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STATEMENT OF AFFILIATION

Heirway Christian Academy operates as its own entity, not in affiliation with one particular church. We welcome all denominations of Christianity.

Statement of Faith

1. We believe the Bible to be the inspired, infallible Word of God, the only authoritative source and standard for all matters of faith and life.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe that God the Almighty Father has created out of nothing, by His own divine, creative Word, all that exists, both seen and unseen and He most sovereignly governs and sustains them for His own glorious purposes.
4. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His imminent personal return in power and great glory.
5. We believe in the salvation of lost and sinful man and man's regeneration by the Holy Spirit through the redeeming blood of Jesus Christ. Salvation is given by God's grace and received by man's faith in Jesus as Savior and Lord; not as a result of good works.
6. We believe in the continuing ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a godly life, and in the full expression of the gifts and fruit of the Holy Spirit in the lives of all born-again believers.
7. We believe that the Church, the Bride of Christ, consists of all born-again believers.
8. We believe in the resurrection of both the saved and the lost; the saved to eternal life and the lost to eternal torment.
9. We uphold heterosexuality as God's creative intent for humanity and subsequently we view homosexual expression as outside of God's will.

MISSION STATEMENT

We at Heirway Christian Academy believe that it is our privilege and responsibility to partner with Christian parents in training and educating their children according to a Biblical worldview. We strive to build godly character and excellence in academics, equipping students to impact their world by fulfilling God's will in their lives both personally and vocationally.

PARENT'S CODE

1. I will pray earnestly for Heirway Christian Academy.
2. I will cooperate fully in the educational functions of Heirway Christian Academy, doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ all of his or her life.
3. I will pay all of my financial obligations to Heirway Christian Academy on or before the date due.
4. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables. (As God has prospered us, may we be faithful to Him.)
5. I will undertake volunteer duties and responsibilities for Heirway Christian Academy as opportunities arise and as God provides time and strength.
6. I will recommend Heirway Christian Academy to other Christian families as opportunities arise.
7. I will attend meetings and parent functions of the school regularly, even though I may not be able to achieve perfect attendance.
8. If I become dissatisfied with the Academy in any respect, I will seek to resolve the matter with the person or persons involved, rather than to spread criticism or hold a negative attitude in my heart. (Matthew 18:15)
9. I will seek the advancement of Heirway Christian Academy in all areas, spiritually, academically and physically.

ADMINISTRATION

The Academy is directly governed by a Board of Education which includes the Heirway Christian Academy's Principal, Administrator, Bookkeeper, Athletic Director and Guidance Counselor, two teachers, and three parents. In addition there is an Advisory Board which may be composed of as many as three Christian business people, all of whom have hearts for Christian Education. Each of these people is appointed by the Heirway Board of Education for an annual term, and they may serve consecutive terms.

Parent representatives to the Board of Education serve three year terms and are elected on a staggered term basis so that one representative is replaced each year. The new representative is elected by the PTF and presented to the Heirway Principal for final approval. The Parent representative may not serve consecutive terms. Each parent representative must have a child enrolled in the Academy.

The regular Board of Education meetings are bi-monthly staggered with the Parent Teacher Fellowship meetings. Elected representatives from the student body will be invited to attend the opening session of Board of Education meetings to present their concerns and to address issues pertinent to them.

The Board of Education is responsible for the ongoing operation and policies of the total school program. The principal is responsible for the day-to-day administration of the Academy subject to oversight by the Board of Education.

ADMISSION REQUIREMENTS

Students admitted into 3 or 4-year Kindergarten should be three or four years of age by September 30th in the year of admittance. Students admitted into 5-year Kindergarten should be 5 years of age by September 30th in the year of admittance. Students admitted into the first grade should be 6 years of age before September 30th in the year of admittance.

New students entering second grade or above will be placed on the basis of their current test scores and performance levels determined by placement tests and past school records.

1. Testimony/Personal Interview

Applicants in grades 7-12 will be required to give their oral testimony and a satisfactory personal interview with the Principal. Both parents will be interviewed. **ALL STUDENTS** must have a Pastor's recommendation for admission.

2. Testing

Each prospective student will be evaluated to determine learning aptitude and grade placement. Standardized testing will be administered. In the event that our testing reveals a learning or achievement problem and we are unable to admit the student, parents will be contacted by a member of the administration.

3. Heart Attitude

Students are admitted without regard to race, color, or ethnic origin. The Academy does require, however, that students exhibit a genuine desire to learn and that the students and their parents be willing to support the purpose and philosophy of the school.

Every child is admitted on a probationary basis dependent upon the child's ability to satisfactorily perform according to academic standards and also to maintain an attitude which is consistent with the philosophy and purpose of the school. Heirway Christian Academy maintains the right to refuse admittance to any student it chooses and to suspend or expel anyone violating the standards set forth in the Bible or this handbook. As an Academy, we view our ministry as primarily a discipleship ministry to nurture and educate Christian students from a Biblical perspective. Heirway Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its admissions policies, educational policies, athletic and other school administered programs. Neither does it discriminate in the hiring, promotion or recognition of administrative staff and faculty.

ENROLLMENT PROCEDURE

1. Prospective parents should call to request an application and set up an interview with the principal. Students in 7th through 12th grades must attend an interview.
2. Following the interview, parents should submit the Application for Admission, along with a copy of the birth certificate, immunization record, and the application fee.
3. Standardized tests will be administered to determine the student's ability and achievement level.
4. Upon acceptance, the tuition for the first month will be due to secure the student's place in the classroom. The first tuition payment is due on or before August 1st.

FINANCIAL INFORMATION

A signed financial statement should accompany each application for enrollment.

Notice: Any family transferring into Heirway Christian Academy from a local Christian or private school will be asked about its current financial standing with the previous school. To be admitted to Heirway Christian Academy, the family must be in good financial standing with the previous school.

Tuition Payments: All monthly tuition payments are drafted from parents' checking accounts on the first day of the month. If parents choose to pay tuition by check, credit card or debit card, the full amount must be paid by August 1, or the full amount can be divided into two semester payments and half paid by August 1, and the other half paid by January 1.

GRADING SYSTEM

We believe that the traditional system of number / letter grades (for all levels except Kindergarten) most accurately assesses and records the progress of each

student. This grading method is the most effective way of communicating with the parents the child's performance.

Kindergarten Students:

In Kindergarten the emphasis is upon mastery of basic skills and God's Biblical principles. The primary purpose of Kindergarten is to prepare the child for the specific learning requirements of first grade and beyond.

The following letter grade system is used in Kindergarten to assess the child's progress:

- E = Excellent and well above expectation
- S = Satisfactory and progressing at established norms
- N = Needs improvement

The letter grading system used at Heirway Christian Academy is as follows:

(1st-6th Grade)		(7th-12th Grade)	
A = 90-100%	excellent	A = 90-100%	excellent
B = 80-89%	above average	B = 80-89%	above average
C = 70-79%	average	C = 74-79%	average
D = 60-69%	poor	D = 70-73%	poor
F = 59% or below	failing	F = 69% or below	failing

Each child's conduct grade will reflect his ability to govern himself in the areas of obedience, respect for authority and for other people's property.

High School Students:

High School students will receive no credit toward graduation for classes in which an "F" is the final grade. Those classes must be repeated in order to receive credit.

G.P.A.:

Classes taken for credit in high school earn quality points based on a 4-point system: 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and 0 points for an F.

Honors Classes or Joint Enrollment classes are weighted .5 more than regular college prep classes (for example a B in Honors is equal to a 3.5 instead of a 3.0). Quality points earned in each class are averaged at regular intervals in order to determine the cumulative grade point average (GPA). A high school cumulative GPA of 3.0 is necessary for seniors to earn the Georgia HOPE Grant.

ACCREDITATION:

Heirway is fully accredited with quality with the Georgia Accrediting Commission (GAC) for grades K-5 – 12th grade. Our accreditation enables our students to receive the Hope Grant and other scholarships.

Earning Credits Toward Graduation:

Beginning in the ninth grade, students earn credits toward their graduation requirements. Core courses offered at this level, when successfully completed, will earn for the student one credit per year or 1/2 credit per semester. Electives earn varying levels of credit.

STANDARDIZED ACHIEVEMENT TESTS

Standardized Achievement Tests are administered near the end of the school year to evaluate the educational progress of each student. The parent receives a copy of this annual evaluation. (Note: This evaluation is based upon national norms and may not reflect the true ability/achievement of the individual child.)

The PSAT test will be administered to all high school students. Younger students may opt to take the test for a specified fee.

REPORT CARDS / PROGRESS REPORTS

Report cards are distributed four (4) times a year to give parents an accurate assessment of the child's individual progress.

Report cards will be sent home with the student at approximately 9-week intervals. At each report period, except the last, parents of elementary students should review the child's progress and sign the card and return it to the teacher.

Progress reports are sent home at the middle of every nine-week period only to those students who have an average below 80% in any subject. Students in 7th -12th grade can review their grades weekly by setting up an account on Engrade.com.

Note: In case of tuition or other outstanding fees which are in arrears, the report card for each semester will not be issued until the account is cleared. School records and transcripts are also held and not transferred to other schools or colleges until all fees are paid.

RETENTION

A student in the first through eighth grades will be retained if he has an "F" as a final grade in any of the following subjects: Bible, Math, Reading or English. A student will also be retained if he has an "F" as a final grade in any other two subjects, (even if they have passing grades in Bible, Reading, Math or English).

Ninth - twelfth grade courses required for graduation must be repeated if failed until a passing grade is achieved.

A student may also be retained if in the opinion of both the administration and parents, that retention would be beneficial.

HONOR ROLLS

We recognize both Honor Roll and an "All A" Honor Roll. Our Honor Rolls are established to recognize exceptional academic achievement when accompanied with Christian character.

To be placed on the Honor Roll, a student must achieve an overall cumulative average of 90% with grades that are a "B" or higher. Conduct grades are included in this overall average. For **year-end Honor Roll**, the student must have a year-end overall average of 90% or above with no **year-end** grade lower than a "B" (i.e. may not be on every 9 weeks Honor Roll but can still be on the year-end Honor Roll).

The "All A" Honor Roll recognizes students who achieve all "A's" with no grade including conduct lower than an "A".

The Honor Rolls are based upon academic subjects only. All non-academic subjects such as P.E., music, art, etc. (those subjects which assess one's talent or gifting rather than cognitive skills) will not count in the grade point average for Honor Roll.

AWARDS

The following awards are given at the Awards Program at the end of each school year:

Secondary Honor Society Pin:

To recognize excellence in academics and build the character qualities of a servant heart with care and concern for others, Heirway Christian Academy has established the Heirway Honor Society. Students who are active three of the four 9-week sessions will receive the pin at the end of the year.

Honor Roll:

Certificates are given to the students who have been listed on the Honor Roll for the year. An honor pin is given to students who have made the "All A" Honor Roll each 9 weeks for the entire year.

Perfect Attendance:

Certificates are awarded for perfect attendance. (*See Attendance, Absences, Tardies*)

Bible Reading:

A pin will be presented to everyone who has completely read the Bible in one school year.

Academic Awards:

An award will be given to recognize the outstanding student in grades nine - twelve in each of the following subjects: Math, Science, Literature, History, Language, and Bible.

Fine Arts:

An Award will be presented to the High School student showing outstanding ability in the arts: music, drama, art, etc.

Athletic Letter:

Letters are awarded for athletic excellence in each area of school competition. Students at the varsity level meeting the requirements listed in the Athletic Handbook will be awarded a letter for athletic ability and also for the Christian character displayed "on the field".

PARENT-TEACHER CONFERENCES

Good communications between parent and teacher are essential to the kind of supportive cooperation needed in the instructional process. Children will benefit greatly when parents are attentive and concerned about what they are doing and learning. For this reason, regular conferences between parent and teacher are encouraged. The first conference of the year is mandatory.

Parents may request a conference whenever needed. A special conference may be arranged at a time mutually acceptable to the parent and teacher. Please call the office and leave the request for a conference with the secretary to pass along to the teacher. If a problem cannot be resolved by meeting with the teacher, feel free to set up an appointment with the Principal and the teacher **after** the conference with the teacher.

Please refrain from unscheduled teacher conferences just prior to the beginning of school or immediately after the school day.

ATTENDANCE, ABSENCES, TARDIES

A sound Christian education is based on the Word of God and the individual student's diligence. There are 180 classroom days and students are expected to be in attendance each day. Students missing more than the maximum 30 days allotted by State Law will be retained in their current grade for the following academic year.

Increased educational accountability and recent changes in Georgia Law have led to a greater emphasis on school attendance. Outlined below is the attendance policy for Heirway Christian Academy for all students in grades K-12. Please read carefully and if you have any questions, contact the school.

Any time your student is absent or tardy to school, you must **provide a written excuse stating the reason for the student's absence**. After the 10th day of absence due to illness, the excuse must come from a medical doctor. Students will be excused **only** for the following reasons.

1. Personal illness or attendance in school endangers the health of the student or others or conditions rendering attendance impossible or hazardous to student health or safety.

2. A serious illness or death in a student's immediate family necessitating absence from school.
3. Suspension from school or other actions by the school system that prohibits a child from attending school for a period of time.

Students shall be in attendance for a minimum of one-half of the required instructional time to be counted as present for the entire day.

NEW GEORGIA ATTENDANCE LAWS

Every parent, Guardian or other person residing in Georgia is required either to enroll and send children in their care and charge, between the ages of six and sixteen to a public or private school or to provide a home study program which meets the requirements as set forth in law. Any student who is subject to compulsory education requirements and is deemed to be truant is subject to progressive disciplinary consequences. **Students who accumulate more than ten school days of unexcused absences in any semester may be ineligible for an instructional permit or driver's license and students who already possess an instructional permit or driver's license may have such suspended (O.C.G.A. 40-4-22).**

Any parent, guardian, or other person residing in this state who has control or charge of a child or children enrolled in Douglas County Schools who accumulates more than five (5) unexcused absences per year in violation of the Compulsory Education Law,(O.C.G.A. 20-2-690.1) shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service or any combination of such penalties, at the discretion of the court having jurisdiction.

Tardiness and early withdrawal disrupt the normal teaching pattern of the classroom, and therefore, must be held to an absolute minimum. Elementary students that leave early must be checked out before 2:45 P.M. or after 3:15 P.M.

The following guidelines are established for awarding perfect attendance awards at the end of the school year:

1. The student must be present 180 school days with no absences.

2. On the third tardy in each semester and/or early withdrawal the student will be charged with an absence towards the Perfect Attendance award only. It will only show as tardies on his report card, not as an absence.

Attendance will be taken in each class at the secondary level. Students will be required to make up the work missed. Credit will be given for work missed if the student has an excused absence. If a student is absent more than ten days per semester, each absence beyond ten will reduce the student's grade by ten points, unless there is long term medical problem for which parents will need a written doctor's excuse and a conference with the Principal.

HOMEWORK AND MAKE UP

Homework assignments are given to help the student glean information, correct errors, reinforce or otherwise supplement classroom instruction. When assignments are not done on time, they lose most of their value and cause needless work for the teacher. We strongly believe that students benefit from good work habits, from completing their homework and being responsible to turn it in on time.

A student missing a class is responsible for obtaining any assignment missed. In the event of absences, daily assignments can and **must** be made up. The student will be allowed one school day upon his return for each school day absent to make up assignments. Teachers may at their discretion make special arrangements for a student who has had a long term illness or absence.

For an excused absence, the earned grade on make-up assignments will be recorded for grading purposes. A zero will be given for all incomplete work. In case of unexcused absences, the missed assignments must be obtained by the student for study purposes to keep from falling behind; however, a grade of zero will be recorded, and will not be eligible for make-up. Students in the 7th – 12th grade are required on the day they return to school to take their excuse to their homeroom teacher. The homeroom teacher will give the student a pink excused absence slip. The student will come to office to receive an assignment sheet to take to classes in order to receive make-up work.

We encourage parents to assist children with homework, but please, **do not** do the work for them. Close cooperation between parent and teacher greatly enhances the education process; so please let the teacher know if your child is experiencing problems.

SCHOOL HEALTH

Each student will be required to meet all health and immunization requirements as stated in Georgia law. An immunization record **must** be submitted with application.

Students who become ill during the school day will be taken to the school office. School administration will be available to pray and accurately assess the nature of medical treatment. If medical treatment is deemed necessary, the parent will be notified immediately and asked to arrange transportation for the student. If **emergency** treatment is required, the county EMS will be notified.

We ask that students not be sent to school with contagious diseases or health problems nor while running a temperature. The parents of any student having a temperature will be notified of such, and asked to make arrangements to take the student home.

Minor external injuries (scrapes and cuts) will be treated with first aid when necessary. School officials will not, however, administer any drugs without the written permission of the parent.

SIGN-OUT

1. A student who does not feel well enough to sit in class may call a parent to come and pick him up from his class. Because we do not have a clinic, students will either have to stay in class or go home sick.
2. To leave school or class during the day for any reason, students must be signed out by a parent on the sign-out sheet in the office. If the parent cannot come in person, he or she must call the office, designating a driver to pick up the child. Students will not be allowed to leave during the school day unless these criteria are met. Driving students may not sign themselves out without verbal permission from parents. If a student is withdrawn or signed out early a medical excuse is required, otherwise the student will receive 0's for work missed.

EXTENDED CARE AND LATE PICK-UPS

Students who drive themselves to the school must leave before 2:45 p.m. unless they have an appointment with their teachers or school sponsored extracurricular activities. Aftercare is mandatory for elementary students who are still at the school at 3:15 p.m. Students in the 9th – 12th grade will be sent to aftercare at 3:00 p.m.

The charge for aftercare is \$3.00 per hour (or portion of an hour) for the first child and \$2.50 per hour (or portion of an hour) for each additional child per family until 6:30 p.m. A late fee of \$2.00 per minute per family will be charged after 6:30 p.m. Example: 6:40 p.m. = \$20.00

Extended care charges will be billed and paid monthly.

DISCIPLINE

We believe the education of children begins with an orderly atmosphere. Discipline should be coupled with love and forgiveness.

Elementary students may be given written notification ("yellow slips") when correction is needed. These are designed to inform parents of problems either with academics or with behavior and attitude.

At the secondary level, minor classroom discipline problems may result in a "yellow slip" stating the offense and/or being sent to the Principal.

Discipline will be administered to your child in a loving way according to God's Word, including paddling (Proverbs 12:1; 13:24; 22:15; 23:13-14).

If a paddling is warranted, the following procedures are followed:

1. The teacher will obtain another staff witness.
2. The offense will be clearly discussed with the student along with scriptural applications.
3. A minimum of 3 firm strokes will be administered. A simple flat paddle will be used.
4. The child will not be physically restrained. Should he refuse to submit to a paddling the parent will be asked to come to the school for discussion. The child will be suspended until the matter is resolved.
5. **Parents will not be notified prior to paddling. However, a note will be sent home with the student on the day that they receive a paddling.**

6. A written record of the paddling will be given to the Principal for the child's file.

Parents are urged to cooperate in encouraging children to be obedient and follow all Academy rules and regulations (Luke 2: 51-52).

STUDENT CONDUCT

Students are encouraged to:

1. Live godly and sanctified lives - flee youthful lusts.
2. Protect their own and their friend's reputation by avoiding the appearance of evil.
3. Set good examples.
4. Glorify God in all their behavior.

The following conduct is prohibited and will be subject to disciplinary action:

1. Fighting
2. Stealing
3. Lying
4. Use of profanity or corrupt communication
5. Gambling
6. Disrespect and disobedience to adults
7. Willful and malicious destruction of property
8. Possession of weapons such as knives and guns
9. Possessing or discharging fireworks, matches, etc.
10. Use or possession of any form of tobacco, illegal drugs or alcoholic beverages
11. Leaving school without permission
12. Horseplay and conduct creating a safety hazard
13. Throwing rocks
14. Name calling
15. Chewing gum in building
16. Repetitive failure to complete assigned work
17. Cheating
18. History of uncorrected attitude problems
19. Assault, physical or verbal to any student, faculty member, or administrative person
20. Improper sexual conduct
21. Hand holding or improper display of affection
22. Possession of obscene literature, pictures, etc.

Moral standards and behavior becoming a Christian are favorable to a good learning environment. Respect for authority and for the rights of others, plus full compliance to all rules and regulations set forth by the school are expected. Students are expected to attend regular meetings of worship and to demonstrate Christian character, behavior and a lifestyle, both on and off campus that honors the Lord Jesus and the Christian principles outlined in God's Word. Departure from these principles may result in disciplinary action or removal from the Academy.

The discipline options may be probation or expulsion. The period of probation will be nine school weeks. A student whose conduct would warrant his being placed on probation for the third time will be removed from school.

STUDENT RELATIONSHIPS

The Academy supports friendships among students, and understands that at the secondary level, students have a responsibility to one another to provide godly companionship, conversation, and counsel. Knowing that "bad company corrupts good morals" (I Corinthians 15:33) students are encouraged to choose for themselves godly friends.

Dating is not encouraged because the purpose of dating is ultimately "courtship"*. Group activities and friendships within the group are encouraged. Pairing of boys-girls and activities for couples is not nurtured by the Academy. Even if parents have decided that a dating relationship is appropriate, the Academy will not allow any physical contact at the school. Students should observe the following attitudes and behavior at school and at all school functions:

1. Maintain modest godly personal standards in dress, gestures, and manners. Demonstrate a desire to bring attention to God and to the character He has built in our lives.
2. Avoid all situations where a boy and a girl will be alone together as a "couple".
3. We do encourage natural brother-sister affection, but students shall avoid actions such as holding hands, arms around each other, leaning against one another or separating themselves as a couple from the group, in order to avoid "the appearance of evil".

**Courtship - "The act of wooing in love, solicitation of a woman in marriage."*

FOOD SERVICE

Food and drinks must be kept in the designated eating area. Lunch is always supervised by staff members. Parents are always welcome at lunch but other guests must have approval from the Principal.

DRESS CODE

All students at Heirway Christian Academy, K-3 through 12th Grade will wear uniforms to school every day. The elementary girls jumper and all shirts must be purchased from Land's End. All shirts must be stitched with the Land's End Heirway Logo.

Slacks, shorts, skorts and skirts are available from Land's End, but may be purchased from other manufacturers as well with the following stipulations. Slacks and shorts must be solid khaki, black, or navy, well fitting, and modest in length. The style must be a conservative cut, not faddish or frayed at the hem. At second grade and above boys and girls must wear pants with belt loops and belts. Belts must be worn at the waist. **All shirts must be tucked in.** Girls may select Capri pants as long as they follow the same rules as above with no spandex. Skorts are not allowed for 7th grade and above. Tennis shoes are acceptable footwear.

All sweatshirts, sweaters and pullovers worn over shirts must have an Heirway Logo unless they are a cardigan style.

No body piercings are allowed except earrings for girls only.

Hairstyles should be conservative, not in the eyes, and for boys hair should be not touching the collar in the back. Boys in grades through tenth must be clean-shaven. Facial hair that is well-groomed and neat is allowed for Juniors and Seniors.

The uniform code will be strictly enforced. After one warning parents will be called and asked to bring clothes or pick up students who are not dressed according to dress code guidelines.

On casual days or to school functions students should dress modestly; girl's shirts should not be low cut in the neckline or show the midriff. No tank tops are allowed for girls or boys.

FINAL DECISIONS CONCERNING DRESS ARE UP TO THE DISCRETION OF THE ADMINISTRATORS AND TEACHERS.

P.E. UNIFORMS

P.E. shirts and shorts are required for 3rd-12th grade for physical education classes. Ordering information may be obtained at Gables Sporting Goods (770-942-5397).

INSURANCE

The school **does not** provide accident insurance. Parents are urged to provide this insurance for their children. Insurance is mandatory for any student participating in any area of athletics.

EMERGENCY EVACUATION

In the event of fire or severe weather, a warning alarm will sound. Students will line up single file and follow the directions posted for their particular classroom. **No talking is permitted.** Students will walk quickly and in an orderly fashion in front of the teacher to the designated areas. Students will leave all belongings in place. The teacher will account for the students. The students are to wait for instructions before re-entering the building.

EMERGENCY SCHOOL CLOSING

In the event of a weather emergency, Heirway Christian Academy's closing policy will be the same as Douglas County School System unless parents are notified otherwise.

VISITORS AND NON-STUDENTS

All parents are welcomed and encouraged to visit the school. However, when a visit to a class is necessary, parents or visitors should come to the office first. **Do not go directly to a classroom.** If you wish to talk to a teacher, please arrange for a private conference by calling the office in advance. Teachers will be happy to meet with you; but be considerate and do not detain them before or immediately after school when they have assigned responsibilities to fulfill.

Note: Lunches, books, etc. for students, may be left at the office.

FIELD TRIPS

All students are required to obtain parental written consent **prior** to engaging in any school-sponsored field trip. (The school provides the form.) A child may remain at home at the parent's discretion if written consent is not granted; however, this will be counted as an absence. Field trips are not an escape from school, but are planned as learning experiences and are taken for that purpose. All trips will be properly supervised and all measures will be taken for the child's safety. Parents will be informed prior to all formal activities in which their child will participate outside the school.

Parents may volunteer to drive on scheduled field trips. All parents are required to have a background check for any school activity. The form is available in the Academy office.

Although all precautions will be taken, it is necessary that the parents assume all legal and medical responsibility for accidents or injuries that may occur.

A charge may be assessed to cover admission, transportation, etc.

PARENT/TEACHER FELLOWSHIP (PTF)

Parent involvement and support of the educational process at Heirway Christian Academy is essential and therefore is eagerly sought by the administration.

A Parent-Teacher Fellowship (PTF) meets regularly throughout the academic year on a bimonthly basis. The dates are noted on the school calendar. All parents and teachers are cordially invited to attend and participate. Notice of each meeting will be sent home with your child.

TELEPHONE

Students may use the office phone in case of emergency. Teacher permission is required.

Any arrangements or preparation for after-school activities should be made prior to leaving home each morning. **The office telephone is for school business and it may be used by students only in cases of emergency with the permission of the administration.**

Cell phones for students are not allowed during the school day. If a student brings a cell phone to school for use after school (beginning at 3:20) it must be turned off and placed in your locker. If a cell phone disrupts class or is turned on during the school day, it will be taken and kept in the school office for one month. If a second offense with the same student occurs, the phone will be kept until the end of the year.

is discovered in a student's possession, it will be taken and kept in the school office for one month. If a second offense with the same student occurs, the phone will be kept until the end of the year.

LOST AND FOUND

Articles left on the playground, in the halls, or in multiple use areas of the Academy will be taken to the lost and found area. Students may check at the office regarding lost articles. Items unclaimed will be donated to charity.

STUDENT DRIVING POLICY

Drive safely, please!

Students who desire to drive a car on campus will be expected to adhere to the following rules:

- 1. Students must have a valid Georgia driver's license and have proof of property and casualty insurance coverage. A copy of each must be presented and will be kept in the student's file.**
2. Students must observe the speed limit at all times. (10 miles per hour anywhere on campus.)
3. All students must park in the designated parking areas only.
4. Upon arrival at school, students are expected to walk immediately to the respective class location. There will be no loitering around parked vehicles during the listed hours without permission from a Heirway Christian Academy faculty member. (7:40. a.m. until 3:15 p.m. on weekdays)
5. Students riding to school with another student (other than a brother or sister) must have written permission from their parents **before** riding in a vehicle driven by any other Heirway Christian Academy student. This permission slip must be on file in the Academy office **before** the student rides to school with another student.
6. All liability due to the action or inaction of a student driving on Heirway property is the sole responsibility of the driver and not that of Heirway Christian Academy.

7. Students may not drive on school-sponsored field trips or to school-sponsored athletic events, even with parental permission when leaving directly from school.

ATHLETIC ELIGIBILITY

All ballplayers and cheerleaders must maintain an overall average of a “C” (75) with no F's to be eligible to participate in athletics. Grades will be regularly checked at the end of each 9-week grading period for compliance with the academic eligibility requirement. If the requirement is not met, an athletic probation period of three weeks will be implemented during which a student may bring grades up to a 75 average and have eligibility reinstated. The athlete who is ineligible to play due to academic problems may not participate in any games until such eligibility is restored.

Students on academic probation may continue with practice by permission from the Principal.

Students may not compete in extracurricular activities if they do not attend the complete day of school on the date of the activity including attendance in **all** classes and chapel. Additionally, athletes must attend school for the complete day following a game to be eligible to participate in the next contest. Exceptions will ONLY be made with a doctor's note, documentation of court appearance, or in the case of a death in the family. All others are at the discretion of the administration.

All Heirway Christian Academy athletes are considered to be role models. They are looked up to and watched by the younger students. If they have disciplinary problems, they may be asked to miss one or more games. If the problems continue, the athlete may be asked to leave the team.