



**Student and Parent Handbook
2025-2026 Academic School Year**

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Mission

Heritage Christian Academy is a school that aims to educate and develop Christian leaders by providing a personalized learning opportunity in the light of God's Word.

Vision

Heritage Christian Academy is a Pre-K 3 through 12th grade Christian school utilizing Abeka Curriculum. We believe our children are a heritage, a gift from God. It is our honor to train and equip them in Godly living and principles. The public school system frequently minimizes or directly contradicts our Christian worldview. We believe parents should have the opportunity to choose a quality education that affects their child's academic success and expands their access to spiritual liberties.

Children are a heritage from the Lord, offspring a reward from him. Like arrows in the hands of a warrior are children born in one's youth. Psalm 127:3-4

Core Values

About the Bible

The Bible is the infallible Word of God and the authority for salvation and Christian living. (See II Timothy 3:15-17.)

About God

There is one God, who has revealed Himself as Father; through His Son, in redemption; and as the Holy Spirit, by emanation. Jesus Christ is God manifested in flesh. He is both God and man. (See Deuteronomy 6:4; Ephesians 4:4-6; Colossians 2:9; I Timothy 3:16.)

About Sin and Salvation

Everyone has sinned and needs salvation. Salvation comes by grace through faith based on the atoning sacrifice of Jesus Christ. (See Romans 3:23-25; 6:23; Ephesians 2:8-9.)

About the Gospel

The saving gospel is the good news that Jesus died for our sins, was buried, and rose again. We obey the gospel (II Thessalonians 1:8; I Peter 4:17) by repentance (death to sin), water baptism in the name of Jesus Christ (burial), and the baptism of the Holy Spirit with the initial sign of speaking in tongues as the Spirit gives the utterance (resurrection). (See I Corinthians 15:1-4; Acts 2:4, 37-39; Romans 6:3-4.)

About Christian Living

As Christians we are to love God and others. We should live a holy life inwardly and outwardly, and worship God joyfully. The supernatural gifts of the Spirit, including healing, are for the church today. (See Mark 12:28-31; II Corinthians 7:1; Hebrews 12:14; I Corinthians 12:8-10.)

About the Future

Jesus Christ is coming again to catch away His church. In the end will be the final resurrection and the final judgment. The righteous will inherit eternal life, and the unrighteous eternal death. (See I Thessalonians 4:16-17; Revelation 20:11-15.)

Admission and Withdrawals

STATEMENT OF NON-DISCRIMINATION

Heritage Christian Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It doesn't discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

ACCREDITATION

Heritage Christian Academy utilizes Abeka Academy which receives its accreditation through Florida Association of Christian Colleges and Schools (FACCS) and Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA CESS).

ADMISSION PROCEDURE

- ★ Parent/guardians interested in enrolling their children will contact the school office and schedule an interview
- ★ Parent/guardians will need to review the Student Parent Handbook and enrollment packet
- ★ Enrollment fees must be submitted before an admission decision can be made
- ★ A decision on admission will be made and the parent will be notified
- ★ The following documents need to be filled out and turned in **PRIOR** to the first day of school
 - Copy of the students(s) birth certificate
 - Student record release (allowing Heritage to request and access prior school records)
 - Copy of immunization record or declination
 - New Student Registration Form
 - Handbook Agreement form

WITHDRAWAL POLICY

Parents/guardians wishing to withdraw their child(s) must notify school administration **IN WRITING**. All books, material, and equipment supplied by the schools (including sports uniforms and equipment) must be turned into the school office before a student's records are clear and withdrawal is complete. Any damaged or lost books or equipment must be paid for. Heritage will withhold school records for failure to pay outstanding tuition and fees and failure to return books and equipment that are the property of the school.

Tuition and Financial Policy

TUITION RATES			
Payment Plans:	Yearly Rate	One Time 10% discount upon payment in full by first day of school	10 months Paid on 1st of month Aug-May
1st Child	\$3,800/\$4,000 (9-12th)	\$3,420/\$3,600 (9-12th)	\$380/\$400 (9-12th) per month
2nd Child	\$3,700	\$3,330	\$370
3rd Child	\$3,600	\$3,240	\$360
4th Child	\$3,500	\$3,150	\$350
All Students		\$300	

*Tuition is subject to change yearly due to inflation and other circumstances

Payment Policy

- All monthly tuition payments are due on the **1st of each month**.
- **Accepted forms of payment:** Electronic Funds Transfer (ETF), credit or debit card, check, or cash.
- A **\$35 late fee** will be applied to payments received **after the 3rd of the month**.
- Returned checks incur a **\$35 fee**

Delinquent Account Policy

- If a tuition payment is **15 days past due**, parents will receive a written reminder and request to discuss payment.
- If the balance remains unpaid by **30 days past due**, the student is not permitted to attend classes and the parents/guardians must meet with school administration before the student re-enters class.

- If no resolution is reached, the student is not permitted to attend classes and the **student records, report cards, transcripts, and opportunity for re-enrollment** will be withheld until the account is settled in full.
- Withdrawal or expulsion from Heritage Christian Academy before the end of the school year **does not release** the parent/guardian from full financial obligation.

Financial Responsibility Upon Expulsion or Withdrawal

Enrollment at Heritage Christian Academy is a commitment for the full school year.

Heritage Christian Academy operates based on annual tuition commitments and staffing needs that are determined prior to the school year. Therefore, whether a student is expelled or withdrawn before the end of the school year, **the full annual tuition remains due**.

- **Records and transcripts will not be released** until the family's financial obligations are fulfilled.
- Curriculum costs are included in tuition and are non-refundable.
- In the event of hardship, families may request a meeting with administration to explore possible **payment arrangements**, but this does not alter the original tuition commitment.

ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY:

I, _____ (Parent or Guardian's Name) have read and understand the Student and Parent Handbook. By my signature, I acknowledge that I have read the Tuition and Financial Policy (pages 6-7) and agree to fulfill my financial responsibilities as outlined in the Tuition and Financial Policy.

Parent or Guardian's Signature

Parent or Guardian's Printed Name

Date: _____

Attendance and Absences

Attendance and Absences Policy

At Heritage Christian Academy, we believe consistent attendance is essential for academic success, character development, and classroom unity. While we recognize that illness or emergencies may arise, regular attendance is expected and highly encouraged.

Attendance Requirements

- Students must be present for a minimum of **90% of the school year** to receive credit for courses or be considered for promotion to the next grade level. This allows for approximately **15 absences** across the school year.
- Any student absent more than this threshold may be required to **repeat the grade** (elementary) or **repeat the course** (middle/high school), regardless of academic performance.

Excused Absences

The following are considered **excused** absences:

- Personal illness (Doctor's note may be required after **3 consecutive days**)
- Medical or dental appointments (with documentation)
- Death of a family member
- Family emergency or pre-approved special circumstance (must be approved by administration)

Note: Absences due to vacations, extracurricular events, or family trips are considered **unexcused** unless approved in advance by administration.

Reporting Absences

- Parents/guardians must notify the school office by **9:00 AM** if their child will be absent.
- A **written excuse** (handwritten or emailed) must be submitted upon return, including:
 - Date(s) of absence
 - Reason for absence
 - Parent/guardian signature

Tardy Policy

- The school day begins promptly at **8:00 AM**.
- Students arriving after **8:05 AM** will be marked **tardy**.
- Three **unexcused tardies** within a nine-week period will equal **one unexcused absence**.
- Students who are habitually tardy may receive **detention assignments**, and repeated tardiness may result in a parent conference.

Consequences for Excessive Absences

- Students who exceed the 10% absence limit (excused or unexcused) **may not receive academic credit** for the school year or course.
- For every **5 unexcused absences**, a **parent conference** will be required to determine a corrective attendance plan.
- Students may be **assigned makeup work, denied participation in extracurricular activities**, or face **academic penalties** if excessive unexcused absences or tardies continue.

Pick Up and Drop Off

School hours are 8:00am to 3:30pm Monday through Thursday. Students may be dropped off at 7:45am and picked up as late as 3:45pm. If students are picked up after 3:45pm a \$15/day fine will be incurred.

For early drop off of 7:15am and late pick up of 4:30pm, a \$100/month fee for extended care can be paid.

Each student will be given 2 pick up tags to be placed in the windshield or hung from the rear view mirror. If someone who does not have a pick up tag is to pick up your child they must be listed in the allowed list or a copy of their driver's license should be sent to your child's teacher.

Late Drop Off and Early Pick Up

In the case of late drop off or early pick up during school hours the student's teacher should be notified prior. Students may not be picked up between 3:15 pm and 3:45 pm unless otherwise arranged by administration. Upon a parent's arrival to the school, they will ring the bell on the school's door on the west side of the building. The student will be brought out to them. No parents or visitors will be allowed in the building during school hours unless previously arranged with administration.

Curriculum

Abeka's proven approach to teaching helps teachers teach and students learn. It begins with our traditional philosophy of education. This teacher-directed framework empowers teachers to focus students' attention on the material they need to learn—in a context and sequence that will help them learn it best.

As students begin to grasp what's being taught, newly acquired concepts and skills are fortified time and again using a method often referred to as spiral learning.

Finally, students' growing mastery of subject matter is strengthened because of the comprehensive design of our curriculum. Material taught in one subject is reinforced in other subjects. At every step of the way, students learn, apply, and master new concepts and skills.

Since education shouldn't end with a diploma, Abeka gives students a strong foundation for a lifetime of learning. We make it easy so you can make it amazing.

What will students learn with Abeka? What kind of people will they become? Leading your children or your students down the path toward academic excellence and Christian character isn't easy, but it will always be worth it. We're here to help.

Our aim is for each student—either at home or in a Christian school classroom—to grow intellectually, morally, and spiritually.

Heritage Christian Academy is enrolled in Abeka's Video School. As members of this we have the capability of watching videos that are pre-recorded in a Christian school classroom. Students will feel like part of the onscreen class. Abeka teachers acknowledge them and give them a chance to participate in assignments, activities, and games. Our teachers also have the capability of incorporating traditional and classroom learning with video learning for all around quality education.

Uniform Policy

For uniform violations, students will receive a written warning. Upon a second violation in one week, the student will receive a detention. For 3 or more violations in a 9 week period, a \$25 fine will be incurred.

Preschool

Preschool students, K3 and K4, will not be required to wear a uniform. They must wear comfortable clothing and athletic shoes.

Elementary and Upper School

GIRLS:

- Student ID badges may be requested to be worn at on-site and off-site events. They must be worn on the torso, easily visible. A lanyard or badge reel may be used. If ID is lost, a replacement can be purchased for \$5.
- Tops: may wear polos or button up Oxfords in white, navy, red, royal blue, and light blue. Shirts may not be see-through or tight. Logos may not be larger than one inch on the left chest. Undershirts should be solid white, no logos and should not extend past shirt sleeves.
- Bottoms: may wear khaki, navy, or navy-red plaid uniform skirts, dresses, or jumpers. Skirts, dresses and jumpers may be found at French Toast online uniform store. Must be below the knee, not overly tight, no rips, tears or distress. Solid shorts may be worn under skirts or dresses for added modesty.
- Shoes: solid color athletic shoes or uniform shoes in white, navy, royal blue, baby blue, red or black may be worn (any Heritage colors). No patterns or prints. Solid white, black or navy socks may be worn.
- PE or athletics: may wear navy, black, red, gray, or royal blue athletic skirts from Snoga, Baleaf, or other sources. Must be below the knee. Solid red, navy, or black t-shirts may be worn or athletic shirts will be available for purchase from school.
- Outerwear: navy, black, or red sweater, cardigan, fleece jacket, or pullover may be worn in colder weather. No hoodies or outerwear with large logos or graphics will be permitted unless purchased from the school.
- Navy tights may be worn in cold weather. No capri leggings will be permitted (does not apply to athletic uniforms).
- General appearance:
 - Hair accessories may be worn if solid white, navy, red, or navy-red plaid.
 - Hair should be neat, away from face, in no unnatural colors or extreme styles.
 - Tattoos are prohibited
 - Single ear piercing with stud is permitted, no other body piercings are permitted
 - No excessive or ornamental jewelry permitted (definition of excessive may be set by the teacher or administration)
 - Students should always appear neat and well groomed.

BOYS:

- Student ID badges may be requested to be worn at on-site and off-site events. They

must be worn on the torso, easily visible. A lanyard or badge reel may be used. If ID is lost, a replacement can be purchased for \$5.

- Tops: may wear polos or button up Oxfords in white, navy, red, royal blue, and light blue. Shirts may not be see-through or tight. Logos may not be larger than one inch on the left chest. Undershirts should be solid white, no logos and should not extend past shirt sleeves.
- Bottoms: may wear khaki or navy uniform pants. Elementary boys (K-6th) only may wear navy or khaki uniform shorts to the knee. Shirts, pants and shorts may be found at French Toast online uniform store. Must not be overly tight, no rips, tears or distress. Brown, black or navy blue belts permitted.
- Shoes: solid color athletic shoes or uniform shoes in white, navy or black may be worn. Solid white, black or navy socks may be worn.
- PE or athletics: may wear navy, gray, royal blue or black athletic pants or joggers. No sweat pants. Elementary only may wear navy, gray, royal blue or black basketball shorts to the knee. Solid red, navy, or black t-shirts may be worn or athletic shirts will be available for purchase from school.
- Outerwear: navy, black, or red sweater, fleece jacket, or pullover may be worn in colder weather. No hoodies or outerwear with large logos or graphics will be permitted unless purchased from the school.
- General appearance:
 - Hair should be neat, away from face, in no unnatural colors or extreme styles.
 - No facial hair will be permitted
 - Tattoos are prohibited
 - Body piercings are prohibited
 - No excessive or ornamental jewelry permitted (definition of excessive may be set by the teacher or administration)
 - Students should always appear neat and well groomed.

Chapel Uniform

Chapel uniform will be required every Wednesday, unless otherwise indicated.

GIRLS:

- Tops: may wear WHITE polos or WHITE button up Oxfords or Peter Pan collar button-up shirts. Shirts may not be see-through or tight. Logos may not be larger than one inch on the left chest. Undershirts should be solid white, no logos and should not extend past shirt sleeves.
- Bottoms: may wear navy-red plaid uniform skirts, dresses, or jumpers. Skirts, dresses and jumpers may be found at French Toast online uniform store. Must be below the knee, not overly tight, no rips, tears or distress. Solid shorts may be worn under skirts or dresses for added modesty.
- Shoes: solid color athletic shoes or uniform shoes in white, navy or black may be worn. Solid white, black or navy socks may be worn.
- Hair accessories may be worn if solid white, navy, red, or navy-red plaid

MUST WEAR AT LEAST ONE OF THE FOLLOWING:

- Criss-cross neck ties in red, navy, or navy-red plaid
- Sweater/cardigan/sweater vest in navy or red
- Blazer in navy

BOYS:

- Tops: may wear WHITE button up Oxfords. Shirts may not be see-through or tight. Logos may not be larger than one inch on the left chest. Undershirts should be solid white, no logos and should not extend past shirt sleeves. Shirts must be tucked in.
- Bottoms: may wear khaki or navy slacks. Elementary boys (K-6th) only may wear navy or khaki uniform shorts to the knee. Shirts, pants and shorts may be found at French Toast online uniform store. Must not be overly tight, no rips, tears or distress.

- Must wear black, brown, or navy belt.
- Shoes: solid color athletic shoes or uniform shoes in white, navy or black may be worn. Solid white, black or navy socks may be worn.

MUST WEAR AT LEAST ONE OF THE FOLLOWING:

- Neck tie in red, navy, navy-red stripe or navy-red plaid
- Sweater/cardigan/sweater vest in navy or red
- Blazer in solid navy. Not double-breasted, no pin-stripes or plaid.

Medical Illness Policy

Staff may not administer any kind of medication that includes, but is not limited to, cough medicine, fever reducers, epi pen administrations etc. without parent/guardian authorization in writing. All medicines whether prescription or over the counter must be kept and administered by **STAFF ONLY**.

Students with a temperature of 100.4 degrees will not be allowed to stay in school. They must be immediately picked up. Students must be fever free for 24 hours before returning to school. Additionally, students must not come to school if they have vomited six hours before attending school, or are currently having diarrhea.

COMMUNICABLE DISEASES

Heritage will not allow any child having or suspected of having a communicable disease. Students will not be allowed to return to campus until the readmission criteria is met (not currently having symptoms, or readmission permit signed by a local health authority). We will follow the Texas Department of State Health Services (DSHS) recommendations and prevention of communicable diseases as it pertains to a school setting.

- Amebiasis – exclude until treatment is initiated
- Campylobacteriosis – exclude until after diarrhea and fever subside
- Chicken Pox/Shingles – exclude until the lesions become dry or if lesions are not vesicular and 24 hours have passed with no new lesions occurring
- Common Cold – exclude until fever subsides
- Conjunctivitis (bacterial) – exclude until written permission and/or permit is issued by a physician or local health authority
- Conjunctivitis (viral) – case-by case basis
- Coronavirus/ COVID-19 - exclude until symptoms resolving and fever free for 24 hours
- Cryptosporidiosis – exclude until diarrhea subsides
- Coxsackie Virus Disease (Hand, Foot & Mouth) – not excluded unless fever.
- Cytomegalovirus (CMV) – not excluded
- Diarrheal Illnesses – excluded from school until they are diarrhea free for 24 hours without the use of diarrhea suppressing medication. Diarrhea is defined as watery stools which occur in frequency that is abnormal for that person
- A temperature of 100.4 °Fahrenheit, or higher – measured when no fever suppressing medication has been administered within the past 24 hours
- Fifth disease – exclude until fever subsides
- Gastroenteritis (viral) – exclude until diarrhea subsides
- Giardiasis – exclude until diarrhea subsides
- Hepatitis (viral,) type A – exclude until 1 week after onset of illness

- Hepatitis B – not excluded
- Herpes Simplex (cold sores) – not excluded
- Impetigo – exclude until treatment has begun
- Influenza – exclude until fever subsides
- Measles (rubeola) – exclude until 4 days after rash onset or, in the case of an outbreak, unimmunized children should also be excluded for at least 2 weeks after last rash onset occurs
- Meningitis (bacterial) – exclude until written permission and/or permit is issued by a physician or local health authority
- Meningitis (viral) – exclude until fever subsides and/or permit is issued by a physician or local health authority
- Mononucleosis – exclude until physician decides or fever subsides
- Mumps – exclude until 5 days after the onset of swelling
- Pertussis (whooping cough) – exclude until completion of 5 days of antibiotic therapy
- Pinworms – not excluded
- Ringworm – not excluded, must be covered
- Ringworm of the scalp – excluded until treatment has begun, then area must be covered
- Rubella (German measles) – exclude until 7 days after rash onset, or in the case of an outbreak, unimmunized children should be excluded for at least 3 weeks after last rash onset occurs
- Salmonellosis – exclude until diarrhea and fever subsides
- Scabies – exclude until treatment has begun
- Shigellosis – exclude until diarrhea and fever subside
- Streptococcal sore throat and scarlet fever – exclude until 24 hours after antibiotic is started and fever has subsided
- Tuberculosis (pulmonary) – exclude until antibiotic treatment has begun and a physician's certificate or health permit is obtained

LICE

Heritage reserves the right to check students at random times for lice. If your child is found to have lice or nits (lice eggs), your child will be removed from class and must be picked up immediately from campus. Students will have to begin treatment immediately and will not be allowed to return to school until all lice and nits are gone from the hair. Parents and guardians will be informed of the absence policy regarding lice once they pick up their child. The principal will study every case on a case-by-case basis. Notice will also be provided to parents and guardians of students in the affected classroom (the student with head lice will remain anonymous).

Facilities

Heritage Christian Academy is blessed to be able to utilize the facilities of Victory Worship Center. Our students will be expected to respect the church facilities. With the exception of chapel, students will be expected to stay in the classrooms, common areas or event center at all times. The church offices, sanctuary, and lobby are off limits unless otherwise arranged and approved by staff.

Outside of school hours and activities, school equipment is not to be used.

LUNCH GUIDELINES

Students will be provided with a microwave or refrigerator if needed for their lunches and are expected to bring a nutritious lunch every day. Keep in mind microwave time per student will be limited to 3 minutes. No food may be left overnight in the refrigerator or elsewhere. Parents and guardians can have lunch delivered at the school.

All lunch boxes, water bottles, and bags must be labeled with the students' first and last name

Lunch and snacks must be able to be opened and prepared by the student. Must not be overly messy. Students are responsible for cleaning up after their lunch and packing all corresponding lunch containers

Parents will also need to provide their children with a healthy morning and afternoon snack. Keep in mind that the AM and PM snacks should not be a whole meal but a small nutritious snack. Students must have their morning and afternoon snack **CLEARLY LABELED** as to not confuse it with their lunch.

In the event that a parent/guardian forgets to pack a lunch for their child and all attempts to reach them have failed, a lunchable will be provided for their child at a \$5 fee. The cost of the lunchable provided will be added to the students' tuition at the end of the month.

FIELD TRIPS

Periodic field trips may be taken throughout the year. Families will be notified ahead of time. Certain color uniform shirts or special t-shirts may be required, parents will be notified ahead of time of dress requirements.

Student Code Of Conduct and Discipline Policy

All students are expected to exercise good citizenship in and out of school.

Students are to respect their school and their fellow students, refraining from cursing, speaking and discussing worldly music and secular inappropriate movies while on campus grounds. This includes inappropriate innuendos/ jokes of any kind and inappropriate language. They are also to practice modesty, courtesy, and good citizenship while on social media and using the internet (no bullying, posts on smoking, drinking, sex etc.).

Students must also respect ALL forms of campus authority including but not limited to teachers, office staff, volunteers, Victory Worship Center pastors, guest preachers/teachers etc.

Students must refrain from discussing personal parties while at school. Invitations to personal parties must not be distributed at school or during school hours.

BULLYING AND CYBER-BULLYING

Bullying of ANY kind will not be tolerated at Heritage Christian Academy.

Cyber bullying utilizes the internet and digital devices like tablets, computers, cell phones to attack, ridicule, harm, and harass an individual. Applications and programs where cyberbullying can occur are:

- Social Media including but not limited to Instagram, Facebook, Tik Tok and Snapchat
- Tablets and phones via text messages, phone calls, messaging apps
- Email, internet forms, instant and direct messaging, chatting forums
- Online gaming communities

Bullying violations are as follows:

First offense: A warning and a detention assignment

Second offense: A detention assignment and a parent/guardian conference with the school principal.

Third offense: Automatic dismissal at the administration's discretion.

The bullying policy is in effect for all students in grades 3-12. Students in grades K-2 will work through all issues pertaining to bullying by parent/guardian conferences with the school principal.

TECHNOLOGY POLICY

All students will be required to keep their phones and smart watches off and in their backpack, or purse kept in their locker during the school day unless otherwise stated by the teacher. If a student is caught using or checking their phone during school hours, the teacher or staff member will confiscate the student's phone. Parents will be able to pick up their child(s) phone at the end of the school day from the principal's office. For a second offense, a fee of \$15 to retrieve the phone will be incurred.

Students using computers for school purposes may not surf the internet, check social media, email etc. without teacher or staff permission. Computers are to be utilized for school/assignment purposes ONLY unless otherwise stated by the teacher or a staff member. If there is a reasonable suspicion that a student is violating the technology policy and/or

code of conduct, a search of their device and internet history may be performed. Parents and guardians do not have to be notified of any search. At any time, administration and the principal of Heritage Christian Academy may perform random searches on student devices and internet history.

AI USE

Use of artificial technology, Chat GPT, or chat bots for school assignments are not allowed unless supervised and directed by a teacher or administrator.

HONESTY

Honesty and integrity are imperative to a strong work ethic and Christian morals. Cheating on quizzes, tests, homework, or assignments are a violation of Heritage's code of conduct.

For elementary students:

- First offense of cheating will result in make up of the work and a teacher-led discussion on honesty and integrity.
- Second offense will result in a note sent home.
- Third offense will result in a parent-teacher conference and a work assignment given.

For middle or high school students:

- First offense of cheating on homework or assignment will result in an initial 0 on assignment with opportunity for make up, education on cheating/plagiarism, and a note sent home.
- First offense of cheating on a test or written paper weighted as a test grade will result in a 1-3 day in-school-suspension with a work assignment given, work made up, education on cheating/plagiarism, and a note sent home.
- Second offense for either will result in a 0 on the assignment, a 1-3 day home suspension and work assignment, with a parent-teacher conference.
- Third offense may result in expulsion, and/or meeting with the school board. Colleges/universities may be notified.

If cheating is noticed between peers, it is your responsibility as a student of integrity and character to notify a teacher or administration.

ACTS OF IMMORALITY

Acts of immorality **on and off campus including but not limited to** sexting, premarital sex, viewing or being caught in possession of pornography, engaging in sexual acts/conversations are a direct violation of Heritage Christian Academy's student code of conduct. Heritage will evaluate every case and will discipline or expel students accordingly. All students are subject to state and federal laws and will be reported to law enforcement if they are in violation of the law.

DETENTION ASSIGNMENT POLICY

Detention assignments will be issued for students in grades 3-12 for violating rules or code of conduct. Depending on the rule being broken a student may receive 2-3 warnings before being issued a detention assignment, some rules however will result in an immediate detention assignment. Detention assignments will be designed by the student's teacher.

Detention assignments will vary but always consist of one of the following: an essay, some other kind of written work or miscellaneous activity. Every detention assignment will be carefully designed as per the violation the student committed. All assignments whether an essay or activity etc., will be designed to reinforce a school subject or good citizenship.

Students with a detention assignment will be sent home with a form for their parents/guardians to sign. The form must be turned in by the following school day unless otherwise stated by the teacher. If a student turns in an incomplete assignment, or fails to turn one in, parents/guardians will be asked to attend a meeting with the school principal. A student who repeatedly fails to turn in detention assignments can face suspension and possible expulsion.

Students are only allowed 3 detention assignments per week. A student might face suspension and will have to be picked up at the end of the day from the principal, once a third detention is assigned in the same week.

A detention assignment may be issued for but not limited to the following violations:

- Cheating on school work, quizzes, or tests
- Surfing the internet without permission
- Inappropriate use of the internet (all websites used during school hours must be teacher approved)
- Destroying or disrespecting school or church property
- Using profanity, saying rude jokes etc.
- Disrespect or disobedience to school staff
- Lying
- Using phone without teacher permission
- Fighting or instigating a fight
- Stealing
- Derogatory, offensive, or negative comments towards another student

STUDENT SUSPENSION POLICY

The following will result in one-to-three-day **AUTOMATIC** suspension

- Earning more than 3 detentions in a week
- Destroying, vandalizing school or church property (students will be responsible for the cost of ALL repairs)
- Breaking into the school or church
- Being in possession of pornographic and lewd materials
- Being in possession or threatening to bring weapons to school (pocket knives, fireworks, nunchucks)
- Possession or use of alcoholic beverages on or off campus
- Possession or use of tobacco products on or off campus
- Any kind of behavior, comment or infraction deemed suspension worthy at the discretion of administration
- Pictures, comments, and social media posts that violate the student code of conduct.
- Students may be suspended for a first-time offense

STUDENT EXPULSION POLICY

- Bringing a gun or knife to school
- Possession or use of drugs/alcohol on and off campus
- Excessive detention assignments following a suspension
- Excessive cheating or dishonesty
- Acts of immorality on or off campus
- Striking a staff member or volunteer
- Any kind of behavior, comment or infraction deemed expulsion worthy at the discretion of administration
- Pictures, comments, and social media posts that violate the student code of conduct.
- Students may be expelled for a first-time offense

DAMAGES MADE BY STUDENTS

Parent/guardians will be responsible for all school property their child damages

INTERROGATIONS & SEARCH & SEIZURE

Heritage Christian Academy is wholly invested in student and faculty safety. In attempting campus safety, staff will at various and random times conduct searches when deemed necessary. Parents and guardians **DO NOT** have to be notified before any search. Campus faculty have the right to have an officer present during any search. Heritage reserves the right to investigate and search lockers, backpacks, purses, desks, pockets, automobiles, and personal items. Heritage also has the right to remove any dangerous or inappropriate items from all the above including a person's body and clothing with or without the parent or student present. Heritage also has the right to interrogate any student when deemed necessary without parent notification. Students have no expectation of privacy on campus property (this includes the parking lot).

Heritage also has the right to request random mandatory drug screenings of any one or more students with the results going to Heritage Christian Academy. Rejection of mandatory drug screenings will result in IMMEDIATE expulsion of the student.

HOMEWORK

Students are expected to prepare their work neatly, accurately, completely, and to submit their assignments on time. Parents should show an interest and concern in their child's work by frequently discussing it with him or her and being willing to assist them with their work.

Grade levels will determine their individual consequences for incomplete or late homework. Penalties will not exceed a 50% reduction for one day late. Homework two or more days late may be counted as a zero (0). Additionally, recess time or other activities may be removed from students who have difficulty completing homework assignments on time. Parents may be notified through a referral, phone call, or email when their child misses a homework assignment. If a referral is sent home, the referral is to be returned the next day with a parent signature. *Children are given opportunities to complete many of their assignments in school.* In cases where a child seems to bring home a large amount of work, parents should arrange to discuss this condition with the teacher.

MAKE-UP ASSIGNMENTS AND TESTS

Students who are absent from school, whether such absences are excused or unexcused,

are expected to independently make up any work missed during the absence. All students will be given the opportunity to make up work missed due to absence in accordance with the following guidelines:

- The student or the parent shall contact the teacher(s) to make arrangements for making up work missed during an absence from school.
- Teachers will provide a time schedule (days of absence plus additional time) for completion of work missed due to absence.
- Tests missed due to an excused absence can be taken at a reasonable time mutually agreed upon by teacher and student. If a student and parent fail to inform the teacher of an absence (unexcused) and fail to work with the teacher for a reasonable time frame, the student may receive a 0 on the test.

Student Driver Policy

Heritage stipulates that driving on campus is a privilege for students and not a right associated with their tuition. The following conditions must be met every school year in order to drive on the Heritage campus. *All vehicles must be registered.*

All student drivers must turn in the following items each school year before driving on campus. Upon submission of these items a parking pass will be issued.

- 1. Signed Student Driver Policy**
- 2. Copy of current proof of insurance (with student's name listed).**
- 3. Copy of driver's license**

- A Student Parking Permit will be issued and must be visible in vehicle at all times.
- If any vehicle information changes during the school year, updates must be given to the secondary office.
- Heritage is not responsible for any theft or vandalism. Keep your vehicle locked.
- Students may not return to their vehicle until the end of the school day. Books and assignments should be removed at the beginning of the school day.
- Students may only park in designated student parking.
- Entering and exiting the parking lot must be done in accordance with the driving pattern indicated in our Parent/Student Handbook.
- Parking lot speed limit is 10 miles per hour.
- Music must be kept at a low noise level. It may not be heard outside the vehicle.
- Students NOT living in the student driver's household must have written permission from a parent as well as the student driver's parent to leave in the student driver's vehicle. This written permission must be given to administration prior.
- Students dismissing at 3:30pm must wait until 3:45pm to exit the parking lot due to parent pick up line.
- Violation of these policies will result in (a) first violation warning, (b) Second violation will result in suspension of driving privileges for six weeks.
- Student must provide current insurance throughout the school year. As a policy expires please bring new insurance card.

I understand the Student Driver Policy as stated above and agree to abide by rules and restrictions of this Student Driver Policy. I further understand the consequences of violations as stated above.

Printed Student Name

Student Signature

Date

Printed Parent Name

Parent Signature

Date

Vehicle #1

Make & Model_____ Color_____

License Plate_____

Vehicle #2

Make & Model_____ Color_____

License Plate_____

HANDBOOK AGREEMENT

FOR PARENTS OR GUARDIANS:

I, _____ (Parent or Guardian's Name) have read and understand the Student and Parent Handbook. By signing this handbook, I am acknowledging that my child and I must abide by all school rules, regulations, and policies listed in Heritage Christian Academy's Student and Parent Handbook.

Parent or Guardian's Signature

Parent or Guardian's Printed Name

Date: _____

FOR 7th THROUGH 12th GRADE STUDENTS ONLY:

I, _____ (Student Name) have read and understand the Student and Parent Handbook. By signing this handbook, I am acknowledging that I must abide by all school rules, regulations, and policies listed in Heritage Christian Academy's Student and Parent Handbook.

Student's Signature

Student's Printed Name

Date: _____

ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY:

I, _____ (Parent or Guardian's Name) have read and understand the Student and Parent Handbook. By my signature, I acknowledge that I have read the Tuition and Financial Policy (pages 6-7) and agree to fulfill my financial responsibilities as outlined in the Tuition and Financial Policy.

Parent or Guardian's Signature

Parent or Guardian's Printed Name

Date: _____

Liability Waiver and General Release

PLEASE READ CAREFULLY

Thank you for being a part of the Heritage Christian Academy family. We are thrilled to offer your child many educational activities through traditional learning, play, and movement. There are inherent risks involved in this type of education and setting and Heritage Christian Academy of Houston LLC cannot be held liable for such accidents and injury.

Please read and sign below.

By Signing Below I/We:

- I/We the parent(s) hereby give my/our approval for my/our child to participate in any/all activities during the school year including but not limited to on campus activities, outdoor activities, and field trips. I/We will notify the teacher/staff of Heritage Christian Academy of Houston LLC should I/We choose for my/our child to avoid specific activities for any reason.

- I/We assume all risks and hazards incidental to such participation with Heritage Christian Academy of Houston LLC, including, but not limited to, transportation to and from school, field trips and activities, accidents, injury or death while at Heritage Christian Academy or while my/our child is in the care of teachers/staff of Heritage Christian Academy of Houston LLC. I/We do hereby waive, absolve, indemnify and agree to hold harmless Heritage Christian Academy of Houston LLC and their staff and guest participants and persons transporting/teaching my/our child.

- I/We understand medical insurance will NOT be provided by Heritage Christian Academy of Houston LLC and all medical costs incurred while in the care of Heritage Christian Academy of Houston is my/our responsibility.

- I/We agree in the event of an emergency that requires immediate action before I/We can be reached for a staff member of Heritage Christian Academy of Houston LLC to use their best judgment in the treatment/care of my/our child, including but not limited to CPR, bandaging, taking my/our child to the emergency room and administering medication to treat severe acute conditions such as allergic reaction, snake bite etc.

Parent or Guardian's Signature

Parent or Guardian's Printed Name

Date: _____