



HIGH POINT

BAPTIST ACADEMY

Parent & Student Handbook

Revised July 2025



Parent and Student Handbook:

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Welcome

We welcome you to High Point Baptist Academy. Since our founding in 1972 as a ministry of High Point Baptist Chapel, HPBA has been dedicated to serving Christian parents and churches in the Berks, Chester, and surrounding counties. We are grateful that you have joined us as parents and students. As a sponsoring church, pastors, administration, and school board, our commitment is to provide our best efforts to assist you in the academic and biblical worldview training of the children that God has entrusted to you. Our prayer is that HPBA will help students learn to love God and to love others and to have the skills to fill positions of influence and service in their communities and local church families.

Mission and Purpose

Mission Statement

We exist to provide a biblically based instructional program in a discipleship-oriented environment that develops spiritual commitment, academic excellence, physical development, and social maturity. In doing so, we seek to support the Christian family and the local Bible-believing church.

Statement of Faith

The Word of God is the sole source for our instruction in spiritual matters. We seek to train students to see all of life from a biblical worldview and to live understanding that all areas of their lives are under the authority of the Bible. As a direct ministry of High Point Baptist Chapel, the following statements identify our understanding of Bible doctrines which serve as the basis for our instruction.

1. We believe in the verbal and plenary inspiration of the original manuscripts of the Old and New Testaments, which constitute the inerrant Word of God. (II Peter 1:21, II Timothy 3:16-17)
2. We believe in the trinity of the God-head: one God eternally existing in three equal persons Father, Son and Holy Spirit. (Genesis 1:1, John 10:30, Matthew 28:19, Acts 5:3-4)
3. We believe in the deity, virgin birth, sinless life, substitutionary death, bodily resurrection, and the imminent pre-millennial coming of Christ. (Isaiah 7:14, Matthew 1:18-25, II Thessalonians 2; 4:13-18, John 14:1-3, Hebrews 7:25, John 10:30, Acts 1:11, I Corinthians 3:16)
4. We believe in the personality of the Holy Spirit by whom believers are called, regenerated, baptized into Christ, indwelt, sealed and filled for service. (John 16: 7-9, I Corinthians 3:16)
5. We believe in the direct creation of the universe and man by God apart from any process of evolution. (Genesis 1, Colossians 1:16-17)
6. We believe in the fall, the total depravity and guilt of the race in Adam which for man's salvation necessitates the sovereign, divinely-initiated deliverance of the sinner by the grace of God in Christ. (Genesis 2:17, Romans 5:12-21, I Corinthians 2:14, Romans 3:23)
7. We believe in the eternal salvation of all individuals who put their faith in Christ, whose blood was shed for the remission of sins. (John 3:3, I John 5:13, Galatians 3:24-26, Colossians 1:17, I Peter 1:18-19)
8. We believe in the unity of all true believers in the church, which is the body of Christ. (I Corinthians 12:12-13)



9. We believe in the local church as a company of baptized believers, independent and self-governing, which should fellowship with other churches of like faith and order. It is the responsibility of the local church to observe the ordinances of baptism and the Lord's Supper, edify itself and evangelize the world. We believe that the only Biblical mode of believer's baptism is that of immersion and that it is to be administered in the name of the Father, Son and Holy Spirit. The ordinance of baptism is for believers only, and it is a prerequisite for church membership. The officers of a New Testament church are pastors and deacons. (Acts 2, Matthew 28:19-20, I Timothy 2:12, Acts 15, Romans 6:3-5, I Corinthians 11:23-32)
10. We believe in obedience to the Biblical command to separate entirely from worldliness and ecclesiastical apostasy unto God. (II Corinthians 6:14-18, Romans 12:1-2)
11. We believe in the personal existence of angels, demons and Satan. (Revelation 20:1-10, Job 1:6-7, I Peter 5:8)
12. We believe in the bodily resurrection, immortality and rapture of all believers at Christ's imminent coming. (I Corinthians 15: 51-52)
13. We believe in the sovereign selection of Israel as God's eternal covenant people, that she is now dispersed because of her rejection of Christ, and that she will be regathered in the Holy Land and saved as a nation at the second advent of Christ. (Amos 9:15, Ezekiel 37:23-27, Jeremiah 23:3-6)
14. We believe in the bodily resurrection and judgment of unbelievers after the millennial reign of Christ. (Matthew 25:46, Romans 22:11, Revelation 20:12-15)
15. We believe in eternal life and blessedness for all believers and the eternal existence and punishment of all unbelievers. (John 5:29)
16. God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Genesis 1:26-27. Rejection of one's biological sex is a rejection of the image of God within that person. The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. Genesis 2:18-25. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. 1 Corinthians 6:18, 7:2-5; Hebrews 13:4. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. Matthew 15:18-20; 1 Corinthians 6:9-10.

Our Philosophy of Education

The Source of Truth:

God is the ultimate reason, source, and authority of all the natural and spiritual creation. (John 1:1-4; Rev. 4:11; Genesis 1-2; Romans 11:35; Colossian 1:16,17; Psalm 8). God is objective, ultimate truth. True wisdom (meaning knowledge, values, and understanding) is determined only in accordance with God's truth as given by His Word – the Holy Bible- for He is the fountainhead of all wisdom, knowledge, and understanding, and His truth and will are revealed in His Word. Therefore, true and proper education



has God and His Word as the foundation and governing principle throughout, with God's truths presented. All subject matter is to be taught in conformity with His Word and all principles interpreted through God's Word. (Deuteronomy 32:4; John 14:6; Psalm 104:24, 147:5)

The Image of God:

God made man in His own image and gave him dominion over all the earth, and the responsibility of man is to fear, obey and glorify Him. Christian Education serves to prepare children to fulfil the Creation (or Dominion) Mandate to exercise good and just dominion over the earth for the glory of God and for the good of their fellow image bearers. (Gen 1:27-28)

Parental Responsibility:

Children are a gift from God, who established the home and charged parents with the responsibility for the education of their children. In view of the God ordained separation of church and state, some parents have voluntarily delegated some aspects of the process of the education of their children to the churches' educational ministry. (Genesis 1:26-28; 2:7, 19; Eccl. 12:13,14; Isaiah 42:7; Psalm 127:3; I Samuel 1:27; Genesis 2:18, 22:6; Ephesians 6:4; Matthew 22:21; Romans 13:1-7). While HPBA functions as an organization with its own internal policies and procedures, it is with the understanding that it is as a support to, not of a replacement of parental and local church authority.

Four Aspects

The four aspects of education (Luke 2:52) at HPBA are:

- Wisdom- academics
- Stature- physical development
- Favor with God- spiritual growth
- Favor with man- sociological development

Educational Objectives

The educational objectives of HPBA are the following:

1. To teach that the Lord Jesus Christ is God's Son and that He came from Heaven to earth to voluntarily die on Calvary's cross, be buried, and rise again according to the Scriptures to provide salvation, the forgiveness of sin, and eternal life in Him
2. To teach that the Bible is the Word of God, infallible, living and powerful with practical applicability and importance
3. To impart knowledge and skills in academic studies in the light of God's Word
4. To teach development in Godly living, feeding upon God's Word, prayer, service, and spiritual discernment
5. To teach students to work independently, cooperatively, and zealously while utilizing scriptural principles with regard to disciplines
6. To teach by presenting the student with the kind of experiences which will help him face life with courage, understanding, and a proper attitude, making him a credit to his Lord
7. To teach by preparing students spiritually and academically for their future role as servants of the Lord Jesus Christ



Portrait of a Graduate

It is our prayer that all HPBA graduates possess the following attributes. Each lesson, course, activity, and interaction with students is working toward these goals. It is for these outcomes that our church faculty and staff sacrificially contribute and labor.

1. Biblical Worldview that is Christ-centered, biblically-based, and gospel-focused
 1. Graduates retain knowledge and understanding of the Scripture that equips them for gospel living (Rom. 12:2; Col. 2:8)
 2. Graduates understand how Scripture applies to and informs their view of social policy, economic practice, political discernment, historical knowledge, and vocational pursuit (Prov. 2:6, 4:11; Lk. 2:46-47)
2. Academic Excellence that prepares them for the next stage of life
 1. Graduates are challenged to engage all academic disciplines and acquire the skills necessary to flourish at the next level (Lk. 2:52)
 2. Graduates possess necessary critical thinking skills and are committed to autonomous learning that purposefully engages an ever-shifting culture (Col. 1:10; 2 Pt. 1:5-8)
 3. Graduates master the ability to express their understanding of God's creation to all who will listen (Prov. 25:11)
3. Hope, Grace, and Redemption that is biblically based and personal
 1. Graduates understand God's plan of redemption both for the individual and the world (Matt. 28:19-20; Acts 1:8; Rom. 1:16)
 2. Graduates perceive how to explain salvation based on God's Word (Jn. 3:16; Rom. 3:23, 5:8, 6:23, 10:9-13)
 3. Graduates fix their hope completely on God's life-giving grace (1 Pt. 1:13)
4. Accountability and Responsibility guided by Scripture and encompasses the individual, culture, and evangelism
 1. Graduates recognize their accountability to God and established authority (Rom. 13:1; 2 Cor. 5:10; 1 Pt. 2:13-14)
 2. Graduates realize their biblical responsibility for building culture (Gen. 1:28; Rom. 13:6-7)
5. Christlikeness that influences all of life's decisions
 1. Graduates exhibit character qualities that honor Christ (Prov. 11:1; Tit. 2:6-8)
 2. Graduates maintain Christ-like integrity when making all decisions (1 Pt. 2:15; Prov. 4:23)
6. Servant-Leadership that embodies the attributes of Christ's humility and meekness
 1. Graduates realize that they have been bought with a price (1 Cor. 6:20) and should glorify God in all they do (Col. 3:17)
 2. Graduates seek to serve rather than be served (Matt. 20:28)
 3. Graduates are productive and faithful members of a local bible-believing church (Heb. 10:25; Acts 2).



Policy Handbook

High Point Baptist Academy is a ministry under the direction of High Point Baptist Chapel and reserves the privilege of setting and maintaining its own standards for conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements, and to suspend or dismiss any student who violates the standards set down in the Standards of Conduct, Parent and Student Handbook, or other rules and regulations as established by the administration of the school. HPBC reserves the privilege of amending, changing, deleting, or adding to the rules, regulations, and policies as is necessary for maintaining order and for the accomplishing of the goals and objectives of the school.

In the following sections of this handbook, you will find an explanation of our school's policies and rules, discipline procedures, and programs. Please read and familiarize yourself with these as a parent and make sure that your child does the same. If you cannot support and practice these policies, we encourage you to look for a school whose policies and programs you can support. While each family and student comes from various backgrounds and attend many different local churches, our collective alignment around these basic policies, principles, and practices as members of the HPBA community will allow us to function together with maximum unity and effectiveness toward the specific discipleship and academic goals of our school.

Living as a Community

Different Backgrounds

Every religious organization has a particular culture. HPBC and HPBA have a generally conservative culture. Whether in issues of Christian liberty, music, or dress, HPBC and HPBA are generally moderate and tempered (Phil. 4:5).

Christian Liberties

HPBA Teachers, Staff, Parents, and Students should wisely understand and respect the range of views on some church practices and on a variety of “Christian liberty” or “disputable” issues amongst the families who are joining together to participate in the ministry and educational experience of HPBA. Care should be taken to avoid seeking to change or reshape the beliefs of individual homes (families) on these disputable issues (Rom. 14:1, 4). Additionally, while “each one should be fully convinced in his own mind” (Rom. 14:5), all Christians should be expected to lovingly exercise great deference in public displays (conversation, Facebook or other social media posts, etc.) of issues known to be of dispute or disagreement amongst believers. (Romans 14:22). As part of the HPBA community we seek to, in love, avoid conflict by a (careless or selfish) public exercise of liberty on a disputable issue.

Code of Conduct

Student

General Student Guidelines

High Point Baptist Academy (HPBA) students are called to uphold a standard of conduct that reflects the mission of the school and fosters their growth as Christian disciples. Every student is expected to conduct



themselves with honesty, integrity, and respect in all situations related to the school, both on and off campus. This Code of Conduct guides students in honoring school property, completing academic work diligently, and behaving appropriately at all school activities.

HPBA students are expected to:

1. Respect and cooperate courteously with all school authorities, staff, visitors, and fellow students;
2. Pursue academic excellence with diligence and integrity;
3. Associate with peers of high moral character;
4. Avoid behaviors or appearances that may lead to misunderstanding or cause offense;
5. Abstain from gossip, complaining, or negative speech;
6. Refrain from use or possession of alcohol, tobacco, illegal drugs, and from gambling;
7. Avoid profanity, indecent language, and inappropriate entertainment;
8. Conduct themselves in a manner free from destructive, disorderly, or illegal behaviors;
9. Maintain biblical sexual purity by reserving sexual activity for marriage between one man and one woman;
10. Avoid all forms of substance abuse and to support others in doing the same.

Statement on Marriage, Gender, and Sexuality:

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Genesis 1:26-27. Rejection of one's biological sex is a rejection of the image of God within that person. The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. Genesis 2:18-25. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. 1 Corinthians 6:18, 7:2-5; Hebrews 13:4. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. Matthew 15:18-20; 1 Corinthians 6:9-10. We further believe that the physical condition in which a person is born, including their gender, is established by God (Exodus 4:11; John 9:3), therefore claims of innate sexual confusion are false and transvestism and its related perversions including sex change operations are abominations before God. Deuteronomy 22:5.

Dating and Physical Contact

HPBA is a co-educational school that encourages wholesome friendships between males and females during school years. While dating relationships may eventually develop, dating is expected to be directed from the student's home and family. To promote biblical sexual purity, Physical Displays of Affection (PDA)—such as holding hands, hugging, or other intimate contact—are prohibited on school grounds



and at all school events. Students are called to exercise self-control and show genuine Christian respect toward others (1 Thessalonians 4:3-6).

School Spirit

Students are expected to demonstrate loyalty and pride in all aspects of HPBA life. This includes showing courtesy to all members of the community, stewarding school resources responsibly, supporting school events enthusiastically, and displaying grace in both victory and defeat.

Technology and Artificial Intelligence (AI) Use

HPBA recognizes the growing role of technology and Artificial Intelligence in education and daily life. Students are expected to:

1. Use all technology, including AI tools, ethically and responsibly, in ways that honor God and respect others.
2. Avoid plagiarism or misrepresentation of work by properly crediting all sources and not submitting AI-generated work as their own without appropriate acknowledgment.
3. Refrain from using AI or any technology to cheat, deceive, or violate academic integrity policies or any other school policy.
4. Follow all school guidelines for the use of devices, software, and online platforms.
5. Respect the privacy of others by not taking photographs, videos, or recordings of staff or students unless explicit authorization has been granted by school leadership.
6. Seek guidance from teachers or administrators if unsure about appropriate technology use.

Students are strictly prohibited from creating, sharing, or promoting any form of digitally altered or AI-generated media (such as deepfakes, voice clones, or synthetic images) that impersonates or misrepresents a fellow student, staff member, or any individual—whether for humor, manipulation, or harm. These actions are considered serious violations of the school's standards of integrity and respect.

The creation or distribution of content that:

- Falsely portrays someone saying or doing something they did not say or do
- Damages a person's reputation, dignity, or privacy
- Incites fear, embarrassment, harassment, or bullying

These violations will result in disciplinary action and will be reported as appropriate to legal authorities. HPBA expects students to use technology in ways that reflect Christian character, protect others from harm, and uphold truth (Ephesians 4:25).

Parents

According to the Bible, parents are responsible for the training of their children. HPBA serves as a partner with Christian parents as they obey the command of God to train their children in truth. There must be harmony between home and school for godly training to take place (Deut. 6:1-7; Prov. 22:6, Eph. 6:1-4). This covenant verbalizes six basic principles that, if followed, will result in the maturity we are all seeking in the lives of the students who attend High Point Baptist Academy.

Respect: An attitude that highly esteems those in properly placed authority.



Parents, teachers, employers, governmental authority, and church leaders have been placed in our lives by God. We have a biblical command to honor them because God says so, and it is for our own good. (Rom. 13:1-7; Heb. 13:7; I Peter 2:13-21; I Thess. 5:12-13)

Obedience: The outworking of the attitude of respect.

We are to obey God and all those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful as He has promised. (John 14:21; Eph. 6:1-4; Rom. 13:1-7)

Discipline: The correction that comes when we disobey.

Discipline is a sure sign of love. Though never enjoyable at the moment, it later brings righteousness and peace. The goal is to have a life under control – self-discipline by the Spirit of God as seen in Gal. 5:22-26. (Prov. 3:11-12, 6:23; Heb. 12:4-13)

Holiness: A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature.

Our standards are found in God's Word and our desire must be one with God and His holiness. (Gal. 5:16-26; II Tim. 2:22; I Peter 1:13-16, 2:9-10; I Cor. 6:12-20; Prov. 23:29-35; Phil. 4:8)

Wisdom: Understanding what is true and doing what is right in any situation.

Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. If we do not respond to correction with a teachable spirit, the Bible calls us fools and unable to attain wisdom. (Prov. 1:7, 20-33, 2:1-22)

Responsibility: Being trustworthy and accountable in all relationships and tasks.

We are accountable to each other to love, encourage, confront, comfort, and forgive. Furthermore, initiative and excellence should be the marks of all tasks we attempt. (I Cor. 13; Matt. 18:15-17; Gal. 6:1-5; Eph. 5:29-32; Eccl. 9:10)

Social Media and Public Communication

At High Point Baptist Academy, we value the strong and often overlapping relationships within our school community—whether as parents, staff, fellow believers, or friends. These close connections are a strength, but they also require intentional care and wisdom, particularly in how we communicate publicly and online.

As a private institution providing an educational service, HPBA seeks to maintain a high standard of professionalism, integrity, and biblical unity in all areas of communication, including on social media platforms. We ask that families approach concerns or frustrations in a way that aligns with both scriptural principles and our shared commitment to partnership.

Accordingly, we request the following guidelines be observed regarding social media and public commentary:



- Avoid posting complaints, criticisms, or personal grievances about staff, administration, students, or school decisions on social media or other public forums.
- Address concerns directly with the appropriate teacher, coach, or administrator in a respectful and private manner, in accordance with the principles of Matthew 18:15–17.
- Refrain from sharing posts, comments, or memes that may misrepresent or harm the reputation of the Academy or any individual associated with it.
- Use social media as a platform to encourage, support, and uplift the HPBA community, representing Christ well in both tone and content (Ephesians 4:29).
- Understand that ongoing or public defamation, misrepresentation, or inappropriate online conduct may result in administrative review, up to and including impact on school enrollment status.

This policy is not intended to suppress concerns or feedback, but to encourage solution-oriented communication that fosters reconciliation, preserves trust, and upholds the values of our school family. In most situations, a respectful, direct conversation is the most effective and God-honoring path forward (Proverbs 15:1).

Parents and Families as Sports Fans

As an Academy, we strive for excellence in all areas, including athletics, which beyond simply good sportsmanship (“being a good loser”), seeks to play to the best of our abilities and to win our athletic contests. Additionally, as parents we are each interested to see our children succeed in their individual and team efforts. It is within this context that we request parents, siblings, and friends and family who are sports fans at our contests to practice self-control and exercise grace in our enthusiastic support for our athletes.

It is our desire that HPBA sports fans be known as the most enthusiastic, energetic, AND the most respectful and gracious fans. Through our athletic program we are seeking to teach the values of teamwork, hard work, and respect for authority (for both coaches and officials). We ask that parents and fans work toward these same goals. Spectators (whether parents or visitors) may be asked to leave sporting events if they are presenting an ungracious, disrespectful, or un-Christlike attitude or behavior to coaches, officials, parents, or players.



Academic and School Policies

Legal and Organizational

High Point Baptist Academy is a member of the Association of Christian Schools International and is recognized by the state of Pennsylvania as an educational institution.

General Practices

- No visitor or outsider may speak or perform unless permission is secured from the administration. This includes guest speakers and lecturers in the classroom.
- No student may use the name of the school on any radio or T.V. program or in any publication without prior authorization from the school administration.
- The school will not be held responsible or liable for any party or social function that is not officially approved or sponsored by the school.
- For all school functions, guests are requested to adhere to student rules and regulations.

Communication and Website

- The Academy publishes a weekly Constant contact email to providing information on events and happenings.
- High Point has an attractive and helpful website; the web address is www.hpbacademy.org

Admissions

Notice of Nondiscriminatory Policy

High Point Baptist Academy 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 at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, athletic, and other school-administered programs.

The admission of students is based upon achievement, a testing program, and an interview of parents. Handicapped students or students having marked learning disabilities may not be accepted, if/because the Academy is not equipped to meet their needs.

Athletics

- As with all extra-curricular activities, members of the athletic squads must remember that to be a leader demands sacrifice and much devoted effort. Parents, as well as participants, must be willing to expend extra time and effort if the squads are to be successful.
- Rigid standards are required for all athletic participants. All matters of policy concerning conduct, demeanor, and dress are carefully and prayerfully considered prior to becoming final. Upon their becoming matters of policy, it is expected that athletes will comply within a manner worthy of a school leader and a Christian. Practice sessions for the various teams will be set by the coach and/or sponsor. Whenever a conflict arises, the student is to notify his or her coach or sponsor.
- Participation requirements:



- Pass a required physical exam. A PIAA physical form must be on file with the school office before a student may participate in sports.
- At the beginning of the school term, the student must have maintained a combined average of C (78%) or above, for the previous quarter or for the last quarter of the previous year for fall sports. Only one failing grade is permitted.
- Athletes will have their grade evaluated every three weeks. For participation to continue, the overall average must be a C (only one failing grade is permitted). Should the average fall below the C (78%), the student may neither play nor practice until the next progress report is issued and a C average or above is attained. When unsatisfactory progress reports are issued, students are responsible to consult with the teacher(s) involved and to advise the coach or sponsor. Athletes who have below a C average (78%) with one failing grade or fewer are evaluated on a weekly basis.
- A student may neither play or practice unless he has attended school the entire day (8:10AM - 3:00PM) except in cases of doctor's appointments, dental exams, funerals, etc. Coming in late due to sickness or tiredness will prohibit an athlete from playing or practicing.
- Each student desiring to participate in the athletic program must submit a form stating his or her parents' knowledge and consent, and willingness to abide by the policies and standards set forth.
- Conduct, demeanor, dress, and the like for any member of the team or squad for the athletic department of HPBA must be superior, at all times and in all places. This includes conduct, demeanor, dress, etc., when away from school, as well as in any school situation.
- Student and parent spectators are expected to conduct themselves at athletic events in a manner which will not bring reproach upon the school. Parents who have difficulty exercising courtesy and restraint are asked not to attend sports events; we do not want our reputation and testimony to be hurt in this way.
- See Athletic manual for more information.

Attendance: Policies and Penalties

Compulsary

- Parents are responsible for their child's school attendance.
- High Point Baptist Academy attendance policy reflects state law and the policies of surrounding school districts.

Time

- School begins at 8:10 AM and ends at 3:00 PM.
 - Students need to be in their home room by the ringing of the 8:10 bell, or they will be marked tardy.
- Students that enter school later than 10:00 am or leave earlier than 1:00 pm will receive a half day absence.
- Late arriving students should be signed into school by a parent. Students that drive to school may sign themselves into school.



Communication

- Parents should call or email absences and tardies to the academy office and elementary/homeroom teacher by 9:00 AM (610-286-5942). A phone call will serve as a temporary excuse for the absence or tardy until a written excuse is received.
- A written excuse or email must be received from the parent within 3 school days for the absence or tardy to be considered excused. Email excuses may be sent to office@hpbacademy.org.

Excused Absences and Tardies

- Excused absences/tardies will be given for the following reasons.
 - Illness/injury
 - Medical/dental appointment
 - Death in the student's immediate family
 - Family trips that have received pre-approval from administration
 - Exceptional weather conditions
 - Infrequent transportation issues (accident, car problems)
- Parent excuses
 - Written parental excuses are required within 3 days of the absence /tardy to be excused.
 - All excuse notes must be submitted by the parent.
 - Phone calls are accepted however, they must be followed by written notes.
- Illness
 - A student should be fever free (less than 100.0 without fever reducing medication) for 24 hours before returning to school.
 - Illness that exceeds 5 days of absence requires a doctor's excuse upon the student's return to school.
- Appointments
 - Although we recognize that it is not always possible, parents should attempt to schedule appointments so that the student misses a minimal amount of class time.
 - Verification from the medical/dental office must be presented upon arrival to school for the absence or tardy to be medically excused.
 - The excused time of absence for an appointment shall be limited to the amount of time necessary to receive the required health care.
- Pre-excused absences
 - A student may be excused during a school year for a cumulative total of five days for family trips.
 - Pre-excusals must be signed by the parent and presented to the school office at least 5 days in advance for administration approval.
 - Trips that are not pre-excused will be considered as an unexcused absence.
 - Junior and senior students are allowed 3 days per year for college visitation. These days do not count toward the 5-day accumulative total.
 - Trips that exceed the 5-day accumulative total require exceptional administration approval. Additional coursework may be required for extended trips.



- If the student has accumulated excessive absences, they will need further administrative approval due to the number of school days missed and state attendance requirements.
- Pre-excuses will not be given during the following times.
 - The first week of school
 - The week before Christmas vacation
 - The week before and during semester exams
 - The week of SAT/achievement testing
- **Class trips**
 - Student participation in class trips is expected. Class trips are considered as a school day.
 - Parents should consult with administration if their child is unable to participate.
 - Absence from school because of non-participation in a class trip or activity will be counted as a pre-excused absence and count toward the 5 pre-excused absent day total.

Unexcused Absences and Tardies

- Unexcused absences/tardies will be given for the following reasons.
 - Overslept or missing transportation
 - Frequent transportation issues
 - Unauthorized Travel or Vacation
 - Any other reason that the school office determines to be inexcusable
- Compulsory school attendance laws require us to notify the school district in which you reside, if your child has received three or more unexcused days during the semester.

Disciplinary action

- Accumulated unexcused tardies will result in disciplinary action on a quarterly basis.
 - 5 unexcused tardies – lunch detention
 - 10 unexcused tardies – after school detention
 - 15 unexcused tardies – in school suspension
 - Continued unexcused tardies will result in an administrative meeting
- An unexcused absence will result in 1 grade percentage point being subtracted from the quarter grade for all missed classes.

Excessive absences (excused and/or unexcused)

- After a cumulative total of 15 days of absences (*this includes pre-excused, unexcused, and excused*), a student will be required to provide a doctor's excuse for each day absent after the 15 day limit is met. Any day not covered by a doctor's excuse will be considered unexcused.
 - Chronic illness that causes frequent absences requires a doctor's note stating the existence of a chronic condition.
- **Communication**
 - The school will attempt to notify the parent at 12 days of absence.
 - The school will notify the parent when the 15-day limit has been reached.
 - The school **may** require students missing 15 or more days to receive additional coursework. This will be determined by administration.



- Students missing 20 or more days of school **will** require additional coursework to pass the current grade level. A parent meeting with administration will be required.
- Students missing 30 or more days **may not** receive credit for the school year. This will be determined by administration. A parent meeting with administration will be required. Excessive absences and tardies may be noted on a student's transcript.

Early Dismissals

- **Communication**
 - If parents need to pick up a child during school hours, arrangements should be made in advance with the school office.
 - Advanced notice must be provided to the office with the reason and time for the early dismissal.
- **Frequency**
 - Early dismissals are counted in the student's attendance record due to instructional time missed. Frequent early dismissals will be monitored.
 - Excessive early dismissals will result in administrative review and follow up.
- **Timing**
 - Early dismissals before 1:00 pm will receive a half day absence.
 - After 2:40pm, early dismissals are strongly discouraged due to dismissal procedures and transportation processes.
 - The school must be provided with advanced notice by the parent for an early dismissal to occur in a timely manner.
- **Medical**
 - Students that leave school sick must first be seen by school office staff and parents must be notified directly by the school office staff.
 - During school hours, students may not directly contact parents to arrange pick up due to illness.

Make up work

- When a student is absent, parents are encouraged to use FACTS/RenWeb to find a student's make-up work.
- Parents are encouraged to communicate directly with teachers regarding missed work.
- Make up work may be picked up in the main office.

Midterm and Final Exam attendance

- A student must be present at the start of the exam period.
- Absence or tardiness to an exam may result in a zero being given for the exam.

Extra-curricular activities

- A student may neither play nor practice unless he has attended school the entire day, except in cases of appointments and funerals.
- Tardiness due to sickness or tiredness may prohibit an athlete from playing or practicing. This will be determined by the Athletic director and Administration.



School Closings and Delay

- In the case of closings or delays, HPBA families will be notified with a recorded message through the Call-Em-All system. The school office can add or delete contact numbers, including work or cell phones.
- Families can also find school closing information on television or online: Channel 69 WFMZ and Channel 6 ABC Philadelphia.
- In the event of early dismissals, students will be supervised until parents or buses come for them.

Senior Work Privileges

- Seniors are allowed to leave campus early to go to a regular, full-time or part-time job.
- Senior privilege conditions
 - Attendance for at least 4 hours of the day
 - Permission from administration
 - A letter from the employer with the hours to be worked
 - A note from the parents which gives permission to leave for work
 - Grades must be maintained at or above eligibility requirements (see “Extra-Curricular Activities”).
 - Anytime grades drop below acceptable levels or the student quits working, he or she must remain at school all day.

Visiting Classes

Parents may occasionally visit students or classes if the proper arrangements have been made. It is requested that no visits be scheduled during the first four weeks or within the last two weeks of any semester. The arrangements must be made through the school office at least twenty-four hours in advance. Parents and families are always invited to attend the chapel services. Visitors should come to the office to sign in before proceeding to the classroom.

Bullying/Harassment

It is the policy of HPBA to maintain a safe, respectful and secure learning environment that is free from bullying, harassment and/or intimidation. This policy will outline the school’s response to students that are involved in bullying, harassing, or intimidating other students.

A Biblical Standard for Student Interaction: The Image of God in Man.

“So God created man in his own image, in the image of God he created him; male and female he created them.” (Genesis 1:27). In God’s creative design, He uniquely made human beings in His image. As such, no human is made more or less in his image and each are consequently to be afforded with the respect that is due their creator. Proverbs 17:5 says “Whoever mocks the poor insults his Maker,” teaching us that the way we treat others reflects our obedience and respect to God himself.

However, Scripture goes beyond simply teaching us to avoid unkindness. Instead, Christ himself demonstrated gracious kindness to all, even to those “unworthy” of such favor. (Romans 5:8). Students are expected to treat others with kindness, in obedience and imitation of Christ. “A new command I give



you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.” John 13:34-35

The Christian standard of behavior for students at HPBA is based on God’s love. Since God created and loves each student, each student is expected to love others as they are loved by God. “Be devoted to one another in brotherly love. Honor one another above yourselves.” (Romans 12:10). Students at HPBA are expected to think of others before themselves. Each student, being a part of a larger group of students, should treat one another as brothers or sisters in the Lord.

Policy Statement

1. HPBA believes that all students have the right to attend a school that promotes a secure and safe school environment, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior.
2. Students who engage in any act of bullying while on school grounds, at any school sponsored activity, or in connection to a school sponsored event are subject to appropriate disciplinary action up to and including suspension or expulsion.

General Definition

- i. Bullying -Bullying is defined as repeated acts over time by a student or a group of students directed against another student, which are repeated against the same student over time, with the intent to ridicule, humiliate, or intimidate that student while on school grounds or at a school-sponsored activity. Similarly, numerous acts of misconduct against different students does not constitute “bullying” under state law and school policy.
- ii. School-Sponsored Activity -A school-sponsored activity is defined as any activity conducted on or off school property (including school buses and other related school vehicles) that is sponsored, recognized or authorized by the school.

Specific Examples

3. Bullying behavior is more than misconduct. In evaluating whether conduct constitutes “bullying,” special attention should be paid to the words chosen or actions taken; whether such conduct occurred in front of others or was communicated to others; how the perpetrator interacted with the victim, and the motivation of the perpetrator, either admitted or appropriately inferred.
4. For the purpose of further clarification, bullying includes, but is not limited to the following:
 - Making unsolicited written, verbal, physical and/or visual contact. Examples include:
 - written – intimidating/threatening letters, notes, text messages, emails or other messages
 - verbal – intimidating/threatening comments, slurs, innuendos, teasing, jokes or epithets (including telephone, computer, or cell phone communications of this nature)
 - visual – gestures/making faces
 - physical – hitting, slapping and/or pinching
 - Making reprisals, threats or implied threats of reprisals.



- Engaging in implicit or explicit coercive behavior to control, influence or affect the health and well-being of a student.
- Damaging, stealing, defacing or hiding of personal property (student lockers included).

Confidentiality

5. Reasonable efforts will be made to keep a report of bullying and the results of the investigation confidential. Witnesses will be informed of the confidential nature of the investigation and will be asked to refrain from disclosing the nature and details of the investigation to others.

Intervention Process

6. This policy provides for the following procedures that should be taken in the event of a bullying incident:
 - i. Students can anonymously report acts of bullying to teachers and administration.
 - ii. Parents may file written reports of suspected bullying with the administration.
 - iii. Teachers and other school staff who witness bullying or receive student reports of bullying are to notify the administration.
 - iv. School administrators must investigate all written reports.
 - v. Parents of students who commit any verified acts of bullying, and the parents of students against whom such acts are directed are to be notified by the school.

Objectives

7. The school's policy on bullying will ...
 - i. promote a secure and safe environment free from threat, harassment, and all types of bullying behavior.
 - ii. take preventive action to stop bullying from occurring.
 - iii. require any staff member who witnesses acts of bullying or receive student reports of bullying to notify a school administrator.
 - iv. enable students to report bullying incidents in a non-threatening or anonymous manner.
 - v. enable parents or guardians to file written reports of suspected bullying.
 - vi. develop a recording and reporting system that documents verified incidents of bullying behaviors.
 - vii. establish procedures for school administrators to investigate and respond to written complaints or anonymous reports of bullying.
 - viii. notify parents or guardians of the student(s) who commit acts of bullying and the parents or guardians of the student(s) against whom acts of bullying are committed, or verify reports of bullying including a description of the response by the school staff and consequences that may result from the commission of further acts.



Clarification

8. It is imperative that bullying be identified only when specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will result in appropriate disciplinary consequences.

Complaint Types and Process

9. **Formal Complaints:** Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. Such written reports shall include:
 - i. Actions giving substance to the suspicion of bullying
 - ii. Times and places of the alleged conduct
 - iii. Number of such incidents
 - iv. Target of such suspected bullying
 - v. Names of any potential student or staff witnesses.
10. **Informal Complaints:** A teacher or staff person who receives an informal complaint will promptly prepare the complaint in writing including the information mentioned above. Such written reports will be promptly forwarded to the appropriate principal for review and action.
11. **Anonymous Complaints:** Students who make informal complaints, as set forth above, may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee will meet with the reporting student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. The parents or guardian of the reporting student will be notified of this meeting and may be invited to attend the meeting at the discretion of the principal.

Retaliation Prohibited

12. The initiation of a report of bullying should not reflect on the reporting student or witnesses in any way. It is a violation of this policy to engage in such retaliation.

Harassment and Hazing Policies

13. HPBA believes that all students have the right to attend a school that promotes a secure and safe school environment, conducive to teaching and learning, free from threat, harassment and any type of bullying behavior. Verbal harassment will not be tolerated. The administration includes threats, taunting, sexual references, and teasing in its definition of harassment. The disciplinary response will depend on the individual situation but may include detention, suspension, probation, or expulsion. The school administration will respond appropriately even if the incidents take place off campus or during non-school hours.
14. Hazing, either emotional or physical, will not be tolerated. Offending students will be punished. The discipline response will depend on the specific circumstances. In addition, any



unwanted sexual or gender-based behavior that places formal or informal power over another will not be tolerated. Disciplinary options may include detention, suspension, probation, or expulsion. Students who feel they are being hazed or harassed should report their concerns to a teacher or member of the administration immediately.

Cell Phone & Electronic Use Policy

High Point Baptist Academy recognizes the role technology plays in our world and seeks to guide students in using it wisely, responsibly, and in a way that honors God. While technology can be a powerful educational tool, it can also serve as a major distraction to learning and relationships when not managed appropriately. This policy aims to promote a focused academic environment and encourage healthy digital boundaries.

Student Expectations

- Students are permitted to bring cell phones and personal electronic devices (e.g., smartwatches, tablets, music players) to school, but devices must remain powered off and completely out of sight (e.g., in lockers, backpacks, or pockets) during the entire school day, including chapel, classes, lunch, and transitions.
- Device use is only allowed before entering and after exiting the school building.
- Smartwatches and similar devices should be set to Do Not Disturb, Airplane Mode, or locked settings that prevent notifications and communication during school hours.

Parental Support Required

If a student brings a phone or other personal device to school, **parents are expected to enable** tools such as Apple's Schooltime, Android's Focus Mode, or a similar parental control feature. These settings help ensure that the device cannot be accessed or become a distraction during the school day by silencing notifications, limiting app usage, and locking access to communication tools.

Parental partnership in this area is essential. Consistently reinforcing these boundaries at home supports the school's efforts to create a focused, respectful, and God-honoring learning environment.

Violations & Consequences

If a phone or device is visible, in use, or otherwise causing disruption during school hours, the following steps may be taken:

- Verbal Warning
- Meeting with Administration
- Confiscation – Device held until end of day (student pick-up)
- Confiscation – Device held until parent can retrieve it from the office

Repeat or serious violations may result in additional disciplinary actions as outlined in the student discipline policy.

Please Note: HPBA is **not responsible** for lost, stolen, or damaged personal devices brought to school.



Discipline

Philosophy

High Point Baptist Academy must provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. Our philosophy of discipline is actually one of discipleship. We understand that external adherence to rules alone does provide meaningful life change. Our prayer and goals for students are embodied in our Portrait of a Graduate, which are only accomplished by the work of the Holy Spirit through the Word of God, in an individual life. However, while the Scripture requires internal heart change, there are also numerous specific instructions about specific actions and behaviors as well. Additionally, as an institution, we may provide other rules or policies that are extra-biblical (going beyond specific biblical definitions) that we believe will help us accomplish our goals and function well as a large group of individuals in and defined academic environment. A standard of conduct based upon the following Biblical imperatives is necessary to provide such an environment:

- All the activities of the Christian should be subordinated to the glory of God who indwells us (I Cor. 8:9, 12-13; 10:32).
- The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (I Cor. 9:17).
 - Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students found to be out of harmony with HPBA ideals of work and life may be asked to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct. All students are to maintain a Christ-like attitude at all times.
 - The teacher should counsel an offending student regarding an infraction and may exercise other disciplinary measures necessary in the classroom with the goal of leading the child to repentance.
 - Administration shall use reasonable methods deemed necessary to maintain the standards of the Academy to help the students. These methods may include student conferences, parent conferences, revocation of privileges, isolation, suspension, or expulsion.

General Rules

HPBA students are expected to abide by a certain code of conduct to maintain their relationship with the school. The staff expects each student to use language that is morally proper and constructive. All conduct in situations related to HPBA is expected to be of such character as to bring no unworthy reflections on the school. In all situations, whether in or out of school, the school assumes that honesty and integrity will be exercised by each student. This code will guide the student in respect for school property, in the taking of notes, completing class work, and in general behavior during all school activities.



- Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.
- It is necessary that a spirit of cooperation exist between the home and the school. When a student or parent develops a negative, hostile attitude in such a manner that it makes a satisfactory relationship impossible, the student involved is subject to expulsion or appropriate disciplinary action.
- Students who experience academic problems will be given additional help or special training, if available.
- At times students must have papers, report cards, etc., signed by a parent or guardian.
- Students are expected to show courtesy, consideration, and respect at all times to faculty members, secretaries, custodians, visitors, and fellow students.
- The possession and/or use of alcoholic beverages, drugs, and tobacco products is not permitted. If it becomes known to the school that a student uses these items on or off campus, the student may be subject to discipline.
- No obscene literature or other questionable literature is permitted on campus.
- Sitting in automobiles will not be permitted. Students should not be in the student parking areas during school hours.
- Annoying or dangerous items such as firearms, knives, water pistols, fire crackers, matches, etc., are not permitted on campus or at school functions.
- Students are not permitted to leave campus during the school day unless they have secured permission from the parent and administration (this includes before school and at lunch). Those who receive permission to leave must report to the office upon returning.
- Students are not permitted to have visitors on campus during the school day (including lunch time) unless permission has been granted from the school office.
- Students are not permitted to chew gum at the school building.
- Students are expected to Maintain Biblical Sexual Purity (reserving all sexual activity for a biblically defined marriage relationship).

Student Off-Campus Activities

- High Point Baptist Academy is a Christian school and as such seeks to maintain a Christian testimony. Obviously, this testimony will be determined by the behavior and lifestyle of its student body. Therefore, the students' off-campus activities are important in developing and maintaining this testimony. Every Academy student is expected to avoid involving him or herself in activities which are not in harmony with the philosophy and standards maintained by the Academy. Offenses in these areas will be dealt with at the discretion of the administration through the use of a conference, suspension, or expulsion.

Students' and Parents' Response to Problems

- When problems and disagreements arise during the school year, for the best interest of all, it is extremely important that they be dealt with in a Christian manner.
- We believe in and practice the chain of command in dealing with problems. The following procedure will serve this end.



- Students should never correct the teacher with regard to a discipline problem in front of other students.
 - The student may go to the teacher after the class and ask to discuss the problem privately.
 - The student may talk the problem over with his parents and ask the parents to contact the teacher. A parent/teacher conference should be arranged.
- Do not discuss the problem with the school secretary since she is not authorized to solve your problems.
- Do not go to the pastor or principal first.
- Call the school to have the teacher call you.
- Do not call the teacher at home unless the teacher requests you do so.
- If you are unable to get the problem solved, you may call the school and request a conference with administration. Please do not simply drop in since you may not be able to see someone unless an appointment is made.
 - We feel that parents and teachers must cooperate with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, the parent should take it quickly, yet respectfully, to the teacher. Often a conference or even a note can clear up the difficulty.

Discipline Procedure: Detention

Purpose: The detention system is a disciplinary action taken when a student misbehaves or fails to be prepared for class.

Specific reasons for the detention

- Excessive tardies to class
- Misconduct in class
- Removal from class
- Dress code violations
- Violation of student conduct
 - Detentions may be issued at the discretion of administration.
 - Detentions are served on an arranged day immediately after school
 - Conduct during detention
 - Students will be separated as much as possible
 - Talking is NOT permitted.
 - Repeated Detentions: A one-day suspension will be issued to the student who receives five detentions (or multiples thereof) within a semester. Suspensions will occur after the 5th detention has been served. Work missed, including tests and quizzes, can be made up. Three to five percentage points will be deducted from the average of each subject at the end of the nine week marking period.



Discipline Procedure: Suspension/Expulsion

Offenses which may lead to suspension/expulsion

- Chapel misconduct
- Cheating
- Disrespect
- Falsehood
- Leaving school without permission or skipping class
- Bullying
- Open disobedience or defiance toward faculty or staff
- Profanity, swearing, vulgarity
- Repeated classroom offenses
- Unwillingness to comply with dress code
- Repeated violations of other school standards
- Possession and/or use of weapons
- Constant or repeated complaining, griping or sullenness
- Threats and/or violence
- Participating in theft, vandalism, or other lawful activities
- Safety violations
- Inappropriate behavior as a student of HPBA
- Tampering w/academic and/or computer information
- Participating in immoral conduct
- Use of alcohol, drugs, or tobacco on or off-campus
- Use of pornographic materials
- Encouraging or aiding other students in an action that results in suspension or expulsion

Expulsions

Expulsions may be declared at the discretion of the pastor of High Point Baptist Chapel, school administration, and the Education Committee whether the offense occurs on or off campus.

Discipline Process

Progressive steps which will be taken to deal with offenses

1. Appropriate discipline will be administered. (Cheating, for example, will result in a zero).
2. A conference with the student, his parents, the teacher, and a member of the administration may be requested. Parents will be notified as soon as possible.
3. A one-day suspension will result in three points being deducted from the current quarterly grades in each class; a three-day or longer suspension will result in five points being deducted from the current quarterly grades in each class.
4. For repeat offenses, the above steps will be followed. However, a conference will be mandatory. Subsequent to the meeting, a decision will be made to either suspend the student for a minimum of three days or to expel for a minimum of one semester (18 weeks).



5. EXCEPTION: An elementary student may have two parent conferences before a decision is made regarding suspension or expulsion.
5. The student who requires a third conference will be expelled for a minimum of one semester (18 weeks). If parents refuse to meet with administration, the student will not be permitted to attend class until a meeting is held. A zero will be given for all tests and quizzes not taken.

Disciplinary Probation

1. After a three-day suspension, a student will be on probation for one marking period (9 weeks). If a student is placed on probation during two consecutive semesters, he will be dismissed from the Academy.
2. A student returning after expulsion will remain on disciplinary probation for two marking periods.
3. Purposes of the "Disciplinary Probation" policy:
 - a. To allow the school administration time to evaluate a student's progress and true repentance from disciplinary problems.
 - b. To establish a program that will make the student and their family aware of the student's responsibility to conform to the school's code of rules and conduct
4. If a student fails to evidence a change of behavior within the four week period after returning from suspension or expulsion, one of the following may occur.
5. The student returning from suspension will be expelled from school for the balance of the term.
6. The student returning from expulsion will be expelled permanently.
7. Disciplinary probation resulting from reasons other than suspension or expulsion shall last for a minimum of four weeks. The administration reserves the right to extend the four week period if satisfactory progress is not evidenced.
8. NOTE: The total disciplinary system is in effect during all extracurricular events and on the bus.

Classes and Grading:

Academic Integrity and Plagiarism

High Point Baptist Academy endeavors to foster a culture of honesty, responsibility, trust, and integrity as detailed in the student's code of conduct. Even more so, God calls each one of us to act with integrity in everything we do. (Proverbs 10:9, Titus 2:7) Academic integrity is valued as vital to a true measure of student progress. Academic dishonesty is anything that interferes with a true measure of student progress. Every assignment or assessment given to students is an opportunity to practice integrity. If the product submitted is not wholly, or in part, their own, academic integrity has been breached.

Academic dishonesty occurs whenever a student knowingly, or should know, that an action would cause an inaccurate measure of student progress. "I didn't mean to" or "I didn't know" is never an excuse for academic dishonesty.



Examples of academic dishonesty include but are not limited to:

- Submit work as their own but has been produced by others.
- Colluding with another student or students in committing academic dishonesty, such as knowingly or otherwise, allowing work to be copied and/or submitted for assessment by another person or persons. An example is when collaborating in a group, workload is not shared equitably but equal credit is given to all group members.
- Conduct in an assessment is dishonest. This may involve using unauthorized materials (such as textbooks, notes, cellphones, iPads, other students, etc.) during an exam; behavior that disrupts the exam or may distract other students; and communicating with another student during an exam.
- Utilizing an assignment for multiple courses. Presenting work to be assessed that has already been submitted by you for another assignment is academic dishonesty.
- Plagiarism is defined as intentionally or unintentionally representing ideas, words or works of another person as your own by not giving proper acknowledgement through correct referencing or using translated materials that are not acknowledged.
- Assisting other students commit academic dishonesty by providing copies of exams, answers to homework assignments. Students found to have assisted others in academic dishonesty will be subject to the same consequences as the student committing the offense.

Students found to have committed academic dishonesty and/or plagiarism will receive a zero on the assignment. In some instances, cheating and falsehood will result in suspension or expulsion as deemed by administration.

Curriculum

The curriculum (the overall course of study including a variety of instructional tools and educational experiences) of HPBA is designed with the students' needs in mind, working toward the realization of our goals identified in our Portrait of a Graduate. Careful pre-planning and textbook selection are the criteria used to develop our curriculum. The curriculum at HPBA is prepared with and designed to build a biblical worldview. We are aware that merely adding the Bible class to a school does not cause that school to be a Christian school. It is only when each subject is taught recognizing the authority of Christ and Scripture over all of life that the student can gain a total, well-rounded, and useful education.

Textbooks

The Bible, God's Word (II Tim. 3:16), is our final reference point. Academic textbooks written from and supporting the biblical worldview that we are seeking to build are chosen to support our academic and worldview goals. When such a textbook is not available, a carefully reviewed secular textbook may be substituted.

Textbook Policy

Students are responsible to return textbooks in good condition. A student will be required to pay for damages or for loss. All books must have covers on them.



Bible

Bible study is recognized here as of fundamental importance and is a required subject. It augments the work in English and history. Without it, a student cannot be considered educated in the true sense. The Bible gives the best light for this life and displays the Truth which is the only hope for the life to come. No other course offered affords greater opportunities for laying the foundation for a great and sound character.

Extra-Curricular Activities

The term "extra-curricular activity" should be understood to include interscholastic sports, and any public program other than special Parent - Teacher Fellowship programs or commencement. The purpose of the Extra-Curricular Eligibility Policy is to ensure that each student is motivated to place a proper balance between his Christian education and his extra-curricular activities, and to ensure that each student who engages in extra-curricular activities is aware of his responsibility to maintain a testimony for Jesus Christ and HPBA.

*Exceptions have been made for students who are academically incapable of achieving the required average.

Physical Education

Elementary: Physical education (P.E.) classes are scheduled for elementary students. Modest dress is required for P.E. All students are expected to participate in the program. A doctor's statement must be on file with the school office if any student is physically unable to participate.

Secondary: A well-rounded program of P.E. is conducted on all levels in HPBA. All students are expected to participate in the program. A doctor's statement must be on file with the school office if any student is physically unable to participate. Modest dress is required for P.E.

Course of Study

o Kindergarten

The kindergarten is established to lay a proper foundation for elementary school. The main spiritual objective is to impart a love for God and His Word, and the main educational objective is to teach children how to read by means of a solid phonics program. The children will also be taught Bible, music, numbers, science, art, history, pre-cursive writing, and physical education.



- **Elementary** (Grades 1-5): The elementary program is designed to teach the basic learning skills. These skills include:
 - **Bible** – an emphasis on Bible knowledge, memorization, love for God and His Word, character traits
 - **Reading** – phonics will be strongly emphasized through grade 3
 - **Writing** – letter formation through grade 3, an increased emphasis on ability to communicate in grades 4-6
 - **English** – the structure and proper usage of the language
 - **History** – a study of God’s hand on past and present human events
 - **Science** – a study of the earth and universe which emphasizes God’s relationship to all
 - **Arithmetic** – working with God’s laws of numbers
 - **Spelling & Vocabulary** – word usage and communication skills
 - **Physical Education** – beyond physical skills, students will learn sportsmanship and cooperation, as well as how to graciously win or lose
 - **Art** – development of the appreciation for and skills of art
 - **Music** – general singing and theory

○ **Junior High course of study** (Grades 6-8)

Grade 6	Grade 7	Grade 8
Bible	Bible	Bible
English	English	English
Math	Math (Fundamentals/ Pre-Algebra)	Pre-algebra/ Algebra 1
History	World Studies	American Republic
Science	Life Science	Earth Science
Physical Education	Physical Education	Physical Education
Computer	Computer	Computer
Spanish	Spanish	Spanish
Music	**	**

***Optional music and art electives*

○ **High School Required courses of study** (Grades 9-12)

The high school student pursues a program of study for a College Preparatory diploma. The major subjects are Bible, math, history, science, and English.

***See High School Course Catalog

Recommended high school sequence:

Year 9	Year 10
Bible	Bible
English	English
Cultural Geography	World History
Algebra 1 or Geometry	Geometry or Algebra 2
Physical Science	Biology
Physical Education	Physical Education



Spanish 1

Year 11

Bible
English
U.S. History
Algebra 2 or Pre-Calculus
Chemistry or Science elective
Physical Education
Elective

Spanish 2

Year 12

Bible
English
Modern History & Government
Physics or Science elective
Pre-Calculus or Calculus
Physical Education

Credits:

<i>Subject</i>	<i>College Prep</i>
Bible	4
English	4
History	4
Math	4
Science	4
Foreign Language	2
Physical Education	1
<u>Electives</u>	<u>2</u>
Total credits (minimum)	25

- **Student classification:** Students in grades 9-12 are classified according to the number of credits earned.

Grade and Classification	Credits Earned
9 th Freshman	< 6
10 th Sophomore	7-11
11 th Junior	12-17
12 th Senior	>17

Class Scheduling / Dropping Classes

- Classes are scheduled by administration, the student, and their parents at the time of enrollment or prior to the beginning of the new school term.
- With administration and parental approval, students may drop classes without loss of credit up to the end of the first three weeks of school. No drops are permitted after the first three weeks unless approved by the administration.
- Courses may only be added with administrative and teacher approval.

Homework:

To reinforce and practice classroom learning, homework is assigned on a regular basis. Additional assignments are made over a long period of time to give experience in research, writing, reading, and reporting. Homework amounts may vary from time to time, but effort is made to give assignments in moderation to allow for proper family time, social activity, and physical development.



Students will be encouraged to use special assignment books to carefully take down each night's work; a 3-ring loose-leaf notebook rather than a spiral notebook should be used. A homework slip will be given to elementary children if homework has not been completed. If the homework slip is not signed or if the homework is not completed, the parents may be contacted by the teacher. Students in grades 7-12 must submit homework and other assignments in cursive writing or typed form. Each student will be expected to complete the assigned work which adds value to the quarterly grade. Homework will be limited on Wednesday in order that students may attend their respective mid-week worship services. On occasion when the schedule changes, tests and quizzes are given on Thursdays

General guidelines:

To reinforce and practice classroom learning, homework is assigned on a regular basis. Additional assignments are made over a long period of time to give experience in research, writing, reading, and reporting. Homework amounts may vary from time to time, but effort is made to give assignments in moderation to allow for proper family time, social activity, and physical development.

The following time allotments represent health averages that will adequately prepare a student for college and teach them the skill of independent academic preparation and study .

- Kindergarten: 0 minutes
- First grade: 15 minutes
- Second grade: 30 minutes
- Third grade: 45 minutes
- Fourth grade: 1 hour
- Fifth grade: 1.25 hours
- Sixth grade: 1.5 hours
- Seventh grade: 1.75 hours
- Eighth grade: 2 hours
- Homework will be limited on Wednesday in order that students may attend their respective mid-week worship services. On occasion when the schedule changes, tests and quizzes are given on Thursdays.

Grading: Reporting and Report Cards

- The purpose of our report system is to give parents and students an indication of the progress which is being made. Each child's ability, attitude and application is taken into account in grading. Our entire school functions on nine-week grading periods with four grading periods per year. Report cards are issued to parents at the end of each nine-week period.
- Parents are encouraged to communicate with teachers via e-mail, voice mail and appointments, if they have questions about the student's work or about grades. Sometimes it is necessary for teachers to request an appointment with the parents.

Reporting of Grades

- Grades are available via our online school wide program to keep parents informed throughout the school year.
- Report cards will be issued four times during the school year at intervals of approximately nine weeks. The school calendar will indicate the dates when reports will be issued.



- If a student has failed to make up daily work or tests, he or she will receive an "Incomplete" on their report card. The student must make up this work or make a special arrangement with his teacher within one week after receiving the "Incomplete" to prevent it from becoming an "F." It is the student's responsibility to contact the teacher regarding the "Incomplete."

o Grading Scale:

	Academic Grading Scale					
A – Excellent	A	99-100	A	96-98	A-	93-95
	+					
B – Above average	B	91-92	B	88-90	B-	85-87
	+					
C – Average	C	83-84	C	80-82	C-	77-79
	+					
D – Fair	D	75-76	D	72-74	D-	70-71
	+					
F – Failure	F	0-69			I	Incomplete

o Kindergarten Grading:

Kindergarten students do not receive a letter grade. They are evaluated as satisfactory or needs improvement.

o Grade 1-5:

- Receive a letter/number grade for core subjects
- Receive a skill grade for specials and classroom conduct. The following grade scale is used.
 - Excellent
 - Good
 - Satisfactory
 - Needs improvement
- Suggested weights for academic classes
 - Tests 40%
 - Quizzes 20%
 - Projects 30%
 - Homework 10%
- Final grade percentages
 - Semester 1 40%
 - Midterm 10%
 - Semester 2 40%
 - Final 10%
- First and second semester grade percentages
 - Class grade 80%
 - Midterm/final exam 20%

o Promotion/ Retention Policy

- Grades 1-8
 - 3 D's- promotion on probation- summer school
 - "D" in English, reading, math – may have to attend summer school
 - 3 or more "F's" in major subjects – no promotion
 - 2 "F's" – promoted if one is passed in summer school



- “F” in English, an/or math – summer school
- Grades 9-12
Students will be assigned to homerooms according to grade levels. If either semester of English is failed the student will have to make it up during the summer. Those who receive an “F” in other major subjects may be required to satisfactorily complete that subject in an approved summer school.
- **Summer School**
 - Underclassmen (grades 9-11) are required to repeat failed subjects if they do not have sufficient credits to move to the next grade level.
 - High Point does not have a summer school program, the following remedial options are available:
 - Summer school at an approved school (must be approved by administration)
 - Repeat the course next school year
 - Tutoring by an approved tutor (must be approved by administration)
 - Transcripts of summer credit should be sent to High Point for acceptance and recording on our records.

Honors

Following each 9-week report period, those students who have made outstanding achievement will be recognized in one of two categories:

- High School (grades 9-12)
 - Principal's Honor Roll receives a GPA of 3.75 - 4.0.
 - Honor Roll receives a GPA of 3.5 - 3.74.

(Credited electives are included in calculating averages.)

Learning Support

It is the desire of High Point to support the academic and behavioral needs of all learners. We believe that all people are created in God's image (Gen. 1:27), have unique gifts bestowed by God (Eph. 2:10), and are all invaluable members of Christ's body (1 Cor. 12:12-27).

Because High Point recognizes that students have diverse learning styles and needs, we offer an array of learning support solutions to ensure each student reaches his or her full potential. In the classroom, teachers provide differentiated instruction. Elementary students with reading skill gaps may qualify for support with the Berks County Intermediate Unit's intervention specialist with a goal to remediate identified skill deficits through targeted, small-group instruction which supplements core instruction delivered in the regular classroom. We also offer learning support services through our Learning Support classroom for those students whose needs can be met with specialized accommodations and modifications monitored by our learning support teachers.

Parent Teacher Conferences

- Parent-Teacher Fellowship & Conferences
- Parents desiring a conference with a teacher should directly contact the teacher to schedule an appointment.
- General objectives for parent teacher conferences include the following.



- To acquaint the parent with the philosophy of Christian Education and the curriculum of the school
- To acquaint both parents and teachers with the importance of recognizing and adequately coping with emotional, spiritual, and disciplinary needs of the child
- To provide an opportunity for parents and teachers to know and fellowship with each other
- To provide the parents with an opportunity to see the achievements of the students and to also see various students and classes perform in a planned program

Chapel

- Chapel is held each weekly for the entire student body. Area pastors, school and staff members, special speakers, and Christian films are used to give a variety to the programs.
- Special meetings are held occasionally with missionaries, evangelists, or other speakers.
- Chapel is provided for the spiritual growth of both faculty members and students.
- All are requested to enter chapel with a reverent attitude and in an orderly fashion.
- Parents are welcomed to attend chapel but should check into the school office before attending.
- Each student is responsible for having their own Bible for chapel and Bible class.

Dress Code

Standards for dress and appearance are based upon certain Biblical principles: modesty, purity, self-control, and compliance with authority. In addition, these standards for appearance also help to create a distinct environment, which we believe highlights the importance and the value of the education that they are receiving. Lastly, a dress code prepares students to accommodate a variety of work scenarios that may require a specific dress code.

High Point Baptist Academy is committed to honoring God and serving others in every facet of life. We have patterned the dress code according to our Mission Statement that promises to support the Christian family and the local Bible believing church. We believe that our dress and manner of life should not distract another's attention from Jesus Christ who resides within each believer.

We have chosen to standardize the appearance by defining styles and colors. While a standardized dress code will certainly not transform an ungodly heart into a godly one, it can diminish some of the influence of worldliness upon our student body that affects status, forms cliques, alienates students, and allows envy and lust to develop. The application of High Point's dress code is based upon Biblical principles and in some cases simply reflect certain institutional policies established to reflect an excellence in standards.

I Timothy 4:12 was written to young Timothy, but its application is to each Christian today: "Let no one despise your youth; but be an example of the believers, in word, in conduct, in love, in spirit, in faith, in purity." Clothing should communicate and reflect the inner person in Jesus Christ. A standardized dress



code affords the individual student the opportunity to express the inner person through words and deeds without the distractions of the latest fashion trends. I John 3:18 tells us, “My little children, let us not love in word, or in tongue; but in deed and in truth.” James commands us to show our character by our works with meekness in wisdom (James 3:13; also I Peter 3:4).

High Point Baptist Academy strives for excellence in our academic and extracurricular endeavors. The students and staff of High Point Baptist Academy have the opportunity to communicate the essence of that quality by dressing in a way that reflects our desire to honor God in all we do.

Boys

- ◆ Collared, polo shirt or button-down dress shirt of a solid school color (blue, yellow, white, black, gray)
 - Undershirt should be of a solid school color (blue, yellow, or white)
- ◆ Dress pants (navy, black, gray or khaki/tan)
 - ⇒ Note: Denim dress pants are allowed but blue jeans are excluded. Pants should have no fades, rips, or holes.
 - ⇒ Note: elementary boys may wear navy, black, gray or khaki/tan dress shorts in August, September and May
- ◆ Shoes
 - Elementary and Secondary students may wear any athletic sneakers or casual shoes
 - Socks must be worn, and laces must be tied
- ◆ Hair
 - Natural hair colors. Hair is to be clean and neat
 - Hair length must be out of the eyes, off the collar, and off the ears (style should be traditional in nature)
- ◆ Miscellany
 - No jackets or coats should be worn during the school day
 - ⇒ **Acceptable outerwear for dress code includes:**
 - (1) neutral, solid-color sweatshirt, sweater, or cardigan (blue, yellow, white, black, gray) with a credit card-size or smaller emblem
 - (2) High Point school spirit gear (purchased via [Berks Imprint Spirit Store](#))
 - (3) Note: all outerwear must have a collared shirt underneath
 - No facial hair for underclassmen (Senior boys must have administration approval)
 - No piercings or visible necklaces and tattoos

Girls

- ◆ Collared polo shirt, sweater with collar or button-down dress shirt of a solid school color (blue, yellow, white, black, gray)
 - Shirt should not be tight; “stretchable” fabrics are unacceptable
 - Undershirt should be of a solid school color (blue, yellow, or white)
- ◆ Skirts reaching the knee when standing or sitting (navy, black, gray, navy blue jean material or khaki/tan) are acceptable
 - Elementary girls should wear shorts under skirts or jumpers
- ◆ Dress pants (navy, black, gray or khaki/tan)
 - Note: Denim dress pants are allowed but blue jeans are excluded. Pants should have no fades, rips, or holes.
 - Note: pants should not be tight; “stretchable” fabrics are unacceptable
- ◆ Shoes
 - Solid color socks, tights, or leggings may be worn (blue, yellow, white, black, gray, neutral)
 - Elementary and Secondary students may wear any casual shoes
 - Secondary students may wear backless sandals (Elementary students may not)



- ⇒ Note: No plastic, beach flip flops
- ◆ Hair
 - Natural hair colors
 - Hairstyle should be traditional in nature
- ◆ Miscellany
 - May wear minimal accessories: avoid anything that draws attention
 - No jackets or coats should be worn during the school day
 - ⇒ **Acceptable outerwear for dress code includes**
 - (1) neutral, solid-color sweatshirt, sweater, or cardigan (blue, yellow, white, black, gray) with a credit card-size or smaller emblem
 - (2) High Point school spirit gear (purchased via [Berks Imprint Spirit Store](#))
 - (3) Note: all outerwear must have a collared shirt underneath
 - Visible jewelry in ear piercings only; no visible tattoos

Special Dress Code Exceptions

- ◆ Eagle Mania Wear Days
 - On days designated “Eagle Mania Wear” Days, students may wear any High Point spirit gear top and sweatpants or jeans for a specific donation. No pajama pants, shorts, or leggings.
- ◆ Spirit Week
 - Spirit week is held annually and to participate in the dress of Spirit week, students may dress down and follow the determined theme of each day. If students choose to not participate, regular dress code is required.
- ◆ Athletic Team Game Day Attire
 - On occasion, HP athletic teams may determine a special dress code on game days which can include team uniform components or formal attire (shirt and tie, etc.).
- ◆ Senior Privileges
 - Each senior class is given the opportunity to request special senior privileges that include dress code variations. These will be requested and approved by the administration at the beginning of each school year.
- ◆ Class Shirts/Sweatshirts
 - High school classes often design and distribute class shirts/sweatshirts. These may be worn on Wednesdays with regular dress code bottoms.

Students in violation of the dress code will be subject to the following disciplinary action:

- Verbal warning
- Reminder notice sent home to be signed by parent/guardian
- Change of clothing
- Meet with an Administrator
- Violation form sent home to be signed by parent/guardian with disciplinary action
- Banquet dresses
 - Dresses must be at least knee length with no slits above the knee.
 - Shoulder areas must be covered; otherwise, a shawl or sweater should be worn.
 - Backs of dresses are to be conservative in cut and style.
 - Modest necklines with no low-cut or revealing styles are required.



- Dresses must be checked in the Academy office;
 - These requirements include dates who are not students at High Point.
- The administration reserves the right to make judgments on all aspects of the dress code including anything that becomes a distraction to the student or others.

Field Trips

- Some secondary classes and grades K-5 will usually have one or two educational field trips during the school year. The trips will be handled in the following manner:
- Teachers will schedule and make arrangements for the trip. The trip will usually be completed during school hours.
- School buses will be used.
- Permission in writing must be obtained from the parents of the students taking the trip.
- Parents will be notified of travel expenses, projected expenses at the site, how to plan a lunch, etc. ***Parents will be notified of the cost of the field trip and will be billed for payment through their FACTS account.
- The general rule for attire will be as stated in this handbook. The type of trip may necessitate a modification of this policy; parents will be notified when an exception is made.
- Student participation in class trips is expected. Class trips are considered as a school day.
- Parents should consult with administration, if their child is unable to participate.

Hall Pass

- Secondary students must have their day planner signed by the teacher to leave class. The student is expected to have the planner with the pass every time they leave the room during class or study hall.
- Elementary students use classroom/lunchroom passes to leave class.

Health and Medical

We follow the mandated requirements of the Pennsylvania School Health Code. Parents or guardians are expected to comply with the state requirements for medical and dental examinations and immunizations.

Asbestos Abatement

HPBA has responded and acted upon all the requirements of the Asbestos Hazard Emergency Response Act. There was minimal asbestos in the Academy buildings which was totally removed in the summer of 2002.

Communicable Diseases

- The academy follows CDC and state guidelines in the exclusion of students with communicable diseases.



- If an outbreak occurs, students that are not immunized because of religious or medical exemption may be excluded according to PA Health Department instruction.

First Aid

- Designated staff are trained in community CPR.
- When the nurse is available, first aid and care is provided by the nurse.
- In an emergency, the school will attempt to reach the parent or guardian. The school reserves the right to call 911, if needed.

Health screenings

- Health screenings are done by the nurse according to state guidelines.

Screening	Grade
Height and Weight	All
BMI and BMI Percentage	All
Vision	All
Hearing	K5-3, 7, 11
Scoliosis	6,7

- Parents are notified of screenings results.

Illness

A student must be kept home from school or may be sent home from school under the following circumstances:

- Fever of 100.0 degrees Fahrenheit or greater
- Active vomiting or diarrhea
- Persistent cough and/or heavy nasal drainage
- Persistent discharge from one or both eyes
- Student has not completed the first 24 hours of prescribed antibiotic treatment for a bacterial infection
- A skin rash or skin condition that is undiagnosed and/or untreated

A student may return to school under the following circumstances:

- Illness and symptoms have improved
- Fever-free for 24 hours without the use of fever reducing medications - Ex: acetaminophen (Tylenol) or ibuprofen (Advil, Motrin)
- Last episode of vomiting or diarrhea was 24 hours ago
- Completed the first 24 hours of prescribed antibiotic treatment for a bacterial infection
- Doctor provides written clearance that a student may return to school

A student **must be seen in the health room before leaving school for illness or injury**. The nurse or designated staff member will contact a parent or guardian for pick up. A student should not use their cell phone to request a parent pick up from school due to illness or injury.

If a student is absent from school for greater than 5 days (without pre-excusals), a doctor's note must be submitted to the school office upon the student's return to school.



If a student has a cumulative absence total of 15 or more days (pre-excused, excused, or unexcused), the student must submit a doctor's note to the school office for any additional absences during the remainder of the school year.

Immunizations

High Point follows Pennsylvania state law for immunizations. All students must be current on their immunizations or have a medical, religious, or philosophical exemption on file in their health record.

- An immunization record is requested with enrollment for all newly enrolling students. The school must receive an immunization record before the student starts school.
- Students that are not current on their immunizations may be provisionally enrolled or excluded from school.
- Students that have a medical, religious, or philosophical exemption may be excluded from school if a vaccine preventable disease outbreak occurs.
- Pennsylvania school immunization requirements

For attendance in all grades children need the following:

- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity
- On the first day of school, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

** Usually given as DTP or DTaP or if medically advisable, DT or Td*

*** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*

**** Usually given as MMR*

For attendance in 7th grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade
- On the first day of 7th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

For attendance in 12th grade:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.
- On the first day of 12th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.



Insurance

- All students must have family medical insurance that covers injuries.
- Parents are asked yearly to provide information on health insurance. This information is necessary for traveling with students.

Physical and Dental Exams

- All athletes must have a PIAA physical before participating in sports.
- By state law, physical and dental exams are required according to the schedule listed below.
- Exams must be completed by June 30th for the previous school year. Noncompliance may result in a \$50 fine.

Physical

K5/Original entrance into school
6th
11

Dental

K5/Original entrance into school
3rd
7th

Medication

- High Point is a drug free school. As such, adherence to the medication policy is required.
- Students must have parental permission to take any medication at school. The HPBA School Medication Form found on Renweb/Facts Family Portal may be downloaded and signed by a parent/guardian.
- When the nurse is not available, a trained HP staff member may administer medication.
- Medication that is to be taken at school must be kept in the health room. Medication may not be carried by a student (unless otherwise stated by a physician).
- Medication must be in its original container or packaging. Medication must be clearly labeled with the student's name, name of medication, dose, and time(s) to be administered. Unlabeled medication may not be given.
- All student medications will be returned at the end of the school year.

Over the Counter Medication

- Vitamins and natural supplements will be treated as medication and follow the medication policy.
- The health room supplies Acetaminophen (Tylenol), Ibuprofen (Advil/Motrin), TUMS, Diphenhydramine (Benadryl), Orajel, and Guaifenesin. Please update your child's medication permissions in Renweb during enrollment or contact the school nurse to update his/her permission status.



Prescription Medications & Emergency Medications (ex: inhaler, EpiPen)

- All prescription medications taken at school must have yearly authorization from a physician.
- The HPBA School Medication Form found on Renweb/Facts Family Portal may be downloaded and signed by a physician as a form of authorization.
- Students who require any form of **emergency medication** must provide a **physician-signed action plan** to the health room yearly.
- Prescription medication must be dropped off at the school office by a parent or guardian.
- A student may carry emergency medication at school only with written permission from a physician. It is recommended that the health room be provided with backup medication if a student carries their emergency medication.
- A student's emergency medication will be sent with a trained staff member on field trips. Parents of students with emergency medications are encouraged to attend field trips with their student.
- Pennsylvania law allows parents to request an exemption to the administration of epinephrine should a life-threatening allergic reaction occur at school. To request this exemption, a parent should contact the school nurse to make an appointment to discuss this decision and sign the opt-out form.
- If a student requires medication by nebulizer, the parent or guardian should provide the tubing and medication for the student to use with the school's nebulizer machine.
- 911 will be called anytime a student receives his/her Epi Pen injection.
- 911 will be called anytime a student's emergency medication is not improving the student's condition or as instructed on the student's action plan.

Student Athletes Requiring Emergency Medication

- Student athletes are responsible for supplying and carrying their own emergency medication for all after-school practices and/or games. Medication stored in the school health room may not be available to athletes during after-school hours.
- Student athletes must have written permission from a physician to carry their emergency medication.
- Coaches may have additional policies or instructions related to student athlete medications.

Peanut/Tree Nut Aware Facility.

- High Point Baptist Academy employees will be trained in Epi Pen administration.
- Vending machines will be monitored to provide peanut/tree nut aware snack foods. *High Point Baptist Academy cannot guarantee that certain snack food companies are peanut/tree nut free.*
- Students, staff, and volunteers must wash their hands immediately after leaving the lunchroom.
- Class parties or class events during school hours will be peanut/tree nut aware parties or events. Students, staff, and volunteers need to provide snacks and crafts that do not contain peanut or tree nut products.



- Students, staff, and volunteers may not use peanut or tree nut products for class instruction or demonstration. This includes – but is not limited to – cooking labs, science labs, art projects, and nutrition classes.
- Elementary students may eat food containing peanuts/tree nuts ONLY in the lunchroom.
- Students may not share food or beverages with each other.

Secondary students and staff, please be mindful of students/staff with allergies. Please make every effort to eat food containing peanuts/tree nuts in the lunchroom and wash your hands after handling food with peanuts/tree nuts.

If your child has any kind of food allergy, your child is responsible for his/her own food consumption. It is recommended that your child only eats food provided from home.

High Point Baptist Academy cannot guarantee a peanut/tree nut free environment. Because High Point Baptist Academy is a ministry of High Point Baptist Chapel, both ministries share facilities. Therefore, providing a peanut/tree nut free environment is unrealistic and unachievable.

Library Policy

- Reference books and reference materials must not be removed from the library by students.
- Damaged or lost books must be paid for by the person who checked out the book.
- A student who owes a book to the library will not be permitted to check out books. Report cards will be withheld until reconciliation.
- Students will be held responsible for books until they are returned to the library. Books are considered lost after four weeks.
- The library is designated area for reading and study. Students are expected to be quiet while using the library.
- The librarian has the same authority as a teacher in the classroom. School disciplinary procedures apply.
- The following statement applies to all library materials: "The Beliefs, Teachings, or Doctrines found in this book may not necessarily be in accordance with that of High Point Baptist Chapel and Academy. (1 Kings 3:9, Heb. 5:14)"
- All books purchased or given to the library will be screened for acceptability by the library staff.

Lost and Found

- All items turned in to lost and found will be held in the school office for a period of one month. After that time, if not claimed, they will be donated to appropriate causes.
- Please place your student's name on all items.

Lunch

- Each student may bring their own lunch from home.
- The Academy uses the MyHotLunchbox program for hot food ordering. More information can be provided by contacting the school office.



- Students are expected to be courteous and clean up after themselves during lunch.

Playground Rules

- Students are responsible to stay within sight of the teacher on playground duty at all times.
- Students must not enter or cross the street without permission from the teacher on playground duty.
- Students must refrain from throwing objects including snowballs.
- Students must stay out of the shrubbery and flower beds.
- Students must not climb objects not designed for that purpose.

Pledges

Pledges are a useful teaching aid to convey and commit to memory important concepts.

American Flag:

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all."

Christian Flag:

"I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe."

Bible Pledge:

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God."

Property

We understand that the buildings, facility, property, and campus of HPBA, HPC, and HPBC are gifts from God that we are to gratefully and carefully steward and maintain. Disciplinary action will be taken against any student found writing on walls, desks, or other school property. Each student must respect God's property and the rights of others. Those who break or deface school property are responsible to replace the broken or damaged item.

- The school will not assume responsibility for the carelessness of a student.
- A student must never use books, pencils, gym clothes, etc., that do not belong to him without the permission of the owner.
- No student is to add or to delete anything from any bulletin board without teacher approval.
- Students are to keep their hands and feet off the walls.
- Students are not to attach decals, stickers, tape, etc. to lockers.

Registration, Withdrawal, Reinstatement Procedures

Registration

- Parents should contact the school office to schedule a tour, for registration or for further information.



- Registration of the student cannot be finalized until the following information has been completed:
 - School tour and meeting with the parent/guardian
 - Enrollment form and the registration fee have been received by the school office.
 - Testing (as determined by administration) – students may be tested in the areas of math, reading, English, spelling, or other areas to determine proper grade or course selections.
 - Academic records - the school must have the student's school records and a copy of the official transcript for students entering 10th-12th grade.
 - Health records including the immunization record are received by the school office.
- The school reserves the prerogative to place the child in a lower grade if it is deemed necessary.

Change of Contact Information

Change of address, email, and telephone number should be reported immediately to the school office.

Withdrawals

- Parents must notify the school office in advance of student withdrawal and complete the withdrawal form.
- The student is responsible to return upon withdrawal all textbooks, padlocks and other school owned items.
- School records will not be released until all obligations are met.

Reinstatement Policy

- Any student expelled from HPBA may be considered for re-enrollment for the next school term after counseling and then only on a probationary basis.
- A consideration for re-enrollment must include a definite and obvious correction of the student's attitudes and actions, and the approval of the administration and Education Team.
- A student expelled from HPBA may forfeit his privilege of attending any school activity. This includes visiting the school while classes are in session or attending programs, social activities, athletic events, and involvement in any school-related activity.
- In all cases, the decision of administration and the Education Team is final.

School Safety

- Drills are practiced monthly. Drills practiced include fire, weather, and lock down.
- All students are expected to be quiet and obey instructions during drills and emergency situations.
- Parents will be notified of emergency situations as soon as possible. Instructions regarding reunification and pertinent information will be given in this communication.
- Parents are responsible to notify the school office of any contact information changes, as this information is used for weather related announcements and emergency notifications.

Senior Information

- Specific information regarding senior details is given out at the annual parent meeting.



- Senior Portraits – Seniors are responsible for scheduling their portraits with a photographer of their choice.
- Caps and Gowns - The cost of caps, gowns, and graduation announcements is paid by the student; orders are placed through the school office.
- Senior Trip – The senior class takes an annual trip meant to expose students to ministry and service opportunities; trips have included visits to foreign missionaries and work trips to Christian camps. Costs are borne by each student. Specific information is given out at the Senior Parent meeting, including plans, destination, fundraising opportunities, etc.
- Transcripts - The school will provide a limited number of student transcripts upon request to current students. Alumni requests for transcripts will be provided with a small charge.

Senior Graduation

- Seniors may not be permitted to march in the commencement exercises if they lack more than one credit for graduation. Arrangements must also have been made to earn this credit in an approved summer school program before the student may march.
- All financial accounts must be rectified for a senior to march at graduation.
- The selection of valedictorian and salutatorian will be based solely on the National Association of Secondary School Principals weighing scale for non-academic and academic subjects. Those who wish to be considered for theses honors should consult with the principal for advice on subjects to take. Grades will be considered through the first semester of the senior year and, at the discretion of the administration, the third quarter grades will be evaluated in case of similar grade point averages.

School Office

- School office hours are from 8:00 AM to 4:00 PM, Monday through Friday.
- When coming to the school for any reason parents and visitors should come to the office first—please do not go directly to the classroom. Lunches, homework, books, etc., may be left in the office to be delivered.
- The school office number is (610) 286-5942, ext. 130.

Transportation

Because HPBA is located in a beautiful rural setting, it also means that all of the roads approaching our campus are past individual homes. Whether arriving late for school or excitedly leaving for home at the end of the day, please maintain careful and legal driving on the roads near us. Help us to show kindness to our neighbors who experience traffic surges on otherwise quiet roads when school is beginning or being dismissed. Please help us to love our neighbors so that we can be a blessing, not a burden to them.

Arrival / Departure

- Buses
 - Enter from the entrance on Furnace Road
 - Discharge or pick up passengers at the side of the building
 - Exit from the entrance on Furnace Road



- Cars- are not to use the Furnace Road entrance for student drop-off or pick-up.
 - Enter from the entrance on Chapel Road
 - Drop off and pick up children to the left of the church auditorium
 - Exit from the entrance on Chapel Road
 - For the protection of our students, the parent must notify the school office, if someone else will be picking up their child.

Automobiles and Motorcycles

- Student drivers must have a driver registration form completed by the parent.
- If other students are riding in a student-driven vehicle, HPBA assumes no responsibility for accidents or other matters involving the vehicle.
- A student must obtain permission from the school office to return to their car during the school day.
- There is to be NO loitering in cars, alone or in groups, at any time.
- If a student fails to cooperate or drive carefully while on school property, he or she will lose permission to drive or park on school grounds.

Bus Information

- HPBA bus transportation is available to certain areas. Ask the school office regarding areas served and rates.
- Public bus transportation is available from many surrounding school districts. More information is available from the school office or district transportation office.
- Bus rules: the school reserves the right to withdraw riding privileges from any student for inappropriate conduct while riding a bus.
 - All riders are under the authority of the bus driver while on the bus; all riders should cooperate with the driver at all times.
 - After boarding, riders are to remain in their seats until the destination is reached.
 - Riders should keep the noise to a minimum.
 - Riders should remain seated while the bus is in operation.
 - Riders must not engage in "horseplay"; they should keep their hands to themselves.
 - Riders must keep all parts of the body inside the bus.
 - Nothing is to be thrown in or from the bus.
 - Everyone is to be a part of keeping the bus clean.
 - Parents will be held responsible for damage done to the bus by their child.
 - Boys and girls should sit separately on all High Point buses.
 - Students are to WALK to and from buses.
- Note: Public schools do not permit the transportation of students outside of their district.





Acknowledgment & Agreement

By signing below, we acknowledge the following:

1. We have received, read, and understand the **HPBA Parent/Student Handbook** for the 2026–2027 school year.
2. We agree to support and comply with the guidelines, expectations, and biblical principles outlined therein.
3. We understand that the school may amend the handbook as needed, and that we will be notified of any significant changes.
4. We agree to follow the procedures for addressing concerns, including those related to academics, behavior, or school communication (e.g., social media, discipline).
5. We understand and accept the school's policies regarding technology use, personal devices, and responsible digital citizenship.
6. We recognize HPBA's commitment to discipleship-based education and agree to support the spiritual and academic mission of the school.

Student(s) Information

Student Name(s):

Signatures

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____



Appendix A: Tips for Academic Success

Aiding Your Child's Progress

Parents are urged to contact the teachers if they have a question concerning their child's academic progress. Teachers try to keep parents informed of student progress by report cards, progress reports, and failing work sent home to be signed by the parents. You may be made better aware of your child's progress by using a few of these suggestions:

- Require your child to bring home his textbooks in weak areas and study for just a few minutes each evening beyond any written homework he may have.
- Help your child learn to pick out the main ideas in a paragraph and jot them down for later reference.
- Drill the child daily on math facts, spelling and vocabulary words, and science or history study sheets. Do not allow the child to rush through these matters routinely.
- Check over your child's homework for errors or carelessness. Be sure you see it even if it was done at school, in study hall, or on the bus. The re-emphasis at home of principles learned in class that day is invaluable.
- Students are told well in advance of a test date. Keep abreast of these matters. Question them daily about up-coming tests, quizzes, and projects.
- Be alert to subtle changes in your child's attitude. Discouragement, anxiety, home problems, rebelliousness, and laziness all are determining factors in considering your child's academic progress. Keep the teacher aware of changes observed or new situations in their life.

We realize that these procedures will require a great deal of time and attention on the part of the parents. However, your child's education is vitally important. If both the home and school do not consistently cooperate to reinforce the principles of the other, your child's learning will not be as effective as it could be.

Helpful Hints for Students

How to Study:

- Attitude is important. Think positively. Work independently. Seek help only when you have exhausted your own resources; then, ask questions and use library resources.
- Learning requires concentration. Keep your mind on what you are doing; it will take less time.
- At home have a definite, well-lighted, quiet place to study away from distraction. Have all necessary books, papers, and materials available.
- Read the entire assignment rapidly to grasp the basic content. Re-read slowly to understand content, details, explanations, and directions. If the assignment is not written, make notes of your own; outline what you have learned.
- If the assignment is a long-term project, do a little of it each day; do not let it go until the last minute. It will be easier, and you will do a better job.

How to Take a Test:

- Relax and block out distractions from friends and those around you.
- Read the directions carefully and then follow them.
- Read the whole test first to see what is asked and how to apportion your time.



- Read each question twice before answering.
- Think before you write.
- Answer questions fully with information requested, not with what is not requested.
- Check your paper for spelling and grammar before turning it in.

How To Be A Student Who Studies Well:

- Bring notebook, pencil or pen, and other materials necessary to class.
- Be an active participant in the classroom; listen well; take part in discussions.
- Ask questions for greater understanding.
- Plan work and schedule time for homework daily; understand the assignment leaving the room.
- Use what is learned; see how each subject applies to the others.
- Strive to do the best, not just get by.