the final cumulative grade for each core subject may not be promoted to the next grade level.

Canvas (3rd – 5th Grade)

3rd – 5th grade participate in a web-based communications tool called Canvas. In 3rd – 5th grades, students and parents can see grades. To access this information, go to the academy's website, www.hpcacougars.org.

Computers and Laboratory

Computers and laboratory equipment are never to be moved by students from their respective rooms. Students must always get permission before using this equipment other than during their regular class time. Students should not alter the settings on school computers without permission. All necessary computer hardware, software, and internet access will be provided to students enrolled in computer-related classes. The use of student-owned computers and mobile devices may be permitted at the instructor's discretion.

Computers: Internet Policy

The Internet provides great educational benefits. Yet some Internet-accessible material may contain items that are illegal, defamatory, or potentially offensive. Internet access is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents accept the following rules for acceptable on-line behavior:

1. Students are responsible for good behavior on the Internet. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are **not** permitted:
    a. Sending or displaying offensive messages or pictures.
    b. Using obscene language.
    c. Using computers, mobile devices, or internet technology to harass, insult, attack, or otherwise demean others.
    d. Intentionally damaging or defacing computer systems, mobile devices, printers, or network equipment.
    e. Violating copyright laws.
    f. Accessing another User's login and/or password; including but not limited to, Academy network login, Google E-mail Services (i.e. Gmail), School Management System (i.e. VERACROSS), Learning Management System (i.e. Canvas).
    g. Trespassing in another's folders, work, or files.

h. Intentionally wasting limited resources or participating in activities that jeopardize network security, including but not limited to unnecessary bandwidth consumption, mass email broadcast, spam or hacking related activities.
i. Employing the network for commercial purposes.
j. Revealing the personal address or phone number of yourself or any other person without permission from your instructor.
k. Installing any software on school-owned computers or mobile devices.

Violations may result in a loss of access as well as other disciplinary or legal action.

4. If the academy is made aware of a student who uses the internet outside of the academy in an immoral or inappropriate manner or that has an adverse effect on the academy's testimony, the student may be subject to disciplinary action by the academy administration.

Core Memory Verses (ESV: English Standard Version)

The academy has developed a list of core verses for the students to memorize. Each grade level adds a verse. Students are expected to memorize their grade level verse and all the previous grade level verses. It is our desire that students who graduate from the academy will have these 13 verses hidden in their hearts which will enable them to find comfort, confront the culture, and witness to others.

PS	Psalm 139:14	I praise you, for I am fearfully and wonderfully made. Wonderful are your works; my soul knows it very well.
TK/K	John 3:16	For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.
1st	Romans 8:28	And we know that for those who love God all things work together for good, for those who are called according to his purpose.
2nd	Proverbs 3:5-6	Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths.
3rd	John 14:6	Jesus said to him, "I am the way, and the truth, and the life. No one comes to the Father except through me.
4th	Hebrews 12:2	Looking to Jesus, the founder and perfecter of our faith, who for the joy that was set before him endured the cross, despising the shame, and is seated at the right hand of the throne of God.
5th	Joshua 22:5	"Only be very careful to observe the commandment and the law that Moses the servant of the LORD commanded you, to love the LORD your God, and to walk in all his ways and to keep his commandments and to cling to him and to serve him with all your heart and with all your soul."
6th	Ephesians 4:29	Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.
7th	Romans 3:23	For all have sinned and fall short of the glory of God….
8th	Ephesians 2:8-9	For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast.
9th	I Timothy 4:12	Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.
10th	Romans 12:1-2	I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect.
11th	James 1:22	But be doers of the word, and not hearers only, deceiving yourselves.
12th	II Cor. 10:4-5	For the weapons of our warfare are not of the flesh but have divine power to destroy strongholds. We destroy arguments and every lofty opinion raised against the knowledge of God, and take every thought captive to obey Christ…

Friday Folders

Teachers will be sending home a weekly folder the last day of each week. This will contain your child's classroom work and a weekly update. You are to return it the very next school day. If you have any questions about your child's work or behavior, please contact the teacher as soon as possible for an appointment.

Grade Determination and Reporting

Report cards are issued at the end of each quarter to inform parents of student achievement. We use report cards to recognize excellence (honor roll). We also use grades to identify student academic deficiencies, to plan instructional assistance and to ensure proper student placement.

Quarter grades are determined from grades on class work, quizzes, homework, projects, major papers and tests. During each quarter, teachers in 3rd – 5th grade update grades to CANVAS. This Internet-based reporting feature allows the viewing of student grades. On rare occasions, the grades on Canvas and the final report card may not be identical. The official grade is on the report card. The final (or yearly) grade is the average of the four quarter grades.

Grade Scale (TK-5)

TK & K

O	Outstanding – Exceptional Achievement
G	Good – Above Average Achievement
S	Satisfactory – Average Achievement
N	Needs Improvement – Below Average Achievement
U	Unsatisfactory - Very Low Achievement
INC	Incomplete – Has not completed all the required work.

First – Fifth Grade

A	90 – 100	(Exceptional Achievement)
B	80 - 89	(Above Average Achievement)
C	70 - 79	(Average Achievement)
D	60 - 69	(Below Average Achievement)
F	59 and below	(Very Low Achievement)
INC	Incomplete	(Has not yet completed all the required work)

Special Classes

O	Outstanding
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
NA	Not Applicable
INC	Incomplete

Homework

Homework must be purposeful and able to be completed within a reasonable time frame. Homework can be given for reinforcement of classroom instruction, practice in skill development, memorizing important information, applying skills, and preparing or studying for tests. Homework can also be given to assist in the development of responsibility and time management skills. Concerns about any homework issues should be taken first and directly to the specific teacher who made the assignment.

Sometimes students must learn to deal skillfully with personal tendencies toward perfectionism, disorganization, delays in getting on task, etc. These types of personal tendencies can

significantly alter the amount of time a student spends on homework. Ultimately, parents must assume the primary role for resolving such issues.

Particularly from second grade forward, homework and study skills should lead students toward working independently from parents. We encourage parents to avoid working with a child in doing homework. Parents are encouraged to be an agent for providing accountability and, when necessary, organizational assistance and/or time limits.

Homework will not be given on Wednesdays, and major tests will not be administered on Thursdays. We encourage students and their families to attend Wednesday night church activities. Exception: Major tests may be administered on Thursdays when the academic week is shortened.

Honor Roll (3rd – 5th Grade)

At the end of each quarter, students are recognized on the A Honor Roll when they earn all A's on their report card for the respective quarter. Students who earn all A's and B's are recognized on the AB Honor Roll. At the end of the year, final grades are used to determine Yearly Honor Roll status.

Literature

We want not only to provide students with a solid foundation of varied literature, but also to teach them to evaluate literature for Biblical truth as well as literary excellence. Although the Academy does not agree with every work used or every situation included in approved selections, we do realize that there is academic value in studying them. By allowing students to examine aspects of our history and culture through literature*, in the light of God's truth and under the guidance of a Christian teacher,* they will further develop their Christian worldview. Emphasis will be placed on exploring the influence of the Bible on literature and Christian authorship.

Progress Reports

Progress reports are issued for students at the middle of each nine-week grading period. TK & K parents will receive a paper progress report. 1st & 2nd grade parents will receive an email with a link. 3rd-5th grade parents will be emailed a reminder to check Canvas for their child's progress.

Promotion, Retention and Skipping Grades

HPCA operates to serve the best interest of the individual student. This is to be kept in mind with regard to promotion or retention. Retaining a student is an important decision and in every instance, the decision should be considered carefully. Several factors need to be evaluated. These include the student's academic progress, general ability, social and emotional adjustment, and physical maturity. Another question to answer is, "Will the retention benefit the student?" Students may not be retained if they turn 20 before Senior graduation (students may not turn 19 before August 1 before their Senior year to participate in Athletics).

Report Cards

Report cards are issued at the end of each nine-week grading period. A final report card will be mailed home after the school year has concluded and all financial obligations have been met.

Testing (Standardized)

As a tool to help determine achievement and placement, a nationally standardized test will be administered in the Spring to students in grades K-8. Students who are absent for illness reasons will make up the tests upon their return.

Students who are absent for unexcused reasons (i.e.: family vacation, other activities, etc.) will not be able to make up their tests unless the student is in 3rd - 8th grade and receives OSP funds. Students in grades 3-8 who receive OSP funds are required by the state to submit test scores. Therefore, all missed tests must be made up regardless of the reason for the absence. Failure to make up these tests may result in loss of OSP funds.

Textbook Policy

All textbooks are examined prior to the new academic year and given a rating.
N=New, G=Good condition, F=Fair condition P=Poor (Book is not acceptable for future use)
Each book is examined at the end of the academic year for damage.

A book that cannot be given to a new family in a rising grade due to damage would need to be replaced per the textbook fine schedule. All textbook fines must be paid prior to receiving your child's report card.

Textbook Fine Schedule

A fine for a book that has notable damage will be determined by the division principal. The fee will be based on the number of years the text has been in circulation. This can be either cover damage or damage to the pages of the textbook.

1 Year of Circulation	*90% of Cost of Replacement Text*
2 Years of Circulation	*80% of Cost of Replacement Text*
3 Years of Circulation	*50% of Cost of Replacement Text*
4 Years of Circulation	*40% of Cost of Replacement Text*
5 Years of Circulation	*30% of Cost of Replacement Text*

All consumable/non-consumable books remain the property of High Point Christian Academy with the exception of Bible workbooks.
No adhesive book covers are to be placed on non-consumable books.

Clear contact paper is approved for use on non-consumable textbooks which have a soft cover.

Punctuality and consistent school attendance are vital to success in school. These practices help to ensure that our students get the full benefit of the academy's instructional program.

Absences

It is the responsibility of parents to ensure that their student attends school. When a student is absent from school:

- Prior notification is requested for any extended absences for family trips, personal mission trips, etc.
- Post notification is requested for any absences due to appointments, illness, family emergencies, etc.

(Please submit these notifications to the office or the homeroom teacher. Parental notes are strongly preferred, but academy personnel will document a parent's phone call, voice mail or other verbal explanation for a student's absence.)

A student with more than 20 absences during the school year will not be promoted to the next grade without review from the administration. Teachers and administration will take into consideration chronic illness, lengthy hospital stays or other serious family situations when deciding on promotion in this situation.

A student who misses more than ½ of a school day (arrives after 11:00 or leaves before 11:10 and does not return) is considered absent from school for the day.

Arriving Late or Leaving Early

Students who arrive late to school (after 8:00 a.m.) must sign in at the office. (Parents are not required to come in.) Students will be given a Tardy Slip to present to their teachers when they enter the classroom. Parents who arrive after 8:00 a.m. will not be allowed to go down the hallways since school has already started, unless there are pre-arranged classroom events. Parents are free to go down the hallways between 7:45 a.m and 7:59 a.m., but they must exit the halls by 8:00 a.m. so teachers may begin the school day and attend to all the other students.

It is recommended that a student who plans to leave school before the end of the school day should bring a note from home and present it to the office *before school starts*. Students absent for a medical or dental appointment are expected to return to school at the end of the appointment (if time permits) and are to check in at the office immediately upon return to campus. Again, students must obtain a note from the office to return to class.

Parents must report to the office to sign students out early. Students may be released only to parents and those adults noted by parents on the Statement of Cooperation Form or in the VERACROSS Family Portal. For student safety, we can make **no exceptions**.

Class Trips

Students who do not attend a class trip will be counted absent for the day. (HPCA does not provide child care.)

Make up Work

Students have the number of days absent to make up their work. If student is absent one day, student has one day to make up work without penalty. For example: if a student is absent on Friday, student may pick up missed work on Monday and it is due on Tuesday. If student is absent 5 days, student has 5 days to make up work without penalty. After the allotted time frame, zeros or reduced points may be given for missing work.

Planned Absences

For planned absences (family trips, sporting events, etc), we ask for parents to be understanding of the additional work load placed on teachers. We will make reasonable efforts to provide assignments before your trip, but we may not always be able to accommodate these requests. Students will be allowed to make up work upon their return to the academy without penalty. To maintain academic integrity, we generally *cannot* give tests before a trip, but students may take them when they return.

Requests for Assignments and Homework (unplanned absences)

When students are absent, office personnel sometimes receive requests for assignments missed or homework, which the parent will pick up later in the day. If we receive your request by 9:00 am, assignments and homework will be available for pick up between 2:00 - 3:30 pm. (**Please note:** Teachers may refer parents and students to Canvas to get assignments.)

Within the school day, it is our desire for teachers to have every minute possible for instruction; therefore, we ask that parents **not** go to the classrooms to pick up assignments during school hours.

Tardies

Tardiness to School: School will start promptly at 8:00 a.m. Students must have a Tardy Slip from the office if they arrive after the 8:00 a.m. bell. Parents who arrive after 8:00 a.m. will not be allowed to go down the hallways since school has already started, unless there are pre-arranged classroom events. Parents are free to go down the hallways between 7:45 a.m and 7:59 a.m., but they must exit the halls by 8:00 a.m. so teachers may begin the school day and attend to all the other students. ***Due to the disruptions that tardies cause in the classrooms, parents of students who are tardy excessively may receive notification letters or be requested to meet with the principal.***

High Point Christian Academy — Discipline (Elementary)

Students are expected to adhere to these Biblical principles:

Respect God	I Cor. 6: 19-20; Matt. 15: 8-9; Phil. 4:8
Respect Self	Ps. 119; I Cor. 6:19; Col. 3:17
Respect Others	Phil.2:3; Prov; 18:24; I Thess. 5:15
Respect Property	Prov. 3:9

Each teacher has developed specific classroom rules based upon these principles. Students will be given class rules to obey in order to maintain proper classroom management by the teacher. The teacher will treat each child with respect, love, and genuine concern.

Should a discipline concern arise, parents will be contacted for communication purposes to work with the teacher in establishing positive behavior. This may be via a phone call, email, in-person or the use of a paper discipline form. The faculty will do all possible to meet the needs of the children.

All discipline will be based on Biblical principles, i.e., restitution, apologies (public and private), assertive discipline, love, forgiveness, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems will be dealt with at the classroom level.

Behaviors that necessitate discipline from the Principal and/or Assistant Principal:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty, i.e., lying, cheating and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.
6. Bullying or teasing other students.
7. Possession and/or use of a weapon, including pocket knives and toy weapons of any nature.
8. Possession or use of tobacco, alcohol, illegal drugs, vaping paraphernalia, or prescription medication not prescribed for the student.
9. Continued classroom disruptions and not responding to the teacher's direction.
10. Stealing or major damage to school or personal property. Parents will be responsible for the cost to repair or replace any damaged property or equipment.
11. Biting is a serious, aggressive offense and will result in disciplinary action. A first offense may result in the parent being contacted and the student being removed from the classroom for a period of time that day or the next day and sit in the office. A second offense may result in the student being suspended from school. A third offense may result in dismissal from the Academy.

During the visit with the Assistant Principal or Principal, the nature of the discipline will be determined. It may include silent lunch, lunch in the office, time out in the office, notes of apology, written assignment, after school detention, in-school suspension, out-of-school suspension, or expulsion. Corporal punishment is not administered at HPCA.

Students shall remain sexually pure according to biblical standards. A student who engages in, condones, promotes or supports sexual immorality which includes but is not limited to promiscuity, homosexuality, alternate gender identity, or otherwise has the inability to support the moral

principles of the school may be dismissed from the school (I Cor. 6:9-10, Eph. 5:3, Heb. 13:4, Rom. 1:24-27, Matt. 19:4-6).

Disciplinary Practices

Disciplinary Probation

A student placed on disciplinary probation will have a specified time to correct poor behavior or attitude. A student may be placed on disciplinary probation based on the following factors:

- Deliberate defiance and disobedience;
- A rebellious spirit which is unchanging after much effort by teachers;
- A negative attitude toward others;
- Misconduct inside or outside of school, which has an adverse effect on the Academy's testimony; and,
- An out-of-school suspension or in-school suspension.

In-School Suspension

ISS occurs when a student is removed from his/her classroom for the entire day and completes classroom assignments in an isolated area. The student will not eat in the cafeteria or attend any Academy function during the school day.

Out-of-School Suspension

OSS occurs when a student is removed from school for the entire day and is not permitted on Academy property or allowed to attend any school function for the day. All missed work (tests, projects, homework, etc) may be reduced by up to one letter grade (10 points).

Expulsion - A student may be permanently removed from the academy for repeated rules violations, serious misconduct, multiple suspensions, or he/she is found out of harmony with the rules and policies of the Academy. Expulsion of a student involves the consultation and agreement of the administrative team. The following list has examples of serious misconduct that may result in immediate expulsion. This list is not intended to be all-inclusive.

- Harassment
- Fighting, perceived threats, and/or weapons on campus or at any school-related activity
- Usage, sale or possession of illegal drugs, drug paraphernalia, or alcohol
- Sexual promiscuity or immorality
- Making threats (verbal, written, gestures, social media, email, etc.) against the academy, faculty, staff, or students whether in a serious, casual, or joking manner. Student may also be referred to law enforcement agencies.

Searches

Administration reserves the right to search students' vehicles, lockers, book bags, purses, cell phones, etc. or their person if there is reason to suspect a school rule has been violated. Students and parents are expected to cooperate with the school.

High Point Christian Academy generally follows the disciplinary procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive disciplinary steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

Student Anti-harassment Policy

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

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

I. Definitions and Prohibited Acts

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

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

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

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

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

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

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

6. Race, Color, National or Ethnic Origin, Age, and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

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

7. Electronic Harassment. Harassment may occur through a number of mediums or means, including electronic communications. The student antiharassment policy applies to all

harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, internet, email, cell phones or other communication devices. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

8. Physical Harassment. Prohibited actions include, but are not necessarily limited to, the following:

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

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

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

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.
- Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

II. Application of Antiharassment Policy

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

III. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

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

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

IV. Where to Report Harassment, Bullying, or Intimidation

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

1. Division Principals
2. Head of School
3. College and Career Counselor
4. Student Life Director

V. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant. Both the accuser and the accused are not to discuss the situation with other students and/or friends or on social media. They are limited to speaking with school officials, parents/guardians, and law enforcement personnel.

VI. Protection Against Retaliation

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

appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

VII. Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the principal or head of school. The principal or head of school will direct an investigation in a manner that is fair to both the accuser and the accused, prompt, and thorough. The contact between the accuser and the accused may be limited prior to, during and after the investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction. Local law enforcement may also be contacted as the circumstances warrant.

Report Form for Reports or Complaints of Harassment

Complainant _____

Home address _____
_____

Home phone (_____)_____ Work phone (_____)_____

Date of alleged incident(s) _____

What type of harassment did the incident(s) involve?

- _____sexual
- _____racial
- _____national/ethnic origin
- _____disability
- _____age
- _____gender
- _____general bullying/harassment

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

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

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

Where and when did the incident(s) occur?
_____
_____

List any witnesses who were present: _____

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

Complainant signature_____ Date _____

Complaint received by (name) _____ Date _____

High Point Christian Academy Elementary Dress Code

High Point Christian Academy has established a dress code for its students. We believe that a prescribed wardrobe policy promotes neatness, is cost effective for parents, helps improve self-image and behavior, ensures modesty, promotes community, and decreases distractions in the learning environment.

Hair

Hairstyles for boys and girls should reflect the school culture and should be clean and neatly maintained without unnatural hair coloring (pink, blue, green, etc.). Hairstyles should not be distracting to the educational environment or bring excessive attention to the person.

Shoes

All footwear must cover and protect the toes. (Elementary should wear shoes that are closed heel as well for use on the playground and other play situations.)

- Acceptable footwear options: Tennis shoes, hiking shoes, boots, crocs w/back strap.
- Not permitted: Flip-flops, sandals, and other open-toed shoes.
- Students must wear athletic shoes on PE days or their grade will be reduced.

Every Friday: Christian T-shirt Day

HPCA t-shirts and other *specifically* Christian t-shirts (HPCA Team and Camp, Bel Canto, Christian Camps, HPCA Field Day, etc) may be worn on Fridays. Business t-shirts that have verses/biblical slogans on them are allowed. (No music or band t-shirts of any style music.)
Bottoms must still be an HPCA uniform item.

Dress Down Day Guidelines

Periodically, students may be allowed to dress down. Clothing should be neat, modest in coverage, and appropriate for a Christian school. Jeans, athletic wear, sweat, t-shirts, flip flops, and sandals are allowed on these days. (See prohibited items below.)

Theme Dress Days

Periodically, students may be allowed to dress according to various themes: sports day, pajama day, western, athletic, green/white, camo, etc. On these days, students may wear hats and paint their hair and face. All clothing should be neat, modest in coverage, and appropriate for a Christian school.

Prohibited Items

These items should not be worn to school at any time: **exceptions are noted.**	**Tops**	• tank shirts, spaghetti-strap shirts, sleeveless shirts • short shirts or shirts with low-cut necklines
	Bottoms:	• leggings, yoga pants, tights, or other stretch-type material, unless covered with other clothing. (Regular school dress day requires shorts or skirts which are no more than 4 inches above the top of the knee.) • sagging shorts or pants. • short shorts as determined by office personnel.
	General:	• rude/vulgar descriptions or language on clothes. • clothes that advertise alcohol, tobacco, any music groups, etc. • clothes with holes or the appearance of holes. • earrings for boys at school. • body piercing jewelry other than earrings for girls. • attire/accessories with references, symbols, or slogans that are political or controversial. • bandanas and hats (after arrival to school) unless part of theme day attire. • unusual hair coloring (i.e. pink, green, blue, etc.) unless part of theme day attire.

Elementary (regular school days)

Tops

Elementary students may wear any **solid** color polo-style shirt from any vendor: (Shirts may have logos but no larger than about the size of a quarter.)

Bottoms

Students may wear uniform-style long pants, Bermuda-style shorts, cargo shorts or pants, or capris from any vendor provided they look like school uniforms and meet the following guidelines:

1. **Solid navy blue or khaki colors only.**
2. Shorts should be no more than 4 inches above the knee.
3. Holes or appearance of holes are not acceptable.
4. Pants and shorts should be worn properly.
5. Long **blue** jean pants are acceptable in Elementary any day. No jean shorts or skirts.

Skirts, Skorts, Jumpers

Girls may wear skirts, skorts, and jumpers from any vendor provided they look like school uniforms and meet the following guidelines:

1. Material must be a chino-type material or twill weave made of cotton (no denim or corduroy.)
2. Solid navy blue, khaki, or plaid.
3. No more than 4 inches above the knee.
4. Girls may also wear solid color polo dresses, long or short sleeves.

Jackets, Sweaters, Sweatshirts, Hoodies

Students may wear any jacket, sweater, sweatshirt, or hoodie during the school day providing the jacket does not contain anything offensive. (Hoods on hoodies are not to be worn over the head.) Elementary students must wear a polo shirt underneath. (Sometimes, classrooms become warm or activities are conducted outside and students may want to remove outerwear.) Teachers reserve the right to ask students to remove their outerwear if it becomes a distraction.

Special Performances

Elementary students may be required to wear a specific solid color polo-style shirt and either navy blue or khaki shorts/pants for special performances (Christmas, Grandparents' Day, etc.)

Consequences

Any student not dressed in accordance with this policy may receive a warning, be withdrawn from the classroom to change to proper attire, or be sent home.

This dress code policy is not intended to be all-inclusive. The administration reserves the right to make decisions on items not specifically mentioned. It is important that all clothing and accessories be clean, neat, modest, inoffensive, and not distracting to the educational environment.

After-School Program

Our after-school care hours are from 2:15 – 5:45 p.m. for grades TK – 5. Any student not picked up within 15 minutes of dismissal will be sent to after-school (a charge may be incurred). If students are **dismissed** early due to inclement weather, the After-School Program will not be available.

Athletic/Fine Art Events

HPCA does not recommended that elementary students attend athletic/fine art events without parent supervision. Limited supervision is available.

Cell Phones/Smart Watches/Electronic Devices (TK-5)

Electronic Devices can be distracting to both students and faculty. Cell phones, music devices, and other electronic devices should not be activated or visible during the school day unless authorized by the teacher for academic purposes only. Students who violate this policy will have their devices collected by teachers. Students may pick them up at the end of the day from the Elementary School office. For a second violation, parents will be notified before the device is returned. For a third violation, parents must pick up the device.

Students are not to listen to music, stream videos, view pictures, or share files that are profane, immoral, or otherwise inappropriate during school or extracurricular functions. Administration reserves the right to examine the contents of any device that has been confiscated if cause exists to suspect Academy rules have been violated. HPCA is not liable for the loss or damage of these devices or accessories.

Chapel

Chapel attendance is required of all students because spiritual growth and worship are a vital part of the academy's philosophy and purpose. Elementary chapels are generally every other Thursday at 8:15. Parents and grandparents are welcome to attend but they must sit with the student and his/her class.

Child Abuse Reporting

The state of North Carolina requires citizens to report allegations of suspected child abuse to the Department of Social Services (DSS) when there is cause to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. While the academy is expected to communicate with parents regarding the well-being of their child, the administration is placed between the parent and the state, acting on behalf of the child and in accordance with state law. It is the academy's policy not to contact parents in advance of making a report to the DSS. Appropriate academy staff will make such reports in the best interests of the child and do not, once cause to suspect is established, have any legal alternative except to make the report to the DSS for their investigation and review. The academy may also undertake an inquiry of school personnel prior to making a report to determine whether or not there are sufficient grounds to require reporting.

Community Relations - Advancement

Use of and Creation of Social Media Networks

- HPCA has official social media accounts that are managed by school officials. Public social media accounts are not to be created using the school's name, logos, or images of the school or school officials, unless written permission has been granted by the Advancement Director.

Fundraising/Sponsorships

- All solicitations must receive written approval by the Advancement Director before businesses and/or individuals are approached for donations (financial or in-kind). On-campus solicitation of non-HPCA sanctioned events/causes are not allowed.

Branding Policy

- Students and parents are not permitted to create, re-create, or revise the HPCA school logo. The use of the school logo is not allowed for personal sales, personal gain/benefit, or misrepresentation of the school. If a parent/student would like to use the school logo for public use, prior written permission must be given by the Advancement Director. To review the complete Branding Policy, please contact the Advancement Director.

Crisis Management **(Fire Drills, Tornado Drills, Lockdown Drills)**

As required by the State, fire drills, tornado drills, and lockdown drills will be practiced to ensure proper and safe course of action in case of emergency.

Dismissal: End of School Day

All TK-5th grade students must exit the building with their class if they are not going to Holding Room or Afterschool Care. Any TK-5th grade student who is not picked up within 15 minutes of dismissal will be sent to After-School (a charge may be incurred). High school students must pick up their elementary siblings from the Education Building lobby. Students are not allowed to walk to the middle school, high school, or to their sibling's vehicles.

Drinks in Class (2nd-5th)

Water is essential for proper brain functioning; therefore, students may have water in class. Water must be in a bottle that can be closed to prevent spills. Students are not allowed to have open cans of drink or any kind of drink cup in their classes or in their cubbies or lockers. These items have the potential of spilling and damaging books and other materials for which the drink owner will be responsible to cover the cost. Students who have these types of containers or drinks other than water will be asked to dispose of them.

Field Trips (each grade level is allowed 2-3 educational field trips per year.)

Parents will be notified in advance of field trips and permission slips must be signed. Some parents may be asked to help chaperone. Chaperones must have background checks, be approved by the teacher, and are expected to provide their own transportation. Students are expected to ride the bus to and from the activity. Students are not be allowed to ride in their parents' vehicles or other parents' vehicles, without prior administrative approval. Siblings are not permitted to attend. Our desire is to minimize distractions and stay focused on our students' safety.

Parents who show up to field trips without teacher approval, bring siblings with them, or don't follow the teachers' rules will be asked to leave.

Field Trips to destinations that may involve political issues (i.e: Raleigh, etc.)

Students who attend these field trips are to be observers and learners. Students and chaperones are not to engage in political protests; chant political messages; approach or engage people who are protesting or assembling; display signs; or wear any clothing, hats, buttons, etc. that are political in nature. Students/chaperones may purchase such items while in these venues, but they must be secured away inside their luggage during the trip.

Flowers, Balloons, or Gifts

All flowers, balloons, or gifts must be checked in at the main office. The school office will deliver gifts at the end of the school day.

Holding Room

1. HPCA provides the Holding Room as a service to assist TK-5th grade parents who have a 20-minute or longer waiting period between dismissal times of their children.
2. Parents may have their youngest child go to the holding room when his/her class dismisses. Parents may come in at the oldest student's dismissal time and pick up all their children, or the oldest student may pick up their younger sibling and take to the car line.
3. Any students remaining in Holding Room after 3:00 pm will be taken to After-School Care and a charge will be incurred.
4. Parents must pick up their children no later than their oldest child's dismissal time.

Youngest child is in:	
TK & K	must have a sibling who is in 4th grade or higher
1st Grade	must have a sibling who is in 5th grade or higher
2nd Grade	must have a sibling who is in 6th grade or higher
3rd Grade	must have a sibling who is in 7th grade or higher
4th Grade	must have a sibling who is in 8th grade or higher
5th Grade	these students may wait in the handprint tile area for their older sibling to pick them up.

Locker Policy (5th)

Students are expected to identify all their clothing, lunch boxes, book bags, etc. and to remove personal belongings from the hallways each day. All unlabeled items or items left outside of lockers will be placed in lost and found.

Tape, items with adhesive backing, writing, or printed materials are not allowed on lockers. Each student may receive a lock at the beginning of the year. This lock is the school's property and loss of the lock will result in a $3.00 fine.

Lockers are the property of HPCA and are subject to inspection by school personnel as needed.

Lost and Found

Students are expected to identify all their clothing, lunch boxes, book bags, etc., and to remove personal belongings from the hallway each day. All unlabeled items will be placed in Lost and Found. All items not claimed at the end of each quarter will be donated to a non-profit organization.

Lunches and Snacks

Lunches and snacks brought from home will not be refrigerated. Microwaves are available for 5th grade.

Medication

Please refer to the Medication Administration Procedure at the end of this handbook.

Off-Campus Activities and HPCA Staff Involvement

Employees of High Point Christian Academy are often asked by parents to assist with activities that are off-campus and not sponsored by the school such as babysitting, tutoring, private lessons, chauffeuring, etc. The Academy will not be responsible for the actions of school employees occurring off-campus at activities/events that are not sponsored by the school.

Parent Conduct

The administration, faculty and staff will strive to maintain an atmosphere and guidelines for the students that will promote positive behavior. It is imperative that parents cooperate and reinforce classroom guidelines. Following are some suggestions:

1. Pray daily for the teachers, administrators, staff and the students
2. Be positive. Look for the good.
3. Be encouragers. Build one another up.
4. Do not gossip. Know the facts and support them.
5. If you do not understand something, ask the right people. Do not assume.
6. Be positive about the school in front of the students; never be negative. The seeds you sow will determine the type plant that grows.
7. Be a team player.
8. Remember your suggestions are important – let us hear from you.

If a parent fails to comply with the established academy policies, refuses to submit to administrative directives, or becomes disruptive to the Academy environment, the student's privilege of attending High Point Christian Academy will be forfeited.

Parent/Teacher Conferences

Parent conferences are encouraged and may be scheduled by the principal, teacher, or by parent request. After the first quarter two half days will be designated Parent/Teacher Conference days.

Parties

On occasion, teachers will have classroom parties for various events. Parties promoted by parents must be cleared through the teacher. Red-based drinks are not allowed at classroom parties. Swim parties are not permitted in TK-5th grade due to liability concerns.

Party Invitations

When students are having a birthday party, etc., and invitations are being sent home, please mail/email the invitations or make phone calls. Cell phone numbers will not be provided by the Academy. Invitations are not to be handed out in the classroom unless all students in that class are to receive one. Invitations to select students may be put in student's Friday Folders.

Playground

The playground is for the use of the school during the school days and the Afterschool program. The playground is closed to parents from 7:30 a.m. to 4:30 p.m. This helps minimize foot traffic and provides greater safety during heavy traffic times before and after school.

Promotional Materials

From time to time, HPCA will photograph or videotape students and student activities and may include these in school publications and promotional materials. General parental consent is given for the students to be photographed or videotaped by the school in the course of school activities. Consent is also given for HPCA to use any photographs or videotapes in these publications or promotional materials unless the parents send a signed note requesting otherwise.

Recordings

Any video, audio, or photographic recording in classrooms or other areas designated for student learning without prior consent from the teacher and/or school administration is strictly prohibited and may result in disciplinary action.

Any video, audio, or photographic recording in restrooms, locker rooms, or other areas where privacy is expected is impermissible. Violations of this rule may result in criminal charges and disciplinary action from the school.

Security

Maintaining a safe, secure environment for all students and staff is very important. For the safety of everyone, please check in at the front desk any time you enter the building (except for regular arrival times.) Parents/grandparents are not allowed to go to the classrooms after 8:00. All entrances to the facility are kept locked. A police officer will be on duty every school day from 7:30 am – 5:30 pm. The police officers will patrol the parking lots, conduct perimeter checks of the buildings, and be available to assist in emergency situations. Surveillance cameras record activity 24 hours a day in parking lots, hallways, dining commons, and other common areas.

Sexual Purity Classes

We believe that the parents are responsible for the education of their children and they should be the first to introduce this topic to their children. We want to support you in this process and reinforce what you are teaching at home. Therefore, we are providing you with our curriculum so we can work together.

- 4th Grade: entertainment choices, appropriate communication among peers, modesty, puberty, and hygiene
- 5th Grade: homosexuality, transgender identity, harassment, hygiene, and a review of last year's concepts.

While we will be open and direct with the students, we will also be sensitive to their age and work to protect their innocence. Students will be allowed to ask questions and they will be answered if we deem appropriate.

Student Telephone Use

All students are expected to make all car pool, lunch, or after school arrangements before coming to school each day. In case of an emergency, the student should report to the office, and the secretary will assist the student in making the necessary call. **All other telephones are reserved for staff use.**

Every effort will be made to deliver important phone messages received in the office to students sometime before the end of the school day.

Traffic

For the safety of your children and for efficiency in dropping off/picking up students, we ask that you follow these guidelines:

1. **Pull up to the speed bump** when possible. This will allow multiple cars behind you the opportunity to unload and load at the same time.
2. When parking and walking into the building, please use the **crosswalk** and wait for the traffic duty teacher or police officer to signal when it is safe to cross. Walking between cars is dangerous.
3. During dismissal, if you need to have a **conversation** with the teacher, please park and come inside.

Tutors and Other Outside Services

High Point Christian Academy often provides a list of tutors, counselors, and businesses associated with the Academy. These lists are not intended to be recommendations, but rather resources that parents may choose to utilize. The Academy will not be responsible for the actions of the people and organizations that are listed.

Visitors

Parents and family members are welcome to visit during the school day. It is essential that every parent and/or visitor sign in at the school office for a visitor's badge. Any other person wishing to visit during the school day must have permission from one of the administrators.

Non-HPCA students are **not** allowed to visit during the day or for lunch, but exceptions *may* be made for visiting family members or former HPCA students. We welcome students' pastors for lunch.

Volunteer Policy

- **Purpose:** This policy sets the expectation for a volunteer as a role model for students. A volunteer is a person who serves in a position of trust, leadership and has regular contact with High Point Christian Academy students and parents (e.g. classroom helpers, chaperones, library workers, etc.)
- **Background:** The mission and objectives for High Point Christian Academy are founded upon biblical principles. Therefore, the lifestyle of each regular volunteer is an important issue.
- **Policy:** The volunteer will manifest by daily example the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40) and to others. Christian influence is demonstrated by word, deed, example, and shared

experience. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living.

- A background check is required for all volunteers who accompany students on off-campus field trips. The cost is $15.00 and is to be paid for by the volunteer. A signed release will be required prior to HPCA conducting a background check. **Background checks are valid for 3 years; however, the Volunteer Information Form must be completed annually.**
- *All volunteers must complete the Volunteer Information Form at the beginning of each school year.*

	Visitors	Procedure
	• Family members/former students/ministers who are visiting with students during lunch.	Check in at the Front Desk and receive a visitor's tag.

	Volunteer Capacity	Required Items
Level One	• assisting teachers in clerical situations. • assisting teachers with class parties. • assisting students in the classroom with teacher supervision.	1. Volunteer Information Form
Level Two	• chaperoning/supervising students on off-campus field trips.	1. Volunteer Information Form 2. Background Check
Level Three	• transporting students by school bus or personal vehicle.	1. Volunteer Information Form 2. Background Check 3. Volunteer Driver Application is required if using personal vehicles to transport students.

Weather-related School Closing

The academy will make its own decisions regarding school closing due to inclement weather. **We will not automatically follow Guilford County Schools' decision.** You may visit our website at www.hpcacougars.org. Local television stations will broadcast school closings. We will also send out text messages. The administration and the school board will determine make-up days.

If school is in session, but you determine it is too dangerous to transport your student to school, the absence will be excused and no academic penalty .

Parent Commitment

1. We have read and understand the school's statement of philosophy, and we are in agreement with the purpose and philosophy of High Point Christian Academy.
2. We, as parents, accept the challenge to train our children according to Biblical standards, and we do state that this training will be carried out in the home. We place our trust in HPCA to extend that training more completely.
3. We do hereby state that we have made a thorough investigation of the school's program, curriculum, discipline, dress code, etc. and we agree to make them our full-hearted choice for the coming school year.
4. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the academic standards of this school by providing a place at home for our child/youth to study, and to give our child/youth encouragement in the completion of homework assignments.
5. We will faithfully support the school through our prayers and a positive attitude and in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of using the school's chain of command. (i.e. Teacher-Administrator-School Board)
6. We understand that the standards of HPCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
7. We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline set forth in the Scriptures. We further agree that we will cooperate and discipline our child/youth in the home as needed.
8. We pledge that if, for any reason, our child/youth does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child/youth.
9. We understand that assessments will be made to cover damages to the school, including breakage of windows, book damage, and the abuse of other personal property.
10. We will support the school by involvement in Parent-Teacher-Fellowships, Open Houses, parent-teacher conferences, work days and other school-sponsored meetings and activities.
11. We give permission for our child/youth to take part in all school activities, including sports and school-sponsored trips away from school grounds. Parents will be notified in advance when students will leave the school grounds. We also understand that buses, vans, and parent's vehicles will be used for transportation.
12. We understand and will fulfill our financial commitment to pay for the educational services the school is providing for our child/youth as outlined in the Student Handbook.
13. We understand that the academy reserves the right to change a policy at any time without notice.
14. We, as parents of the student, do sincerely give our pledge to the above items. We understand that failure of the parents or child/youth to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending High Point Christian Academy.

High Point Christian Academy
Medication Administration Procedures

Please note: no medication will be given without completed medication forms. New forms must be completed each school year.

Prescription and Non-prescription Medication:

1. In accordance with North Carolina General Statute § 115C-375.1, **physician authorization (signature)** and **parent permission** are required before school employees can administer any prescription and/or over-the-counter medication. The Prescription Medication Form (PMF) and the Over-the-Counter Medication Form (OTC) are available in the school office or on the HPCA website under the forms tab.
2. Parents/guardians may come to the school and administer medication directly to their child if they do not have a PMF or OTC form on file.
3. Prescription medications must be brought to the school office by the parent/guardian in the pharmacy labeled container which indicates the following information:
    a. Student's Name
    b. Physician's Name
    c. Date of Prescription
    d. Name of Drug
    e. Dosage/Directions for Administration
4. Over-the-Counter medication must be brought to the school office by the parent/guardian in the original labeled container and will be administered according to the physician's written instructions.
5. Parents are responsible for notifying school personnel of any medication changes.
6. Daily non-emergency medication will be kept and administered in the school office. Medications will not be administered in the classroom except in individual cases approved by the principal and school nurse.
7. Emergency medications, such as Epi-Pens and rescue inhalers, will be kept in the first aid pack in the classroom or in the lunchroom as deemed appropriate.
8. Students, who turn in a completed and signed Prescription Medication Form (PMF) and a Student Agreement for Self-carried Medication (SASM) Form, may self-carry emergency medications.
9. Each dose of medication administered by staff will be recorded on a Medication Administration Log.
10. No medications will be given beyond the expiration date.
11. The parent/guardian is responsible for removing medication from the school premises when treatment has been completed. Medication left on school premises at the end of the school year will be discarded if not picked up by the parent/guardian within 2 weeks after the last day of school.

Safe & Healthy Protocols

Deciding when to keep a sick child home from school is not always easy. But when a child is truly sick, it is necessary for the child to stay home to get well and to prevent spreading illness to others.

Students should not be at school if they have any of the following conditions:

- **Communicable Diseases** (covid, e-coli, MRSA, etc.) - the school will follow the directives of the physician's office and/or local health department.
- **Fever at or above 100 degrees** – Student should be fever free without fever reducing medication for 24 hours before returning to school.
- **Vomiting** – Student should stay home until no vomiting has occurred for 24 hours.
- **Diarrhea** – Student should stay home until no diarrhea has occurred for 24 hours.
- **Strep Throat** – Student may return to school 24 hours after treatment with a prescription antibiotic begins and the student has been fever free for 24 hours without fever-reducing medications.
- **Pink Eye** – Generally, student may return to school 24 hours after treatment with a prescription antibiotic ointment or eye drop. However, please consult your child's physician because cases vary in type and severity.
- **Undiagnosed Rash** – Especially if accompanied by fever, discomfort and/or behavior change.
- **Head Lice** – Student may return to school after being treated with a lice treatment product, if no live lice are present. Parent/guardian must provide proof of purchase of a lice treatment product.
- **Nasal Discharge** that is thick, profuse or yellow/green.
- **Cough** that is persistent enough to limit physical activity.

If a student goes home sick from school with (but not limited to) the above symptoms, they will need to stay home for a full 24 hours before returning to campus.

If you have questions regarding when your child may return to school, please email our school nurse team. Please take all necessary precautions with your child, as it is our responsibility to keep our students, faculty, and staff healthy while on our campus!

When Can My Child Return to School?

- The chart on the following page provides information to help you determine when your child can safely return to school after an illness.
- The chart is not all inclusive.
- The chart provides general recommendations.
- The chart does not take the place of consulting your child's medical provider

Common Childhood Infectious Illnesses

ILLNESS/DISEASE	HOW IS IT SPREAD?	WHEN CAN CHILD RETURN TO SCHOOL?
Common Cold	Contact with droplets from nose, eyes, or mouth of infected person; some viruses live on surfaces (toys, tissues, etc) for several hours	No restriction unless child has fever or is too uncomfortable or fatigued to participate in activities
Cough	Contact with droplets from nose, eyes, or mouth of infected person; some viruses live on surfaces (toys, tissues, etc) for several hours	No restriction unless child has fever or is too uncomfortable or fatigued to participate in activities
Covid	Airborne respitory virus	Discuss with the school nurse
Diarrhea	Direct or indirect contact with person or diarrhea	No diarrhea for 24 hours
Ear Infection	Contact with droplets from nose, eyes, or mouth of infected person; some viruses live on surfaces (toys, tissues, door knobs) for several hours	No restriction unless child has fever or is too uncomfortable or fatigued to participate in activities
Fever	Temperature at or above 100 degrees	No fever for 24 hours (without fever-reducing medicine) and child feels well enough to participate
Fifth Disease	Contact with droplets from nose, eyes, or mouth of infected person	No need to restrict once rash appears (unless fever is present)
Flu	Highly contagious; contact with droplets from nose, eyes, or mouth of infected person; virus can live on surfaces (toys, tissues, door knobs)	No fever for 24 hours (without fever-reducing medicine) and child feels well enough to participate
Hand, Foot and Mouth Disease	Contact with fecal, oral or respiratory secretions	No fever for 24 hours (without fever-reducing medicine), no fluid filled blisters, no secretions from blisters, blisters are dried and scabbed over, and child feels well enough to participate
Head Lice	Direct contact with individual's hair and sharing brushes, hats or bedding	After treatment with a lice treatment product and no live lice present

Impetigo	Direct skin contact, nasal discharge, or contaminated surfaces	After at least 24 hours of antibiotics; cover lesions
Mononucleosis	Contact with the infected person's saliva	No restriction unless child has fever or is too uncomfortable or fatigued to participate in activities
Pertussis (whooping cough)	Contact with droplets from nose, eyes, or mouth of infected person	After appropriate antibiotic treatment for 5 days, and child feels well enough to participate in activities
Pink Eye (conjunctivitis)	Highly contagious; contact with secretions from eyes of infected person or contaminated surfaces	After 24 hours of treatment; however, please consult your child's physician because cases vary in severity and type
Ringworm	Direct skin contact with infected person, animal, surface, or object contaminated with the fungus	After 24 hours of treatment; ringworm on the scalp requires oral medication
Sore Throat	Contact with droplets from nose, eyes, or mouth of infected person; some viruses live on surfaces (toys, tissues, door knobs) for several	No restriction unless child has fever or is too uncomfortable or fatigued to participate in activities
Strep Throat	Contacts with droplets from nose and mouth	After 24 hours of antibiotic treatment, no fever for 24 hours (without fever-reducing medicine) and child feels well enough to participate in
Vomiting	Direct or indirect contact with person or vomitus	No vomiting for 24 hours
***These are general recommendations. This information does not take the place of consulting your child's medical provider.**		
***Please note, this list is not all inclusive.**		