

~1~

Heirway Christian Academy



STUDENT HANDBOOK

2020-2021

TABLE OF CONTENTS

Affiliation, Statement of	3
Administration	5
Admission Requirements	5
Athletic Eligibility	24
Attendance, Absences, Tardies	13
Awards	11
Cell Phone Policy	22
Discipline	17
Emergency Evacuation	20
Emergency School Closing	20
Enrollment Procedure	7
Extended Care and Late Pick-Ups	16
Field Trips	21
Financial Information	7
Food Service	20
Grading System	8
Homework & Make-Up Work	14
Honor Rolls	11
Honor Society	11
Insurance	20
Lost & Found	22
Mission Statement	4
Parent-Teacher Conferences	12
Parent-Action Committee	21
Parents Code	4
Report Cards/Progress Reports	9
Retention	10
School Health	15
Statement of Faith	3
Sign Out	16
Standardized Achievement Tests	9
Student Conduct	18
Student Driving Policy	23
Student Relationships	19
Telephone	21
Visitors & Non-Students	20

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

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.

We believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.

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 that He sovereignly governs and sustains for His own glorious purposes.

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.

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.

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.

We believe that the Church, the Bride of Christ, consists of all born-again believers.

We believe in the resurrection of both the saved and the lost; the saved to eternal life and the lost to eternal torment.

We uphold heterosexuality as God's creative intent for humanity and subsequently we view homosexual expression as outside of God's will.

We believe that abstinence is God's policy when it comes to sex before marriage. Abstinence saves lives, protects babies, gives sexual relations the proper value, and, most importantly, honors God.

We are Pro-Life (we are against abortion), and we believe life begins at conception.

MISSION STATEMENT

To support and encourage the education, wisdom, and integrity of every student..

OUR MISSION

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. Our idea of partnership is to accept the role of supporters and encouragers of both home and church. We believe the home should be the foundational educator in all aspects; faith, citizenship, academics, ect. The church and Heirway should support what is already established by the home.

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 Heirway Christian Academy's Headmaster, Bookkeeper, Athletic Department representative, and two teachers- one elementary and one secondary representative.

The regular Board of Education meetings are monthly. 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 Headmaster is responsible for the day-to-day administration of the Academy subject to oversight by the Board of Education.

ADMISSION REQUIREMENTS

Our Pre-School Program serves children that are 3, 4, and 5 years old. Students admitted to the 3 or 4-year Pre -K must be three or four years by August 1st. Students admitted to the 5-year Kindergarten must be 5 years by August 1st.

New students entering first 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.

Hours of operation for the 3 year old Pre-School Program are 8:00 AM – 12:00 PM, 4 year olds can choose half or full day, and for students that are 5-years and older 8:00 AM – 3:00 PM.

1. Testimony/Personal Interview

Applicants in grades 7-12 will be required to give their oral testimony and a satisfactory personal interview with the Headmaster. 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 admitted is done so on a probationary basis dependent upon the child's ability to satisfactorily perform according to academic standards and also to maintain an attitude that 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, or 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 according to the above descriptions.

ENROLLMENT PROCEDURE

1. Prospective parents should call to request an application and set up an interview with administration. 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. Placement tests will be administered to determine the student's ability and achievement levels.
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 1st or 15th day of the month. If parents choose to pay tuition by check, the full amount must be paid by June 1st, or the full amount can be divided into two semester payments with half paid by June 1st, and the other half paid by November 1st. **Please note: If you choose the half/full pay payment plan, No tuition refunds are given for withdrawals after school begins.**

GRADING SYSTEM

We believe that the traditional system of letter grades (for all levels except Pre-K and 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 based 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 Pre-K and Kindergarten to assess the child's progress:

- S = Satisfactory and progressing at established norms
- N = Needs improvement

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

(1st-12th Grade)

- A = 90-100% excellent
- B = 80-89% above average
- C = 70-79% average
- 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.

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, and 0 points for an F. Honors Classes or Dual Enrollment classes are weighted 1.0 more than regular classes (for example a B in Dual Enrollment is equal to a 4.0 instead of 4.443.0). Quality points earned in each class are averaged at regular intervals in order to determine the cumulative grade point average (GPA).

ACCREDITATION:

Heirway is fully accredited with the Georgia Accrediting Commission (GAC) for grades K-3 – 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.

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.

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 students in grades 9-11. Younger students may opt to take the test for a specified fee.

ELEMENTARY REPORT CARDS / PROGRESS REPORTS

Elementary 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 8-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 quarter. Parents and students can review grades weekly by setting up an account on Renweb. 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.

SECONDARY REPORT CARDS / PROGRESS REPORTS

Continuous grading is grading that continues through each semester, rather than quarterly. Instead of quarters averaging for semester grades, first semester runs from August to December and second semester runs from January to May.

The 1st eight weeks and 3rd eight week grades serve as progress reports. The grades will continue into 2nd eight weeks and 4th eight weeks respectively. Semester grade reports will be sent out at the end of the semester.

Honor roll will be based on semester grades. Extracurricular eligibility will be calculated from progress report to progress report. More than 10 absences in any class in a semester will result in lowering the grade 10 points in that class.

Parents and students can review grades weekly by setting up an account on [RenWeb](#). 7th – 12th grade report cards will be mailed at the end of first and second semesters.

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

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

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

HONOR ROLLS

We recognize both Honor Roll and "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 average of 90% with no grade lower than a "B". 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, and handwriting, 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:

Honor Roll:

Awards are given to the students who have been listed on the Honor Roll for the year.

Perfect Attendance:

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

1. The student must be present all 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 show as tardies on his report card, not as an absence.

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 the 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, 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 Headmaster 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. 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.

Students should arrive to school each day by 8:15. Students are marked tardy at 8:20am. Students leaving early will be counted present if checked out after 11:30. Students who are counted present if they are in school for a total of 3 1/2 hours.

Elementary:

Excused absences are granted by documentation from either Dr.'s, other agencies, or even parents. Although still counted as an absence, excused absences allow students to receive credit for completed assignments.

If no notes accompany the absence, it is considered unexcused and no credit will be given for assignments.

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.

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.

Tardies will be documented for each student. 3 tardies will no longer equal to one absence due to the following;

1. Appropriated times and hours to represent half days and full day.
2. Secondary classes are represented with individual absences.

Attendance will be taken in each class at the secondary level. Students will be required to make up the work missed. If a student is absent more than ten days per semester, their grade will be reduce by ten points.

In the event of a long term medical problem the parents will need a written doctor's excuse and an appeal letter that will be presented to the Headmaster and the Heirway Board of Education. The final decision for the appeal is up to the discretion of the Headmaster and the Board of Education.

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, such as 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.

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 the 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 a fever, stomach flu symptoms, a severe sore throat, or persistent cough and severe cold symptoms, he or she must be kept home. **The child may return to school one full day after being sent home and when one of the following happens:**

No fever, without fever reducing medication, for 24 hours

Nausea, vomiting, or diarrhea has subsided for 24 hours

Antibiotic has been given over a 24-hour period for any type of strep or bacterial infection

The parents of any student having a temperature will be notified of such, and asked to make arrangements for the child 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.
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. Students in 7th -12th grade must obtain a form in the office for each teacher to sign for the classes they will miss due to late sign-in or early withdrawal. 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 written permission from parents.
- 3.

EXTENDED CARE AND LATE PICK-UPS

Before –care is available from 6:30 until 8:00a.m., and aftercare until 6:30 p.m. Monday through Friday at the rate of \$3.50 per hour (or portion of an hour) All students still remaining on campus fifteen minutes after the dismissal bell will be placed in our Aftercare Program. The cost of this service will be billed monthly. A \$3.50 per hour minimum charge will be assessed every time the child is referred to the Aftercare Program. The extended care billing cycle ends on the 19th of each month; payments are due upon receipt of each billing. After 30 days a \$25.00 late fee will be applied for non-payment on the account if payment is not rendered, and your child will be removed from the program until full payment is made. 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

** Please note that the ACCOUNT HOLDER is the one responsible for all financial transactions that occur on the account. If another entity (with the ACCOUNT HOLDER'S permission) pays on a certain account, it is the ACCOUNT HOLDER'S responsibility for any processing or exchanging of monies. Only the ACCOUNT HOLDER will receive a Tax Statement for Extended Care payments.

DISCIPLINE

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

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).

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

The following statement is number 4 on the Statement of Cooperation. The parents or guardian must sign the Statement of Cooperation at time of application and enrollment in order to be accepted as a student at Heirway Christian Academy:

I invest authority in the school to discipline my child as needed. I understand that this includes the possibility of paddling or the right to dismiss the child if he or she does not respect the standard of conduct for the school. Our goal is for parents to be the chief disciplinarians in their child's life and to establish a clear understanding of the school's expectations. In the event this does not happen a meeting will be arranged regarding further discipline.

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.

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. **If administration feels a paddling is warranted, A conversation will take place with the parent ahead of time. If the parents and administration cannot reach an agreement, the parents will be asked to withdraw the student immediately.**
6. A written record of the paddling will be given to the Principal for the child's file.

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 at the discretion of administration.

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, alcoholic beverages, or any substance deemed harmful by the Headmaster.
11. Leaving school without permission
12. Horseplay and conduct creating a safety hazard
13. Throwing rocks
14. Name calling
15. Chewing gum in building (Kindergarten – 6th Grade)
16. Repetitive failure to complete assigned work
17. Cheating
18. History of uncorrected attitude problems
19. Assault, physical or verbal to any student, faculty, or staff member
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.

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 inappropriate relations".

**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. Guests are always welcome at lunch but must check in with the office.

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 stay at home the day of the field trip if written consent is not granted; 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/ACTION COMMITTEE (PAC)

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

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 should be reserved for school business if at all possible.**

Cell Phone Policy:

Middle School students will only be allowed to use their cell phones with teacher permission. Until a teacher instructs the students to get out an electronic device, cell phones must be kept out of sight. Phones may be stored in lockers, book bags, purses, or pockets as long as they are on silent. If students show good stewardship in following this policy, more freedoms, such as using phones during break and between classes, may be given.

This updated cell phone policy is a privilege. If in any way these changes create distractions or issues for teachers causing them to further 'police' students for cell phone use, the original policy will be reinstated.

Students in 9th-12th grades will be allowed to keep their phones on their person throughout the school day. Cell phone use will continue to be prohibited in class between the starting bell and ending bell for each class unless otherwise requested by the teacher for educational purposes. Students may check or access phones between classes and on breaks, however, this will not excuse students from being late to class.

This updated cell phone policy is a privilege. If in any way these changes create distractions or issues for teachers causing them to further 'police' students for cell phone use, the original policy will be reinstated.

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. 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 observe the speed limit at all times. (10 miles per hour anywhere on campus.)
2. All students must park in the designated parking areas only.
3. 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)
4. Students riding from 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 from school with another student.
5. 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.
6. Students may not drive on school-sponsored field trips or to school-sponsored athletic events, unless requested by the school and accompanied by parental permission when leaving directly from school.

ATHLETIC ELIGIBILITY

All ballplayers and cheerleaders must maintain all C's or above with no F's to be eligible to participate in athletics. Grades will be regularly checked at the end of each grading period for compliance with the academic eligibility requirement. If the requirement is not met, an athletic probation period of two weeks will be implemented during which a student may bring grades up to a 70 or higher 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.

Academics must come first. Athletes are expected to maintain passing grades in all of their classes. Failure to do so will result in suspension from the team. A player receiving 1 failing grade will sit out for 2 weeks. If the grade is no longer an F, the player will be reinstated. A player receiving 2 or more failing grades will be ineligible for 9 weeks. For more specific information refer to the Player / Parent Contract.

Students on academic probation may continue with practice.

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. Note; a player contract must be signed in order to participate in Athletics.