



HERITAGE CHRISTIAN ACADEMY

PARENT AND STUDENT HANDBOOK

2023-2024

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**Information contained herein is not meant as a binding contract and all questions and requests for
updated information should be directed to the HCA offices in writing/via email at
office@heritagechristianacademy.net**

TABLE OF CONTENTS

THE HERITAGE CHRISTIAN ACADEMY COMMUNITY	4
OUR STUDENTS	4
OUR PARENTS	5
OUR TEACHERS	6
OUR CURRICULUM	6
OUR CLASSES	7
COTTAGE SCHOOL	8
LOWER SCHOOL CLASSES	8
UPPER SCHOOL CLASSES (HIGH SCHOOL)	9
POLICIES	10
ATTENDANCE	10
BEHAVIOR	12
BULLYING POLICY	14
BUILDINGS AND GROUNDS	15
COMMITMENT OF TIME	16
COMMITMENT TO THE CHARLOTTE MASON METHOD	16
COMMUNICATION	16
CURRICULUM	17
CUSTODY POLICY	17
DRESS CODE	17
EXAMS and TESTING	19
FIELD TRIPS	19
FINANCIAL/PAYMENT POLICY	20
FOOD	20
FUNDRAISING	21
HEALTH and WELLNESS	21

LEARNING DISABILITIES ACCOMMODATIONS	23
HOLIDAYS and BIRTHDAYS	23
MATTHEW 18 PRINCIPLE	24
MESSAGES and DELIVERIES TO STUDENTS	24
PARENT PARTICIPATION	25
REPORTS AND GRADES	26
SABBATICALS and WITHDRAWS	26
SAFETY and SECURITY	27
SOLICITATION	27
TECHNOLOGY	27
VAPING, SMOKING AND TOBACCO USE	27
CONTACT INFORMATION 2021-2022	28

THE HERITAGE CHRISTIAN ACADEMY COMMUNITY

LIVING IN RIGHT RELATIONSHIP

The Lord has brought these students and parents together for a specific purpose - to walk in fellowship together while learning His ways and discovering His vast creation. We talk about a Charlotte Mason Education being a "relational" education - developing relationships with people - past and present - and ideas. To that end, it is important for students to develop a trusting, nurturing, loving and positive relationship with others in the community.

We can live in right relationship at school by:

- Respecting those in authority through words, actions and attitudes
- Respecting others in the way we interact with them, and respecting their personal space
- Keeping our rooms clean and orderly

All of our activities should foster friendship and camaraderie rather than cliques and couples.

OUR STUDENTS

STUDENT MOTTO

“I am. I can. I ought. I will.”

-Charlotte Mason

I am . . . a child of God, a gift to my parents and my country. I am a person of great value because God made me in His image. (Ephesians 2:10)

I can . . . do all things through Christ who gives me my strength. (Philippians 4:13)

I ought . . . to do my duty to obey God, to submit to my parents and everyone in authority over me and to be of service to others. (Mark 12:30-31)

I will . . . resolve to keep a watch over my thoughts and choose what's right even if it is not what I want. (Psalm 119:30-32)

OUR PARENTS

PARENT MOTTO: “Education is an atmosphere, a discipline, a life.”

When we say that education is an atmosphere, we do not mean that a child should be isolated in what may be called a 'child-environment' especially adapted and prepared, but that we should take into account the educational value of his natural home atmosphere, both as regards persons and things, and should let him live freely among his proper conditions. It stultifies a child to bring down his world to the child's level.

By education is a discipline, we mean the discipline of habits, formed definitely and thoughtfully, whether habits of mind or body. Physiologists tell us of the adaptation of brain structures to habitual lines of thought, i.e., to our habits.

In saying that education is a life, the need of intellectual and moral as well as of physical sustenance is implied. The mind feeds on ideas, and therefore children should have a generous curriculum.

— *Charlotte Mason, Twenty Principles, Volume 6, Towards a Philosophy of Education*

ATMOSPHERE: *the environment in which the child grows.*

We should not create an artificial environment for our children. They should be in touch with real things in the real world to learn responsibility and adaptability. We also strive to establish an atmosphere of Godliness and peace, so that our educational endeavors are always characterized by a love for His word, and a peaceful countenance.

DISCIPLINE: *developing the discipline of good habits and self-control.*

Children at HCA are admonished in the development of good habits, to provide not only the foundation of their educational endeavors, but also to tend the Fruit of the Spirit in their hearts.

LIFE: *children are due living thoughts and ideas that awaken their minds, not dry facts.*

The curriculum should be wide and varied, nourishing to body, soul and spirit. To this end, HCA provides a broad feast of subjects and experiences to multiple ages and grades.

OUR TEACHERS

Our teachers are passionate about a living education and they have been trained extensively to “lay out the feast” in a manner consistent with Charlotte Mason’s philosophy of education. Our teachers have participated in countless hours of training and study in order to better partner with you in implementing the fullness of the Mason method in your own home.

Teaching at HCA is just as life-giving as being a student. Our teachers enjoy learning all of the things we missed in our own K-12 (and even college and graduate) education. While our teachers come from various backgrounds, they have dedicated themselves to the study and implementation of the Charlotte Mason philosophy and methods, having received school sponsored training via conferences, seminars, book studies and practicums. This ensures that as we grow, we can remain true to our vision and culture.

OUR CURRICULUM

*The question is not,—how much does the youth know when he has finished his education—
but how much does he care? And about how many orders of things does he care?
In fact, how large is the room in which he finds his feet set? And, therefore, how full is the life he has before him?
Vol. 3 p. 171*

HCA endeavors to provide a Christ-honoring, wide and varied curriculum to the children who join our community. We are founded on the philosophy of British educator Charlotte Mason, whose model reflects the idea that children are individuals - persons who respond in unique ways to living ideas.

Probably the best known of Mason's methods is her use of living books for every subject possible, instead of dry, factual textbooks or books that are 'written down' to children. Rather than books written by hired committees, as most textbooks are, living books are typically written by one person with a passion for the topic and a broad command of language, thereby having the ability to write in an engaging, literary style while communicating great ideas rather than mere facts. The size of the book is not as important as the content and style- it should be "alive" - engaging imaginations and awakening thoughts and interests across many ages.

In Form 1 (representing the elementary grades 1-3), we rely on a combination of real, living books and field experiences rather than textbooks, lectures or verbal/written quizzing. Children narrate their readings or experiences in various ways, sealing it in their minds while sharing with classmates another perspective on what they are learning. By doing this, they are building a natural relationship with the subject as well as developing a familiarity and comfort with public presentations.

In Forms II and III (representing grades 4-6 and 7-8 respectively), students transition from in-class reading and narration to independent reading for some subjects. This Form also begins to prepare written narrations, and to present these narrations in class and participate in the "great conversation" that follows. Charlotte Mason urges us to "treat children in this reasonable way, mind to mind; not so much the mind of the teacher to that of the child...but the minds of a score of thinkers who meet the children, mind to mind, in their several books, the teacher performing the graceful office of presenting the one enthusiastic mind to the other." (Vol. 6, pg. 261).

In Forms IV, V and VI (representing the high school ages), students are expected to do the majority of reading and written narration independently, as well as the occasional oral narration to parents. Class time is reserved for the great conversation and explication of more challenging concepts by the teacher.

FORM PLACEMENT

Before enrollment, parents are encouraged to speak with the Director and teachers about requirements for the Forms. Although Form assignments are often made by grouping students close in age/grade, it is better that every parent and

child be absolutely comfortable with the requirements of the Form before committing to that Form. The decision as to Form placement for each child is ultimately decided by the Director and faculty, in concert with the parents.

OUR CLASSES

At HCA, we recognize that *how* we do things is just as important as *what* we do. It is our desire to provide an atmosphere that is unhurried, full, and free, where students can move at a comfortable pace. Multi-age grouping in many of the Forms allows students to assist one another, so that no one is held back or left behind. Expectations remain high without putting undue pressure on the children, and this best replicates the home education that students are receiving with their families during the remainder of the week.

HCA is not a full time school, does not meet the legal definition of a full time school, and is not regulated by the State of Indiana. It should not be referred to as a full-time school, verbally or in writing. Classes are not a replacement for your academic homeschooling efforts, but rather a supplement to them.

Parents of students who have been accepted to the Upper School and/or High School Courses at HCA will be provided with a syllabus for those classes. Although these classes may satisfy the hours required to meet the Indiana state high school credit requirements, it is the parent's responsibility to submit any necessary documentation to the state or undergraduate institution to demonstrate that their student has met the credit requirements. It is also the parent's responsibility (in conjunction with our High School Teacher(s) and the HCA Director) to provide a final letter/number grade for the student's work for purposes of Indiana High School transcript reporting. For more information on how assessment is completed and what assistance HCA offers parents to that end, see section: Upper School Classes.

When families are accepted as members of HCA, children will be assigned to Forms. The minimum age for Form IB is 6 years old as of the Term start date or September 1, whichever comes first. Mid-year transfers between classes are possible, though strongly discouraged and not guaranteed.

COTTAGE SCHOOL

We follow Charlotte Mason's recommendation to begin *formal* school at age 6. Cottage School (ages 3-5) is available to Teachers and current HCA families only, and is only open to the community in the event that we have available space. At that time, the Director will open up the Cottage School enrollment to Community Placements.

This is an imaginative-based play class and includes but is not limited to the following:

Extensive outdoor play/nature walks in all but the most severe weather

Classical Music exposure

Fairy Tales and Nursery Rhymes

Singing (folk songs, hymns and poems/rhymes)

Classical art and music exposure

Poems and rhymes

Storybooks

Motor skill activities

Letter and Number games

Arts and crafts

Rest time

LOWER SCHOOL CLASSES

Parents of children who are age-eligible for Lower School classes (Forms I-III, grades 1-8) must preview the syllabi/book list (typically done at the Welcome Meeting, prior to the start of school, or prior to attending in the case of mid-year acceptance) and confirm that they believe their children can handle the requirements of these classes. If at any time during the term, the child/parent would prefer to transfer to a different Form, we will make an effort to complete the transfer if we have room in the requested Form. However, all tuition monies (and supplies if applicable) paid to enroll in the original Form are non-refundable and non-transferable. Moving Forms mid-year is not always possible, so please make every effort to place your child in the most appropriate class at the beginning of the year.

Lower School classes will include in-class reading and discussion on the day of school. There will be few assignments outside of our in-class days, with the exception of possible projects or written narrations (typically grades 5-8). Students are expected to complete all assignments as they would if they were in any other school or college. Teachers will provide narrative (written) assessments of the student's work during Parent/Teacher Conferences (typically week 6-7 of a Term) and at the conclusion of examinations. Teachers will share with parents their thoughts on the student's understanding of the material, and parents will be responsible for giving a number/letter grade based on their (the parent's) judgment of their students quality of work, if parents so choose.

We encourage parents to save their student's assignments and the book list for the class in order to document what their student has completed through the year and in order to create a formal portfolio, if desired (*please note: a portfolio is not required per the State of Indiana Department of Education's homeschool laws at the time of this Handbook publication,*

but it is recommended as a thorough way to keep records for both your reference in future school planning and as a tribute to their hard work!)

UPPER SCHOOL CLASSES (High School)

Parents of children who are age-eligible for High School Courses (Monday/Wednesday program only) (Forms IV-VI, grades 9-12) must preview the syllabi/book list and confirm that they believe their children can handle the requirements of these classes. If at any time during the term, the child/parent would prefer to transfer to a different Form, we will make an effort to complete the transfer if we have room in the requested Form. However, all tuition monies (and supplies if applicable) paid to enroll in the specific Form within the Upper School are non-refundable and non-transferable.

High School Classes will include some in-class reading and discussion on the day of school. There will be at least 1-2 days of assignments outside of our in-class day. Students are expected to complete these assignments as they would if they were in any other school or college. Teachers will provide narrative (written) assessments of the student's work during Parent/Teacher Conferences (typically week 6-7 of a Term) and at the conclusion of examinations. Teachers will share with parents their thoughts on the student's understanding of the material and at the conclusion of exams, will make a grade recommendation for each course and provide a completed transcript.

We encourage parents to save their student's syllabi, assignments, and the book list for the class in order to document what their student has completed through the year and in order to create a formal portfolio. When documenting the class on the transcript, it is appropriate to include HCA's courses under the section of the transcript: "List of other schools attended." Parents should not refer to HCA as their primary school of attendance on the transcript. Rather, the primary school should be the home school, and HCA would be viewed as a co-op, for all legal purposes. At any time during the high school transcript preparation, HCA families are welcome to confer with teachers and/or the Director for assistance and recommendations.

POLICIES

ATTENDANCE

MORNING DROP OFF and AFTERNOON PICK UP at BETHEL CAMPUS

Drop-off begins at 8:40 and doors close and lock at 9am, as classes START promptly at 9. IF YOUR CHILD ARRIVES AT 9, THEY ARE TARDY.

If you arrive late, your child will not be able to enter the building until 9:20, which is a natural break for our schedule and eliminates excessive distractions with students coming in late, prolonging start times for the entire class.

If tardy, during that 20 minutes, students MUST wait with you in your car - they can not stand outside of the door by themselves. If you have not arrived by 9:20 and we have not heard from you, then our Office Managers will reach out to see if your child will be attending that day. At 9:20, we will unlock the door for any late arrivals and it will be promptly locked again.

MANGES HALL (CS-grade2)- you will enter through the lot nearest Everest-Rohrer and drive south down Oak Tree Dr. to drop off/pickup as in previous years.

EASTWOOD HALL (grade 3-high school) - Enter as you would for the Manges drop off, take the right curve at the bottom of the hill. Bethel would prefer that students entering Eastwood would be dropped off past The Acorn, across from the dumpster. Please don't stop BEFORE the dumpster. Students will then cross Oak Tree Dr. and enter the building from the north side sidewalk (that faces campus).

You are also welcome to park your car and walk your student into school/to the door at any time (see maps for parking areas for HCA).

If you would like your child to walk/ride their bike/have permission to leave the school once classes are dismissed, you MUST send in a note indicating such, with parents' signature. If we do not have a note on file, we cannot allow them to leave until we see a vehicle with your family's sign. Also, we will not allow your child to get into a car that does NOT have a sign, as a measure of precaution, unless you have explicitly given our office permission to do so, on a case by case basis.

Pick-up will happen in the same way. On the first day of classes, you'll be given a laminated sign with your family's last name. Please put this in your windshield so that we can see the line-up and progression of names to call.

If you arrive early for the pick-up line, please pull forward as far as is reasonable so that we eliminate traffic blockages on campus.

If the line for pick-up extends past the parking lot, please form a line to the EAST of the lot, on LaSalle, so that we are turning LEFT into the Everest Rohrer Lot (as indicated on the map)

Students will wait inside the building until we see your car and release them. If you've forgotten your sign, please park and come IN to the building to retrieve your child/ren.

LATE PICK-UPS

We consider a late pick-up to be 3:20; which means that your car is not in the pick-up line by that time. The first time you'll just get a reminder, but the second time that you're late there will be a \$25 late fee, then on the 3rd time, a \$50 late fee. Late pickups mean that teachers can't leave at a reasonable time. If you need to arrange for a late pick-up, please contact our office to make arrangements.

HABITUAL TARDINESS

Term 1 - If you have more than 3 late drop-offs or pick-ups in Term 1, you will no longer be eligible for priority enrollment for the following year (you will have to wait to enroll with Waiting List Families in mid-December).

Terms 2-3 - If there are 3 or more tardies in any other term, HCA reserves the right to suspend your child's enrollment application for the following year and/or assess any needed fines at our discretion.

Tardiness in the mornings causes a MAJOR disruption for staff and students last year, and we ask that you respect the time of our teachers and classes by making the necessary changes in your personal schedule to facilitate timely drop off and pick up.

One final note, IF YOUR CHILD IS GOING TO BE ABSENT OR TARDY, PLEASE CONTACT THE OFFICE AT 574-300-7438 BY TEXT OR BY LEAVING A VOICEMAIL, INDICATING YOUR CHILD'S NAME AND GRADE. You do not have to contact their teacher and please DO NOT COMMUNICATE TARDINESS/ABSENCE OVER BAND. YOU MUST CALL/TEXT THE OFFICE.

THANK YOU - I know that's a lot of information to digest, and if you have questions, don't hesitate to ask! Don't forget to comment below that you're read and understand!

TARDINESS

Please make every effort to respect the time of our students, staff and Director and avoid tardiness at all costs. We know emergencies happen, so please call our office immediately if your arrival will be delayed or if you foresee an unavoidable change in pickup time. Students will not be permitted to leave the building until parents arrive, with the exception of older students who have driven themselves (with Director approval). Please notify the Director immediately via phone if there is any anticipated change to your planned drop off and pick-up routine.

APPOINTMENTS and MISSED CLASSES

We know that families will occasionally need to withdraw their students from classes for a doctor's appointment, family event, etc. Please contact the school office prior to the appointment so that we can make note of your child(ren)'s planned absence. When you arrive to pick up your child, you will need to first check in at the school office and sign our attendance form, and then we will retrieve your child from class. If the student plans to return before the school day is over, please return with a doctor's note or note of explanation so that we can keep an accurate record of your child's attendance.

ILLNESS

Illness

INCLEMENT WEATHER and SNOW DAYS

School days run from 9am-3pm. The Director will pay close attention to the Mishawaka School City's delay/cancellation decision and make a decision on meeting no later than 7:30am. Our decision to delay/cancel is NOT related to Bethel University's cancellation/delay announcements.

All delays, cancellations, and last minute information will be posted on our HCA Facebook community page. Please check Facebook before heading to any HCA class or function during inclement weather.

Because HCA operates to serve the homeschooling community, on cancellation days, your homeschool days should progress as normal, and students may attend to their daily subjects (Bible, Math, Natural History, etc). Any necessary information for that day's lesson will be available via email with the teacher.

VACATIONS/MULTI-DAY ABSENCES

One of the beauties of homeschooling is flexibility! We ENCOURAGE family vacations and travelling, and will do our best to work with you during your child's absence. Generally speaking, their reading material and assignments covered can be requested from their teacher.

Please do your due diligence in giving your child(ren)'s teacher ample notice so that they can compile any necessary work.

If you already have a planned vacation, please convey those dates to the school office in a timely fashion so that we can note your child's attendance records accordingly.

TRUANCY

HCA does not enforce a truancy policy, but we will be in active dialogue with you if your child misses an excessive amount of school. Consistently missing more than 1-2 days of school per month will severely hinder your child's connection and continuity with the material and with the shared experience with their classmates and teacher. We understand that sickness does occur, but we encourage you to place intentional value on their school attendance.

HCA does not offer prorated tuition under any circumstances

BEHAVIOR

RULES OF GENERAL CONDUCT

Heritage Christian Academy has sought to set guidelines for our students and staff that are in keeping with God's Word. In order to maintain a peaceful, Christ-centered educational atmosphere, students must agree to strive toward unquestionable character in conduct, attitude, and dress, in keeping with our student motto (see OUR STUDENTS). Students are fully *capable* and fully *expected* to act in an orderly and respectful manner, maintaining high Christian standards of courtesy, kindness, language, morality, and honesty.

HCA is designed to be a caring and safe community dedicated to the discipleship and education of our students. The principles of respect and responsibility are foundational beliefs that should motivate all interactions within our community. To that end, our school community has been involved in the creation of a systematic school behavior management system that creates a welcoming climate that is safe for all.

1. Students are to speak with kindness and respect to all adults they meet in the school.
2. Students are expected to address adults as "sir/ma'am."
3. Students are to treat each other with respect. They are to be "kind to one another, forgiving one another ..." *Ephesians 4:32 NIV*
4. Students are expected to encourage and edify one another.
5. Students must use appropriate language at all times.
6. Students are to treat all school property with respect and also respect the property of others.
7. Students are not permitted to chew gum in school.
8. Rough housing and fighting are not permitted.
9. Students are expected to demonstrate self-control while on campus.
10. When walking in the hallways and anywhere else on the Bethel University Campus, students should be quiet as not to disrupt the learning environment, and running is prohibited in any building.
11. Students must follow the dress code guidelines at all times.
12. Students may not engage in inappropriate physical contact.
13. Bullying, threats, harassment or unkindness OF ANY KIND will not be tolerated.
14. Students are not permitted to bring any firearm or weapon to school. The police will be notified of any

student who has a weapon, firearm, or explosive device in their possession. Possession of one of these items will result in immediate expulsion.

15. Students are not permitted to be under the influence of or in possession of alcohol or illegal drugs.
16. Students must follow all discipline guidelines during extracurricular activities and at all school-sponsored events.

DISCIPLINARY PROCEDURES

Classes will be scheduled so that either the Director or a designated teacher will always be available in the event of a behavioral incident. Because of our desire to immediately address issues and restore relationships, we will implement the following course of action:

1. The offending student and anyone else involved will be immediately removed from the classroom and will meet with the Director (or the Office Manager or another teacher if the Director is unavailable). We have a VERY low tolerance for excessive disruption in the classroom and no tolerance for unkindness, as chaos takes away from the learning experience for the rest of the class, and deliberate unkindness is a purposeful choice that damages relationships.
2. We will meet with the person(s) involved and take the following steps:

If we are reasonably certain that a child/ren was the instigator, to him/her we would ask the following questions (or variation, as they apply):

1. What happened?
2. Why did you do ___?
3. Who else was present?
4. What were you thinking at the time?
5. What are you thinking now?
6. Who was affected and how?
7. What is the best way to fix this?

If we are reasonably certain that a child/ren was the victim, to him/her we would ask the following questions:

1. What happened?
2. What happened before? After?
3. Who else was present?
4. Who did you tell?

MINOR INCIDENT

If it is a relatively minor incident (e.g., argument, teasing, disrespect, inappropriate but not foul language, excessive disruptions), we will complete the restorative practice and return the child to class. The Director will update the parent after the fact via email or phone call.

MAJOR INCIDENT

If it is a major incident (physical outburst, deliberate unkindness or fighting, cursing, lewd behavior of any kind, skipping class, repeated disrespect, or any action that violates the safety of the classroom in any way, including bringing weapons or illegal substances to school), we will call the parent in for the restorative practice and the student will remain out of class until parental intervention occurs.

In the event that a child's behavior warrants constant parental intervention (more than 1x per month), or excessive Director Intervention (more than 3x per month), then we will initiate a Restorative Meeting with the child and parent(s) to evaluate behavior modification issues and how best to help your child.

SUSPENSION

The Director reserves the right to issue suspension (including leaving school early) to any student for:

- 1) any action that is classified as a MAJOR INCIDENT (above) OR,
- 2) for any behavioral incident that warrants it, at the sole discretion of the Director.

When issuing suspension, student's pattern of behavior, the severity of the behavior, the location that the behavior occurred and other student history is factored into the decision. Additionally, the length of the suspension is also at the Director's discretion but is typically one day/the remainder of the day, unless otherwise specified.

In the event that we do not see a proactive effort on the part of the parents to modify their child's behavior, or in which case the child's behavioral issues fall outside of the scope of support that HCA staff are able to offer, then a Behavioral Meeting will take place to begin the process of student removal from our school. In the case of expulsion, a refund will not be issued for any remaining balance on the yearly tuition, and the school reserves the right to modify the payment schedule.

The Director (or the Staff Member on site acting in the Director's absence) reserves the full right to send a child home during the school day,

Prior to each school term, we ask parents to sit down with their children and review expectations for behavior and participation in class. Respect for teachers as well as fellow classmates is paramount. Obedience to teachers and HCA Staff is likewise essential. Serving one another, encouraging one another, and being kind to one another develops an atmosphere of peace that is conducive to joyful learning. We appreciate parents' cooperation in setting these expectations.

BULLYING POLICY

DEFINITION OF BULLYING

Heritage Christian Academy has adopted the American Psychological Association's definition of bullying which states:

“Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions.

The bullied individual typically has trouble defending him or herself and does nothing to “cause” the bullying.”

STATEMENT OF PROHIBITION

Heritage Christian Academy believes that all students have a right to a safe and healthy school environment. Our school will promote mutual respect and acceptance among students, staff, and volunteers, and we have a zero-tolerance policy for unkindness, as that behavior is a choice and can be directly controlled by the student. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behaviors include, but are not limited to: direct physical contact such as hitting or shoving; repeated verbal assaults, such as teasing or name-calling; the use of electronic methods (e.g., internet or texting) to harass, threaten or humiliate; and social isolation and/or manipulation. This policy applies to students on school grounds, while traveling to and from a school-sponsored event, during a school-sponsored event, or when bullying behavior off campus disrupts the school setting. Regardless of where the incident occurs, HCA reserves the right to apply appropriate discipline.

REPORTING PROCEDURES

All students shall immediately report incidents of bullying, harassment, and intimidation to a teacher or staff member. School staff members are expected to immediately intervene when they see a bullying incident occur and then to report the incident to the Division Head. If parents are aware of bullying involving their child, it is the parents' responsibility to report it to the appropriate staff member. Each complaint of bullying shall be promptly investigated. Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting.

Actions Following Reporting of a Bullying Incident

A. *Investigate*

Upon receipt of any report of bullying, appropriate HCA personnel will direct an immediate investigation. The investigation shall include interviewing the alleged bully and victim, identified witnesses (bystanders), teachers, and staff members. The school will strive to keep matters confidential, limiting information only to

those directly involved.

B. *Notify*

At an appropriate time and as soon as practical during or after the investigation, parents/guardians of the alleged bully and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention shall be provided and the parent/guardian shall be notified immediately.

C. *Discipline*

Upon confirming that bullying has occurred, the bullying student will be given age-appropriate consequences by an administrator that shall include disciplinary action and/or counseling as appropriate under the circumstances. Disciplinary measures that may be taken include, but are not limited to, loss of privileges, probation, suspension, or expulsion. The parents of the students involved will be advised of the results of the investigation and the consequences issued by the school.

D. *Follow Up*

Follow up is important to the bully and the victim. The school counselor may work with the bully, the victim, and the bystander(s) separately to provide after-care and coping strategies.

E. *Retaliation and False Reporting*

Retaliation is defined as bullying, harassment, or intimidation toward a person in response to previously reported bullying, harassment or intimidation. Such retaliation shall be considered a serious disciplinary violation that will be treated accordingly. Any student who knowingly files a false report of bullying, harassment, or intimidation is guilty of such and should be punished under existing disciplinary provisions.

BUILDINGS AND GROUNDS

HCA has been graciously welcomed onto the campus of Bethel University, and we are dedicated to protecting and preserving the beauty and integrity of the campus grounds and facilities as dutiful stewards and guests.

SCHOOL FACILITY

Students are expected to treat the school facility with respect and shall not deface or intentionally harm or destroy any items in the classroom (furniture, books, displays, etc.) Any damaged items, beyond what the Teacher and/or Director deems as normal wear and tear, is the student and parents' responsibility to replace, at the sole discretion of HCA and it's staff.

BACKPACKS and PURSES

Students are allowed to carry backpacks and/or small to medium sized purses during the academic day. ***The school has the right to inspect the contents of a student's backpack or purse at any time.***

LOST and FOUND

The lost and found will be located in the school office. Any lost and found items not claimed at the end of each term will be donated to charity.

LITTER

Students have been granted full access to Bethel University's common areas on campus, and should hold to the standard that we will leave it better than we found it. Littering of any kind is not allowed and students are expected to clean up any messes they are responsible for. In addition, we encourage students to go beyond simply not littering and they should take responsibility for picking up any trash they notice lying around campus.

CLASSROOM MAINTENANCE

The responsibility of cleaning the classroom lies with the students, under the watchful eye of the teacher and Director. Students are expected to maintain a neat and tidy classroom, and time is allotted at the end of each school day for room cleaning, which includes but is not limited to: general tidying, dusting, sweeping of the classroom and/or hallway, dishes/kitchenette clean up, restocking of cleaning supplies, wiping windows and ledges, etc. Deep cleaning that necessitates stronger cleaning products will be performed by an adult volunteer or staff member, but students are expected to learn responsibility and stewardship of their own spaces, and time is dedicated to this endeavor.

COMMITMENT OF TIME

Member families should consider the impact of participation in HCA on their family schedule. We are looking for families who will joyfully make the time for this community and who will make it a priority. Current and prospective families are encouraged to discuss any concerns about the scheduling prior to application or renewing enrollment for the following year. The school calendar can be accessed on the website at any time and is also available in the school office.

COMMITMENT TO THE CHARLOTTE MASON METHOD

HCA's mission is to equip and support our parents to use Charlotte Mason's philosophy and methodology of education at home and in the cooperative setting by offering book studies, curricula and method consultations. However we acknowledge that not all of our families implement this method during their at-home days. Parents have the final say in what they use and how they carry out the education of their children, and we do not require that parents strictly follow the Mason method at home. However, please be aware that if you choose NOT to adopt Miss Mason's method, it oftentimes leads to a disjointed and disconnected approach to education. HCA teachers and the director cannot vouch for or guarantee a positive outcome or provide thorough educational advice or support if you choose to use a different method or approach to home education.

COMMUNICATION

The primary means of communication for HCA members is by way of our members-only HCA Facebook page and via email. It is a requirement for at least one parent to be a member of *and subscribe to* the updates of the HCA private group page. We will post announcements, cancellations and updates on this page BEFORE we post them to our public page. Teachers will often highlight classes, answer questions and post informative articles/videos on this page.

Please make a note of our school email – office@heritagechristianacademy.net, and the email of your child(ren)'s teacher (given at the beginning of the year). Please add these addresses to your contact list so that they are not marked as spam.

If forms or papers need to go home with your student for your review or attention, the teachers and staff try to send all papers and correspondence home with students on their last day of weekly classes. Please check your student's book bag for school materials.

CURRICULUM

CONTENT

Curriculum has been and will continue to be previewed by the Director and faculty for content appropriateness. We strive for excellence in all that we do and desire that all learning materials be of the highest quality. However, if at any time a parent feels that content is not appropriate for their child, they may bring their concern directly to the teacher and/or the School Director.

SHARING OF CURRICULA

The Curricula recommendations and all pdfs and handouts provided to parents as aids in choosing curricula, setting up their schedules, etc are the property of HCA. These are provided to our families as a tool in developing their own Charlotte Mason curricula at home, and they represent hundreds of hours of study, curation, and dedication, and parents

and students are not allowed to share these forms or recommendations in part or in whole, with anyone who is not directly affiliated with HCA, whether electronically or in hard copy form.

CUSTODY POLICY

Copies of custody papers or of guardianship must be on file in the school office in situations where a student is living with a guardian or with one parent following a divorce. Unless we have legal documentation stating otherwise, we cannot prevent a parent or guardian from having access to his/her child or accessing their student records.

DRESS CODE

We want the campus of HCA to be a safe place where young hearts and minds are protected from a world that often encourages children to grow up too quickly. Our children are growing and developing, and our standards of dress should reflect modesty.

All students (Cottage School-12th grade) will be participating in our uniform attire, and will need to wear their HCA t-shirts each day they attend classes, as well as on all HCA-sponsored field trips and outings.

SHIRTS

One HCA uniform t-shirt is included in the cost of tuition and additional tees will be available for purchase at any time from the school office. T-shirts will be ordered at your Welcome Meeting and available for pick up at the Academy Open House prior to the start of school.

COLD WEATHER

During the winter, we recommend long sleeve (wool is best) shirts be worn under their uniform tees. Students are permitted to wear cardigans (as long as the uniform logo is showing).

PANTS, SHORTS AND SKIRTS

Students will be permitted to wear jeans (no holes or stains) and tan, gray, black or blue khaki pants, capris, shorts or skirts. Shorts and skirts must be below fingertips when standing. Skirts (no jumpers) must have shorts worn underneath. Thick Jeggings that look like pants/jeans are permitted, but no sports/basketball shorts, leggings, yoga pants or bib overalls.

SHOES

Students in Cottage School-8th grade are only permitted to wear closed toe shoes. No healties. Hiking sandals are permitted as long as the toes are covered. Students in grades 9-12 may wear open-toed shoes, provided they are appropriate for outdoor use.

HATS AND SUNGLASSES

We ask that students refrain from wearing hats or sunglasses inside of our building, but may do so with teacher permission when out of doors.

OUTDOOR GEAR

The students will be going outside (in all but the most inclement weather) multiple times a day for various lengths, especially in the younger grades. They will not be taken outside if the conditions are not safe (lightning storms, wind storms/tornadic conditions, or excessive/dangerous cold). However, we will be exploring in the sun, rain and snow, so please dress them appropriately and consider investing in high quality cold weather gear. The right outdoor clothing will directly affect the length of time that your student will be able to comfortably spend outside, and our goal at HCA is to increase their outdoor endurance as we explore, exercise, play, study and journal.

There is no bad weather, only bad clothing

Each student should have:

One pair of outdoor shoes/play shoes that are SEPARATE from what they wear to school. These will be left at HCA. Please label them clearly with your child's name. HCA cannot be responsible for lost or stolen shoes.

Note: If students wear boots (rain or snow) to school, please have them bring a separate pair of shoes for indoor wear.

Each student should also have (as weather dictates)

Raincoat with hood

Rain boots (these may be left at school if you prefer)

Coats appropriate to the season

Waterproof Gloves (please not thin cotton gloves)

Thick socks (we HIGHLY recommend [wool socks](#))

Waterproof boots (we recommend [Muck Boots](#) or [Boggs](#), as these double as winter AND rain boots)

Thick hat (not for style, but for function!)

Balaclava

You may be able to find your cold weather gear more reasonably priced locally, and we recommend checking at Costco or Sam's Club, TJ Maxx or Marshalls for reputable brands and higher quality items at reduced costs.

EXAMS and TESTING

HCA does not accept Federal or State funding for our program in any form (grants, vouchers, etc) and therefore we are not subject to the curricula requirements or testing options offered by the State of Indiana's Department of Education or of the Federal Government.

The State of Indiana does not require testing for homeschool students and HCA does not participate in the ISTEP testing program, and although homeschoolers can elect to participate in the ISTEPs, we do not encourage it.

EXAMS

At the culmination of each 12-week term, students will have one week of exams. In Miss Mason's educational model, exams were never something to dread or spend excessive amounts of time preparing for. The exams were for the STUDENTS as a celebration of what they had worked so diligently on, and they are for the TEACHERS - not as a measure of professional success - but as a tool for each instructor to evaluate the efficacy of the books and texts that were utilized over the term. If students were, as a whole, unable to relate to and form connections with a particular book or author, then Miss Mason used her exam week as a gauge for her curricula choices in the upcoming terms.

In a Charlotte Mason education, exams are performed much like a typical lesson: the students are asked to narrate or explicate a certain topic or idea, typically in written form, during one class session. Lower Form students that are not proficient in writing will be asked to orally narrate everything that they can recall about particular books, subjects, ideas, topics, etc and the teacher and exam week volunteers will transcribe their narrations. In the Mason method, exams are actually something to be anticipated and enjoyed!

FIELD TRIPS

Throughout the year, students will have the opportunity to explore our local community and take field trips corresponding with their concurrent studies, or that are experiences that HCA deems to be of high academic value. Field trips are not required, and every effort will be made for those trips to correspond to our Monday/Wednesday or Tuesday/Thursday schedule. However, there may be certain cases where the event or trip cannot be scheduled for one of our typical school days. In that case, an amended school schedule will be made available at the earliest possible time.

For example, if a trip is planned on a Friday, then our school schedule that week would be: HCA days on Tuesday and Friday, and HOME days on Monday, Wednesday, Thursday. We are amending the schedule because we do not want to take away from your family educational experience, and because we are dedicated to the knowledge that HCA will always be secondary to the time that students spend with their parents.

FINANCIAL/PAYMENT POLICY

All tuition payments are due on the 1st of each month.

Please see the Tuition Balance Sheet that was given to you at the Welcome Meeting for more information.

RETURNED CHECKS

All checks for any tuition payments should be made payable to Heritage Christian Academy. If a check is returned for non-sufficient funds, the amount of the check and all return check charges must be paid in cash.

FOOD

LUNCH, SNACKS and NOTES ON FOOD AND BEVERAGES

- Students are expected to bring their own lunches and drinks. Please note that there is no refrigerator or microwave available, so plan accordingly.
- Students are not allowed to eat during class (unless medically necessary and with a doctor's note) unless during a specific snack time, party or under special circumstances as dictated by the teacher.
- Students are also not allowed to keep their food in their book bags/with them in the classroom. All snacks and lunches must be kept in a separate food bag which will be stored in the classroom/appropriate area. However, we do encourage students to bring water bottles with them to school to keep at their tables and we request that they be leak-proof, preferably with a straw-spout to minimize spills.
- Additionally, students are allowed to bring warm drinks in a travel mug during the winter months, but it must be in a leak-proof mug (no lidless mugs or paper cups).
- A small "Snack Basket" of portable treats (granola bars, fruit strips, juice boxes, cookies, etc) will be available to students in the common area to purchase for a small fee if they would like a treat during lunch. These are optional purchases and can not be bought on a credit or tab. Students are welcome to bring money to school with them for the purchase of a snack basket item. Prices range from \$.50-\$2
- Please pack a snack item for your student to eat specifically during their snack time in the morning. All grades take a snack break during the midmorning, at a time set by their teacher. Please note that they will not have access to the Snack Basket during the morning break - only at lunch time.
- **A note on allergies:** Parents will provide a medical profile sheet at the time of registration. If your child suffers from severe food-related allergies, HCA teachers and staff will perform our due diligence and make every effort to ensure that those foods are not served to your child, but all food purchased and consumed from the food

basket is done so at their own risk. A list of the food items in the snack basket can be obtained from the school office upon request at the beginning of the school year.

FUNDRAISING

Occasionally, a fundraising opportunity will give school members the opportunity to raise money to help offset tuition costs. If, during or after the school year, a family decides to discontinue membership in HCA for any reason, funds that have been raised by or allocated to that family are not refundable to the family and cannot be credited to future events or expenses. They will return to the general school fund.

RAISING

Occasionally, a fundraising opportunity will give school members the oppor

HEALTH and WELLNESS

Illness can run rampant through families or schools in a very short time. As a result, we ask that each parent considers the well-being of the group and not bring a child who is displaying ANY symptoms of illness, especially fever, nausea, or cold/coughing unrelated to allergies. If a child has suffered from influenza, strep throat or the stomach flu in the 48 hours prior to classes at HCA, we ask that they not attend that week. Since several of our member families have 4+ children, one child who gets sick at HCA could leave a family sick for the next month. Please direct any health-related questions to the Director, and feel free to call if you are unsure what course to take. If your child is going to be absent due to illness, please call the school office and leave a message as soon as you determine that they will be remaining at home.

MEDICAL AND FIRST AID ISSUES

The safety and security of your child is our absolute priority, and all staff members at HCA are CPR and First Aid Certified. Additionally, Bethel University has a full-time, onsite nurse available to us in the event that your child would need immediate attention, even prior to the arrival of an ambulance service.

At the time of your Welcome Meeting/Registration, you will complete a medical profile form for your child. All known medical issues and required medications are asked to be disclosed at that time, so that we can best assist in the care of your child during the school day. That form will be provided to your child's teacher, and a copy will be kept in the school office.

ALLERGIES

Please inform the HCA office if your child has allergies, and include the information on the Medical and Emergency Card. Please provide an Epi-pen if the condition warrants this precaution.

ASTHMA

Please inform the school Director if your child has asthma and provide a rescue inhaler to be kept in the School Office.

CONTAGIOUS DISEASE

In the case of contagious disease, a student should be kept at home until all signs of the disease are gone or a note of re-admittance is issued from the student's physician. HCA Teachers and the Director reserve the right to send students home when it is determined that the health of other students may be compromised. Please contact the school immediately if a student has a communicable disease (viral or bacterial) so parents of that class have the opportunity to look for symptoms in their own children.

COVID ATTENDANCE POLICY FOR PARENTS

As the world adapts to the presence of the COVID-19, HCA asks that parents adopt the following policies in regards to exposure:

1. If a parent was indirectly or directly exposed, please keep your children home until the return of a negative COVID test by those exposed.
2. If a student was directly exposed, please keep your student home for 10 days/until the return of a negative COVID test.
3. If your child is exhibiting a fever or common symptoms of COVID-19, please keep your student home for 10 days from the onset of symptoms/the return of a negative COVID test/clear resolution of symptoms or other diagnoses that confirms that they do not have COVID-19.

COVID ATTENDANCE POLICY AND SCHOOL OPERATIONS

Your children's safety and health are top priority at HCA. To that end, and in light of the current COVID-19 outbreak, HCA is adopting the following protocols in regards to classroom exposure:

1. If a teacher or student is directly exposed to COVID-19 but is ASYMPTOMATIC, we ask that they quarantine and follow the procedures mentioned above. At the time that the exposure is reported to HCA, all HCA families will be notified and parents may determine if and when their students return (typically 10 days recommended quarantine for school aged children).
2. If a teacher or student is directly exposed to COVID-19 and becomes SYMPTOMATIC, then HCA will require a mandatory 10 day quarantine and suspension of in-person class for the grade level affected. Additionally, all HCA families will be notified and parents may determine if and when their students return (typically 10 days recommended quarantine for school aged children).

COVID PRECAUTIONS

HCA has implemented new sanitation policies and practices in order to provide the cleanest environment possible for your child/ren. This includes, but is not limited to: new furniture to allow students to face away from their classmates while working in the rooms, 15+ secondary HEPA air filters in our building, anti-viral diffusers placed in the hallways and classrooms, daily disinfection of all touchpoints, use of disposable hand wipes/towels, and more. For a complete list of our new COVID practices, please contact the office.

HCA policies to determine when students should remain at home (non-COVID symptoms):

- *Conjunctivitis* (Pink Eye): Students may return when cleared by a physician and after 24 hours of treatment, if bacterial.
- *Croup*: Student may return when breathing comfortably, cough is improved, and fever-free for 24 hours.
- *Fever*: If 100 degrees or higher, student should be kept at home. Student must be fever-free, without taking fever reducing medications (Tylenol, acetaminophen, Motrin/Advil, ibuprofen) for 24 hours prior to returning to school.
- *Gastroenteritis/Diarrhea*: If a student has multiple loose stools, which are not caused by medication or diet, the child should be kept at home until resolved.
- *Impetigo*: Student may return after 24 hours of topical or oral antibiotics.
- *Influenza*: Student may return after 24 hours of being fever and symptom-free.
- *Ringworm*: Students may return after starting treatment.
- *Vomiting*: If a student vomits at school, they will be sent home and must not return until he or she has not vomited for a minimum of 24 hours.

HEAD LICE

The problem of head lice/nits is a common occurrence in schools, and can be difficult to control at home and at school. Even though lice are not a threat to health, they are a frustrating nuisance and are easily spread to others. The following policy has been implemented to control head lice/nit infestation:

- Parents should notify the school immediately if their child has head lice, so HCA can take the necessary precautions, and make the other parents in the classroom aware.
- In order to prevent outbreaks in the school setting, any student suspected of having live lice or nits will be sent home. The parents will be asked to consult their child's physician or the local Health Department for verification of the diagnosis and treatment instructions.
- A letter will be sent home to every parent in the class informing them of a case of lice in the school and asking for help in preventing the spread of lice.
- After being treated at home, students who have been sent home will be checked by the school Director when they return to school to make sure the lice/nits have been removed.
- If three or more cases are found in one class, qualified personnel will check every child in the classroom and any other classes with whom they have interacted.
- As partners in your child's education, HCA will do everything in its power to prohibit the spread of lice, but we realize that eradicating lice ultimately is a parent's responsibility. When a parent works hard to rid their child of a lice infestation, they are actually helping safeguard everyone in the school.

MEDICATION

For safety, please notify the Director if a student takes medication prior to arrival at school. *Authorization to Administer Medication Forms* are in the school office and must be completed for each over-the counter or prescription medication that is brought to HCA for your child. Medication must be in the original container with labels intact; e.g., pharmacy labels on prescription drugs, brand and dosing label on OTC medication. All medication MUST be transported to and from HCA by the parent or other responsible adult. Your child will never be permitted to take home their own medication from the school office. Please do not give medications to the classroom teacher.

Students at HCA are not permitted to have medication in their possession on campus. Students who need to take medication during the course of the school day must keep the medication in the Office and come to the Office for administration by the school staff. Medication must be counted and signed in by the school Office. In certain cases, the school Office may allow students to carry necessary items after demonstration of proper use, with physician, and parent consent.

MINOR INJURIES

First aid treatment will be rendered for minor injuries. If an emergency medical situation arises, parents will be notified and medical treatment for the student will be sought at the nearest hospital.

LEARNING DISABILITIES ACCOMMODATIONS

Heritage Christian Academy is not specifically equipped to service students with severe, diagnosed learning disabilities. However, of any educational approach, the Charlotte Mason method is the one philosophy BEST suited to adapt for a student's disabilities or struggles, as it is inherently designed to be able to reach the child where they are, at any level, at any time. In an effort to find the absolute best learning environment for your child, HCA will, in cooperation with parents, evaluate on an individual basis any learning disability accommodations that it may be able to provide for your

student. Any accommodations that are offered during the school year are not indicative of services or accommodations that can be rendered in any subsequent years, so constant communication between the parents and HCA is paramount.

HOLIDAYS and BIRTHDAYS

HCA will observe the Christian Holidays (Christmas and Easter) through celebratory activities at school. In addition, we will be learning about the history and Christian significance of the Biblical Feasts (Passover and Tabernacles specifically). In respect to Christian conviction, we will not be celebrating Halloween in any way. If your family chooses to celebrate this occasion, we ask that students refrain from bringing in candy or related treats, both to respect the school stance and to eliminate distractions in the classrooms.

Parents are welcome (but not required) to furnish classroom treats for their child's birthday. In respect to health and sanitary practices, we ask that for the duration of the 2021-22 school year, that these be pre-packaged or store-bought treats and not homemade items. Birthday celebrations will be done at the end of the school day, and we request that parents arrive no earlier than 2:20pm and check into the office. We will take you to your child's class and the treats can be distributed once they have finished their last class/at the teacher's discretion. Please do NOT send birthday treats to school with your child in the morning, as we have no storage space available for food items.

Additionally, please check with your child's teacher regarding any allergies in the classroom BEFORE the day you plan to celebrate in class.

MATTHEW 18 PRINCIPLE

Effective communication will head off a host of problems and help assure that your child's needs are best served by the school. Every teacher at HCA desires to glorify God by his or her conduct and classroom presence and wants each student to reach their full potential. Inevitably, some teachers are going to connect more effectively with certain students than with others for a host of reasons – personality, subject matter, past history, etc. Likewise, in any community of people, conflicts and disagreements are bound to arise. While a Christian community is not exempt from such conflicts and disagreements, the manner in which they are handled should reflect biblical teachings of love, humility, and grace. In any community or family, questions and complaints may arise. It is important that these be handled courteously, promptly, and through the correct chain of authority. The following steps are an application of the biblical injunction recorded in Matthew 18:15-20 for the resolution of a problem between believers:

1. The teacher and parent are to meet privately before anyone else is involved to seek the resolution with a spirit of reconciliation.
2. If unresolved at this level, the teacher and parent meet with a third party, the HCA Director.
3. If the problem is still unresolved with the Director as mediator, the Director and all parties involved will meet with the Academy Board. If reconciliation still does not occur, the Board makes a judgment and

takes the appropriate action.

We ask that parents agree to follow these biblical steps for a positive resolution to problems and disagreements within the school community. **Activities to be avoided at all costs include gossiping, rumors, and spreading slanderous reports.** The good reputation of other persons and of the school is to be protected and promoted.

MESSAGES and DELIVERIES TO STUDENTS

In the event that urgent information must be relayed to a student during the school day, please call the office and the message will be delivered to the student. Students will not be called from the classroom to accept telephone calls. Flowers, balloons, gifts, etc. will not be delivered to students during the school day, but can be delivered to class anytime after 2:40pm.

Items delivered to the office after the start of the school day, e.g., lunches and textbooks, will be distributed to students as soon as practical. Classroom instruction cannot be interrupted to announce that forgotten items have arrived.

PARENT PARTICIPATION

All parents are requested, though not required to participate in this hybrid model through volunteering, observation and professional development.

VOLUNTEERING

HCA exists as a service and supplement to our local homeschooling community, and we encourage parental volunteerism! By volunteering and joining us in furthering the educational experience that we are offering to your child, you are helping HCA support your own homeschooling endeavors more effectively and seamlessly.

Parents are offered the chance to volunteer through various on and off campus opportunities.

VOLUNTEER GUIDELINES

To help ensure the safety of students and the success of their service, HCA asks volunteers and chaperones to comply with the following guidelines:

- Shared or full custody is required for volunteer roles.
- Please realize that chaperones are representing the school and upholding its policies. All adults, from employees to volunteer chaperones, who are serving on behalf of the school, must comply with school standards. Please be an example by demonstrating maturity in actions, attitudes, and dress.
- When volunteering or chaperoning, siblings should be left at home so that volunteers may devote all their attention to the students under their care.
- Please do not chaperone if the motive is to spend quality time with your child. Chaperones will be assigned to oversee a group of students, and each student needs attention and supervision. We will try, but can not guarantee that your child will be under your direct perview while you are volunteering.
- Please refrain from buying treats for the students in your group. Children may have food allergies that you do not know about. Please coordinate with the classroom teacher when bringing snacks or treats to the entire classroom on special days.

While HCA is extremely grateful to all those who volunteer to chaperone, sometimes there are too many volunteers, which can decrease the value of the trip for students. Please understand that if this does occur, the teachers or administration must set limits.

OBSERVATION

Although it is not required, we encourage ALL parents to take some time to observe in your child's classroom. This allows you to make a visual and experiential connection with WHAT and HOW your child is learning, and it serves as a way to further your own understanding of the Charlotte Mason Method.

We do request that you set up a time to come and observe through our school office, to ensure that we have space that day and that school events will accommodate having a visitor (we don't want you to show up to observe if the class is on a field trip!)

PROFESSIONAL DEVELOPMENT

Regardless of how long you have been implementing the Charlotte Mason method in your home, there is always more to learn! As a service to our families and the community, HCA hosts a monthly Charlotte Mason book study that is open to both HCA families and the community at large. It is held in the Heritage Meeting House and typically meets on the first Monday of the month. Please check our website and facebook page for more information and the exact schedule. This is not a required study, but we highly encourage our HCA families to participate to get to know more about the Mason method, to fellowship with like minded families and to build a relationship with the HCA Director and Staff.

PARENT/TEACHER CONFERENCES

During the 6th and 7th weeks of each of our 12 week terms, HCA Teachers will schedule Parent/Teacher Conferences with each family in their class. We make every effort to be available at convenient times for these 20 minute meetings, and parents can expect an email from their child/ren's teacher to schedule an appointment.

PARTICIPATION IN OTHER COMMUNITIES OR CO-OPS

Though there are many homeschool educational communities/cooperatives in our area, not all have the same philosophy of education, schedule, style or requirements for enrollment. Families who participate in more than one community often find that events overlap, educational philosophies contradict, or their increasingly busy schedules result in exhaustion and a disconnect for the student(s). We ask that families not participate in other educational communities/cooperatives while students of HCA, simply given the logistical difficulty and subsequent divided attention.

NOTE: Activities such as sports, art or music lessons, book clubs, scouts, paid tutoring, foreign language classes, and online/dual enrollment classes are not considered educational communities/cooperatives and are permitted and encouraged.

REPORTS AND GRADES

The academic year is divided into three terms; each is approximately twelve weeks in length; 11 weeks of instruction/classes and one week of exams. Student Reports are emailed after each term but differ from the typical report card format. Due to the nature of our program (both in method and in structure, as a homeschool hybrid), teachers will not issue traditional grades (A-F), but will compose narrative Student Reports, focusing on your student's participation in class, their understanding and willingness to interact with the materials, their overall classroom behavior, demeanor and their growth and struggles over the previous term. If a letter grade is requested by a parent for a particular class, the teacher will work with the family and make a recommendation, but ultimately, parents are

responsible for assigning a letter grade if it is desired. Exceptions are made in the case of Latin and Math (in grades 4 and up) where percentage grades are given at each term, and also in our High School Courses, which are offered letter grades for the purpose of transcript reporting.

If absolutely necessary, conferences with specific teachers may be requested at any time by emailing the teacher or the Director. Teachers work closely with our families at all times and make the best effort to stay in constant communication. If corresponding electronically, parents are encouraged to acknowledge and return teacher emails within 48 hours. Teachers will return phone calls and/or emails within 24 hours during the work week, but are not expected to respond on Saturday or Sunday.

SABBATICALS and WITHDRAWAL OF ENROLLMENT

SABBATICAL

Due to life's circumstances, some families need to take time off from school, intending to return the following year. A family can request a 1 or 2 term sabbatical, and their children's places in the school will be held until they return. Please note that all tuition payments are still due and are not prorated. However, requesting a Sabbatical ensures that your child's seat will not be given to another student on our waiting list. Sabbatical families who do not return after two terms will be considered withdrawn from the school. If they wish to return in the future, they will need to go through the regular application process and assume all application fees and any updated tuition costs.

WITHDRAWAL OF ENROLLMENT

If a family finds themselves in the position where they need to withdraw from HCA, per the enrollment contract signed at the beginning of each school year:

“Parents understand that “Student” is being enrolled for the entire academic year. Parents also understand that the expenses of HCA do not diminish with the departure of students during the course of the academic year and agree that it is impossible for HCA to determine at the time of Parents' execution of this Contract the damage and loss that would occur due to the withdrawal of enrolled students. As such, once this Contract is submitted to HCA with the Registration Fee required under Section 2, and tuition payment agreements have been finalized, Parents become liable for the ENTIRE YEAR'S TUITION as liquidated damages, even if Student(s) is/are withdrawn or involuntarily separated from HCA. If “Student” is withdrawn, absent or involuntarily separated for any reason, including, without limitation, change of residence, health, withdrawal, or termination of attendance by HCA, there will be no refund, reduction for tuition, or transfer to another students' account, and any unpaid balance will become immediately due and payable.

In order for HCA to do our due diligence, parents are first asked to request a formal meeting with Administration (Head of School and/or Dean of Students) in order to convey intent, reasons, concerns, etc. Additionally, parents will be asked to complete HCA's Intent to Withdraw Form, indicating the reasons for withdrawal and offering families the option to request work completed, files, attendance records, etc. Enrollment is not considered terminated until 1) a meeting with Administration has taken place (when possible) and 2) the Intent to Withdraw Form is completed.

SAFETY and SECURITY

HCA places the security of our teachers and students at the highest priority. On days reserved for School activity, the doors of the School will be open 20 minutes prior to the beginning of the session. The doors will then be locked for the duration of the session, beginning at 9am. No child should exit the building without an adult for any reason. Please ensure all doors are completely closed at all times. This is for the protection of our students and staff. Please do not admit into the building anyone who is not a school child, parent or teacher.

Neither children nor adults should be in any part of Sailor Hall/Manges, other than the rooms assigned to HCA, or The Acorn (public cafe). Children should be under the supervision of an adult at all times. No student, including those in the Upper Form, should leave campus during school hours, unless the departure has been approved by the Director in conjunction with the parents.

SAFETY AND CRISIS PLAN

Fire drills and tornado drills are conducted periodically throughout the school year. In the case of an actual emergency, HCA will notify parents of necessary information through text message or email.

HCA works closely with the security staff of Bethel University in developing safety protocols, rules for green space usage, building safety and more.

STUDENT PLACEMENT

When students initially enroll at HCA, grade placement is determined based on chronological age and/or the natural grade progression. All academic and classroom policies and procedures at HCA are weighed against the Charlotte Mason method, and in this specific case, it is quite evident that Ms. Mason did not move students based on their academic output, as her goal was to look at the whole person; body, soul and spirit, and to allow for the proper time of childhood to develop; considering not just social interactions, but also the longevity needed in childhood for proper judgment and reason to develop. Traditional schools (including the Classical approach) lean towards a Platonic view of academic development, but in a Mason paradigm, there are other dynamics to consider.

Mason gauged things like character, comprehension, wisdom and took a wholeist approach to child development. Her work in this area was carried on by such educational psychologists as Piaget and Vygotski, who reinforced Mason's principles but also elaborated, combining the psychosocial aspect of child development in light of academics and they presented a clear-cut, stage-based process of evaluation that HCA subscribes to.

In short, Ms. Mason described three aspects (or "tools") of education; Atmosphere, Discipline and Life.

In regards to **atmosphere**, we weigh a child's placement in light of the classroom environment that they will be entering and consider such things as the overall class logistics and social dynamics, longevity within their previous class and classroom dynamics within that setting, maturity levels, teacher comfort level, placement in relation to the school calendar and term breaks and more.

In regards to **discipline**, we consider such things as habit formation, work ethic, obedience, maturity levels, psychological development and more.

In regards to **life**, Ms. Mason used this term to characterize the living materials and curriculum assigned. In this category, HCA weighs a student's academic output but not at the expense of their psychological development and their ability to reason appropriately with new material, as well as their narration quality and length.

Finally, we also take into consideration Ms. Mason's grade level delineation, and in short, she did not move students because the materials chosen were appropriate for multiple grade levels. Students within a Form could all use the same materials, but their narration quality would determine their advancement forward; thus placing student success or lack thereof squarely on them and shifting the weight of education and responsibility for learning back to the student.

Therefore, in light of student placement or mid-year grade-level changes, HCA defaults to Ms. Mason's belief that it is not only not needed, but in light of psychosocial studies, can actually be incredibly harmful.

SOLICITATION

No person or group of persons will be permitted to solicit for personal profit from the staff or families who attend HCA. Under no circumstances is the Student Directory to be used by individuals for personal or business solicitation.

TECHNOLOGY

Electronic devices for children are not allowed unless required by class or allowed in very specific cases by the teacher. This includes iPods, iPhones, iTouch devices, iPads, Kindles, cameras, computers, and other cell phones. Devices are allowed on campus but should be stored in a book bag or backpack and not be taken out or used while school is in session. If a child is using an electronic device without permission, it will be immediately confiscated by the teacher/Director and kept in the school office until after school hours, at which time it will be returned.

Repeated violations will be addressed with parents and electronic devices would then be banned from school property.

Teachers and volunteers who are serving in a classroom should likewise not utilize electronic devices unless they are relevant to the class material.

VAPING, SMOKING AND TOBACCO USE

We ask that both parents and students honor our no-tobacco/tobacco-like policy, and there is no vaping, smoking or tobacco use on the campus of Bethel University or during HCA events, meetings, sponsored activities or academy sponsored trips off-campus.

WEAPONS OR ILLEGAL SUBSTANCES

WEAPONS

At no time are students permitted to bring weapons on the campus of HCA, and thus on the campus of Bethel University, or to any event sponsored by HCA. This includes guns, knives (including pocket knives) or any instrument perceived to be a weapon, based on the judgment of HCA Staff or Bethel University Staff.

HCA Staff as well as Bethel University Staff reserves the right to search a student's possessions at any time if there is a reasonable suspicion that warrants it.

ILLEGAL SUBSTANCES

At no time are students permitted to bring illegal substances on the campus of HCA, and thus on the campus of Bethel University, or to any event sponsored by HCA.

HCA Staff as well as Bethel University Staff reserves the right to search a student's possessions at any time if there is a reasonable suspicion that warrants it.

CONTACT INFORMATION

For general correspondence or questions, attendance issues or form requests, please contact us via phone: 574.300.7438 or email: office@heritagechristianacademy.net

Kelsi Rea | Director + Head of School - k.rea@heritagechristianacademy.net

Kelsey Weber | Dean of Students - k.weber@heritagechristianacademy.net

Christina Yoder | Office Manager (Mon/Wed) - c.yoder@heritagechristianacademy.net

Lucy Kesler | Office Manager (Tues/Thurs) - l.kesler@heritagechristianacademy.net

SCHOOL MAILING ADDRESS:

Heritage Christian Academy
1001 Bethel Circle
Mishawaka, IN 46545

P | 574.300.7438

Please note that the school phone is typically answered:

Monday 9am-3:30pm

Tuesday-Thursday 8am-3:30pm

At all other times, please leave a message, as the voicemail is checked frequently

SCHOOL DRIVING DIRECTIONS:

LOWER SCHOOL (Cottage School - 2nd Grade)

HCA's Lower School is located on Oak Tree Dr., on the first floor of Manges Hall (Sailor Residential Building) on the campus of Bethel University. Parking is near the Everest-Rohrer Fine Arts Building, on the east side of the campus, off of LaSalle and Benton. Park nearest the soccer field and walk (south) down Oak Tree Dr. Sailor Hall is the three-story brick building to your right, and the sidewalk and front entrance to HCA's Lower School is directly across from the wooden elevated platform on the soccer field. Please ring doorbell for access.

UPPER SCHOOL (3rd-High School)

HCA's Upper School and main offices are located at 700 Lowell Ave., in Eastwood Hall on the south edge of Bethel University. The front entrance faces Lowell Ave. but the gravel parking area can only be accessed from Clay St., the side street to the west of our building. Enter through the general parking lot and parking is available at the front of our building. Please ring doorbell for access.