

HEARTLAND BAPTIST ACADEMY

PARENT/STUDENT HANDBOOK



# TABLE OF CONTENTS

## Parent Section

Introduction	p. 1
Purpose	p. 1
Philosophy & Mission Statement	p. 1
What HBA Can Mean to You	p. 1
Statement of Faith	p. 2

## Classroom Objectives

Spiritual Objectives	p. 7
Academic Objectives	p. 8
Physical Objectives	p. 8
Social Objectives	p. 9

## Academic Information

Curriculum	p. 9
Grade Placement	p. 9

## General School Information A-Z

Arrival & Dismissal	p. 10
Bible	p. 10
Communication	p. 11
Discipline Philosophy	p. 11
Field Trips	p. 13
Financial Policies	p. 13

Fundraising	p. 14
Lice Procedures	p. 14
Lunch Procedures	p. 14
Medication & First Aid	p. 15
Office Hours	p. 15
Parent – Teacher Meetings	p. 15
Physical Contact	p. 16
Potty Training	p. 16
Re-Enrollment	p. 16
School Conferences	p. 16
Textbooks	p. 17
Transfers	p. 17
Tuition and Fees	p. 17
Visitors	p. 18
Weather Policies	p. 18

### **Non-Discrimination Policy**

Non-Discrimination Policy	p. 19
---------------------------	-------

### **Student Section**

#### **Dress Standards**

General	p.20
Boys	p. 20
Girls	p. 21

## **General A – Z**

Absences	p. 21
Care of Buildings	p. 22
Discipline Practices	p. 23
Drug Policy	p. 23
Electronic Devices	p. 24
Grading Scale	p. 24
Graduation Requirements	p. 24
Homework	p. 25
Honors	p. 25
Incomplete Work	p. 26
Lost & Found	p. 26
Retention	p. 26
Spiritual Life	p. 26
Student Drivers	p. 27
Tardiness	p. 27

## **Honor Code**

Honesty & Integrity Policy	p. 27
Principles	p. 28
Prohibited Actions	p. 28

## **Miscellaneous**

Campus Map	p. 30
------------	-------

# PARENT SECTION

## INTRODUCTION

The Parent/Student Handbook is designed to be helpful and informative. The handbook is subject to amendment by action of the School Administration of Heartland Baptist Academy.

## PURPOSE

**Primary:** To provide an educational opportunity for the children of Heartland students, staff, faculty, and for friends of the Heartland family.

**Secondary:** To provide a practical training opportunity for Heartland students.

## PHILOSOPHY and MISSION STATEMENT

Heartland Baptist Academy is founded on the belief that Christian education should be based upon the conviction that we are commanded as Christians to educate children about the things of God, His Word, and His creation. Our educational philosophy is based on a God-centered view of truth and man as presented in the Bible.

**HBA seeks to prepare the servants for Christ of tomorrow by providing a program of academic excellence through Christian education thereby equipping them to better obey, serve, and glorify God with their lives.**

## WHAT HBA CAN MEAN TO YOU

- A school that works with the parent.
- High spiritual standards
- A school that works in conjunction with Heartland Baptist Bible College.
- Cost-conscious
- A school that provides a sound education, based on sound doctrine, from a staff that is dedicated, caring, and committed to assisting in the education of your child.
- High academic standards

- A school established to provide a Christ-centered education.
- Biblical socialization

## **STATEMENT OF FAITH**

### **INTRODUCTION**

In view of the present apostasy in which many are departing from the faith, giving heed to seducing spirits, teaching the commandments of men, and disseminating the seeds of fatal error involving the honor of our Lord and the destiny of souls, Heartland Baptist Academy sets forth a declaration of those things which are most surely believed among us in order to place on record the Confession of Faith to which we subscribe and to which HBA requires the subscription of the leadership and members of the faculty and student body.

### **I. THE SCRIPTURES**

We believe the Holy Bible was written by men supernaturally inspired; that it has truth for its matter without any admixture of error; that it is and shall remain to the end of the age the only complete and final revelation of the will of God to man; and that it is the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tried.

A. We believe the Authorized (King James) Version, Old and New Testaments, is the Word of God kept intact for English-speaking peoples by way of God's divine providence and work of preservation; and that the Authorized Version translators were not "inspired," but were merely God's instruments used to preserve His words for English-speaking peoples.

B. By Holy Bible we mean that collection of sixty-six books, from Genesis to Revelation, which, as originally written and providentially preserved, does not only contain and convey the Word of God, but is the very Word of God.

C. By inspiration we mean that the books of the Bible were written by holy men of God as they were moved by the Holy Ghost in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be inspired.

D. By providentially preserved we mean that God through the ages has, in His divine providence, preserved the very words that He inspired; that the Hebrew Old Testament text, as found in the Traditional Masoretic Text, and the Greek New Testament text, as found in the Textus Receptus, are indeed the products of God's providential preservation and are altogether the complete, preserved, inerrant Word of God.

E. We therefore believe and require that the Authorized Version (King James Version) be the only English version used and or endorsed by the staff, faculty, and student body of this college.

Dt 4:2; Ps 12:6-7; Ps 19:7-11; Ps 119:89,105,130,160; Isa 8:20; Isa 40:8; Jer 23:29; Ezk 12:25; Mt 5:17-18; Mt 22:29; Lk 24:44-45; Jn 12:48; Jn 17:17; Jn 20:30-31; Rom 3:4; Rom 15:4; Eph 6:17; II Tim 3:16-17; Heb 4:12; I Pt 1:23-25; II Pt 1:19-21; Rev 22:18-19.

## II. THE TRUE GOD

We believe there is one and only one living and true God, an infinite intelligent Spirit, the Maker and Supreme Ruler of heaven and earth; that He is inexpressible, glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons: the Father, the Son, and the Holy Ghost, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption.

## III. THE HOLY SPIRIT

We believe the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled, and He convicts of sin, of judgment, and of righteousness; that He bears witness to the truth of the Gospel in preaching and testimony; that He is the agent in the new birth; and that He seals, endues, guides, teaches, witnesses to, sanctifies, and helps the believer.

## IV. THE DEVIL OR SATAN

We believe that Satan was once holy and enjoyed heavenly honors, but through pride and ambition to be as the Almighty, fell and drew after him a host of angels; and that he is now the malignant prince of the power of the air and the unholy god of this world. We hold him to be man's greatest tempter, the enemy of God and His Christ, the accuser of the saints, the author of all false religions, the chief power back of the present apostasy, the lord of the Antichrist, and the author of all the powers of darkness. He is destined, however, to final defeat at the hand of God's Son and to a judgment of everlasting fire, prepared for him and his angels.

## V. THE CREATION

We believe in the Genesis account of creation and that it is to be accepted literally and not allegorically or figuratively; that man was created directly by God in God's own image and after His own likeness; that man's creation

was not a matter of evolution or evolutionary change of species or developments through interminable periods of time from lower to higher forms; and that all animal and vegetable life were made directly, and God's established law was that they should bring forth only after his kind.

#### VI. THE FALL OF MAN

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state; consequently, all mankind are now sinners, not by constraint but by choice, and therefore are under just condemnation without defense or excuse.

#### VII. THE VIRGIN BIRTH

We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner: born of Mary, a virgin, as no other man was ever born or can ever be born of woman; and He was born the Son of God and God the Son.

#### VIII. THE ATONEMENT FOR SIN

We believe that the salvation of sinners is wholly of grace through the mediatorial offices of the Son of God, who by appointment of the Father freely took upon Himself our nature yet without sin, who honored the divine law by His personal obedience, and who by His death made a full and vicarious atonement for our sins, thus we have redemption through His blood; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ the Lord bearing our sins in His own body on the tree; that, having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person the most tender sympathies with divine perfection; and that he is in every way qualified to be a suitable, compassionate, and all-sufficient Saviour.

#### IX. GRACE IN THE NEW CREATION

We believe that, in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension and is not by culture, nor by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth so as to secure our voluntary obedience to the Gospel; and that proper evidence of the new birth appears in the holy fruits of repentance and faith and newness of life.



## X. THE FREENESS OF SALVATION

We believe in God's electing grace: that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth but his own inherent depravity and voluntary rejection of the Gospel, which rejection involves him in an aggravated condemnation.

## XI. JUSTIFICATION

We believe that the great Gospel which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin and the gift of eternal life on principles of righteousness; and that it is bestowed not in consideration of any works of righteousness which we have done, but His righteousness is imputed unto us solely through faith in the Redeemer's blood.

## XII. REPENTANCE AND FAITH

We believe that repentance and faith are solemn obligations, and also inseparable graces, wrought in our souls by the quickening Spirit of God; thereby, being deeply convicted of our guilt, danger, and helplessness, and of our need of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy and at the same time heartily receive the Lord Jesus Christ and openly confess Him as our only and all-sufficient Saviour.

## XIII. THE CHURCH

We believe that a Baptist church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel, observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights, and privileges invested in them by His Word; and that its officers are pastors or elders and deacons whose qualifications, claims and duties are clearly defined in the Scriptures. We believe the true mission of the church is found in the Great Commission: first, to make individual disciples; second, baptize and build up the church; third, to teach and instruct as He commanded. We do not believe in the reversal of this order, and we hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations. We believe that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that every church is the sole and only judge of the measure and method of its cooperation; and that on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the local church is final.

#### XIV. BAPTISM AND THE LORD'S SUPPER

We believe that Christian baptism is the immersion in water of a believer in the name of the Father, of the Son, and of the Holy Ghost, by the authority of the local church, to show forth a solemn and beautiful emblem of our faith in the crucified, buried, and risen Saviour with its effect in our death to sin and resurrection to a new life; and that it is prerequisite to the privileges of a church membership and to the Lord's Supper, which the members of the church by the use of bread and the fruit of the vine are to commemorate together the death and coming of the Lord, preceded always by solemn self-examination.

#### XV. THE SECURITY OF THE BELIEVER

We believe that all the redeemed are kept by the power of God and are secure in Christ. It is a work of God which guarantees that the gift of salvation, once received, cannot be lost, and believers are eternally secure.

#### XVI. THE RIGHTEOUS AND THE WICKED

We believe that there is a radical and essential difference between the righteous and the wicked; that all such as through faith are justified in the name of the Lord Jesus and sanctified by the Spirit of our God are truly righteous in His esteem, while all such as continue in impenitence and unbelief are in His sight wicked and under the curse; and that this distinction holds among men both in and after death in the everlasting happiness of the saved and the everlasting conscious suffering of the lost.

#### XVII. CIVIL GOVERNMENT

We believe that civil government is ordained of God; that its purpose is to punish evil doers and to praise good works that we may lead quiet and peaceable lives in all godliness and honesty; that we are commanded to pray for those in authority; that we are to render to all their dues: tribute to whom tribute is due, custom to whom custom, fear to whom fear, honor to whom honor. We are to render to government the things which belong to the government and to God the things that belong to God.

#### XVIII. THE RESURRECTION AND RETURN OF CHRIST AND RELATED EVENTS

We believe in and accept the sacred Scripture upon these subjects at their face and full value. Of the resurrection, we believe that Christ arose bodily the third day according to the Scriptures; and that He alone is our merciful and faithful high priest in things pertaining to God. Of the return of Christ, we believe that this same Jesus which is taken up from you into heaven shall so come in like manner as ye have seen Him go into heaven. Jesus

will come in the air for His saints before the tribulation period. After the tribulation, He will return to the earth and reign a thousand years.

#### **XIX. MISSIONS**

We believe that the command to give the Gospel to the world is clear and unmistakable; and that this commission was given to the churches to go, make disciples, baptize them, and teach them.

#### **XX. THE GRACE OF GIVING**

We believe that God's method of financing His earthly work, which is the spreading of the Gospel to all nations, the care of the churches, and the support of the ministry, is by the tithes and offerings of His people; that it is to be given to the Lord through His church or storehouse to be distributed as directed by the leadership of the Spirit as the need arises; that upon the first day of the week everyone will lay by him in store as God hath prospered him; that everyone is accountable to the Lord for one-tenth of his income; and that tithing was instituted long before the law was given, and it was practiced by the early church.

#### **XXI. HUMAN SEXUALITY**

We believe that God has commanded that no sexual activity should be engaged in outside of a one man one woman marriage. We believe that any form of adultery, fornication, homosexuality, lesbianism, pedophilia, bisexuality, bestiality, incest, and pornography are sinful perversions of God's gift of sex and design for mankind.

Gen 2:24; Gen 9:5,13; Gen 26:8-9; Lev 18:1-30; Rom 1:26-29.

### **CLASSROOM OBJECTIVES**

#### **Spiritual Objectives**

1. To teach that the Bible is the written Word of God (2 Timothy 3:16)
2. To teach that God is the Sovereign Creator and Sustainer of everything. (Colossians 1:15-17)
3. To teach that man is born a sinner and in this natural condition, is unable to please God. (Romans 3:10, 23)
4. To teach that Jesus Christ is the Son of God who came to this earth to die for sinners. (John 3:16)

5. To lead each student into a personal relationship with Christ as his Savior. (John 3:36)
6. To stress the responsibility of Christians for world missions. (Matthew 28:12,20; Acts 1:8)
7. To teach that Biblical truth is the foundation for the proper understanding of all academic subjects. (2 Timothy 3:16-17)
8. To teach the importance of fellowship with God through daily Bible study, prayer, worship, and service. (2 Timothy 2:25; Ephesians 6:18, Hebrews 10:25, Colossians 3:17)

### **Academic Objectives**

1. To maintain excellence as the academic standard.
2. To teach the student to work independently and cooperatively.
3. To develop effective communication skills in speaking and writing.
4. To develop an appreciation for God's Creation.
5. To teach the basic concepts of scientific investigation and to show that all scientific fact is in agreement with God's Word.
6. To teach and develop an appreciation of our American heritage.
7. To present current affairs and relate them to God's plan for man.
8. To teach all subjects from a Biblical worldview.

### **Physical Objectives**

1. To emphasize that the body is the temple of the Holy Spirit. (I Corinthians 3:17)
2. To stress purity. (I Corinthians 6:13, 18, 20)

3. To teach cooperation and good conduct through student activities. (Ephesians 4:29, 32)

### **Social Objectives**

1. To develop a balanced personality based on the full utilization of the individual's God-given capacities and talents. (Romans 12:4-6)
2. To teach social progress and encourage the social graces expected of a Christian. (I Corinthians 10:31)
3. To prepare the student to properly relate to non-Christians and to Christians who differ in doctrine or practice. (Romans 12:14-21)

## **ACADEMIC INFORMATION**

### **CURRICULUM**

Classes at HBA utilize the A Beka curriculum, both in the traditional setting and the video format. Reading is taught with a phonics-based program that gives the early student the best foundation for future learning. A Beka Book is a Bible-based, traditional approach curriculum featuring textbooks and support materials for students and teachers. A Beka is a nationally accepted curriculum that facilitates transferring to other locations. The use of A Beka video in the middle and upper grades will allow a seamless transition as future traditional classrooms are added.

HBA offers classes for K4-12. Grades K4, K5, and a combined 1st/2nd grade class are taught in a traditional teacher/class format. Students in grades 3-12 receive instruction through A Beka video program.

### **GRADE PLACEMENT**

All incoming students entering 1<sup>st</sup> Grade and above are given an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which the student has been promoted, then the student will be admitted to that grade. It is the policy

of the school not to accept transfer students whose accomplishments have not been up to acceptable standards. Students whose current work is not satisfactory may be asked to transfer out.

## **GENERAL SCHOOL INFORMATION A - Z**

### ARRIVAL AND DISMISSAL OF STUDENTS

*Before care*- No charge, available from 7:00-8:15 at HBA.

*After care*- Available 3:30-4:30 \$5/ 30 minutes, penalty charge \$10/30 minutes late (i.e. pick up at 4:33= \$10 in addition to the first \$10).

ARRIVAL: When stopping between buildings, drop your children off and move as quickly as possible so others can drop their children off expeditiously. **Do not leave your car unattended anywhere where students are dropped off.** When going to the office at any time during the day, park in available parking spaces at the front of the Academy. Any student arriving after 8:15 A.M. must come through the office and have a note stating the reason for tardiness before going to the classroom.

DISMISSAL: Students going home by car must be picked up by someone listed as “approved for pickup” in Gradelink. After 3:30 P.M., students are taken inside the building to be picked up. We request that you not ask for students to be dismissed early. When the weather is inclement, students will remain inside until their ride arrives.

Parents must send a note or call the office by 2:30 P.M. to change their child’s transportation home if it is not someone “approved for pickup” in Gradelink.

In order to provide for the safety of our students and to expedite the flow of traffic, we ask that you follow the directions of those directing traffic.

### BIBLE

Bible study is recognized here as a fundamental discipline and is a required subject. It augments the study of English, history, geography, and science. Without knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.”

Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study.

Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

## COMMUNICATION

### *Parent-Student*

Parents are encouraged to take care of all communications with their children before they arrive at school. However, if it is necessary to get an important or urgent message to a student at school, please contact the main school office at (405) 943-9330 Ext 186. Students are not permitted to use the school telephone except in cases of emergency.

Please do not utilize text messaging to communicate with your child during school hours.

### *HBA-Parent*

Parents are responsible for any and all information sent home by HBA personnel.

Student planner and take home folders must be checked daily, and Email inboxes weekly for updates.

## DISCIPLINE PHILOSOPHY

HBA exists to assist parents by providing a quality Christian education. Our desire is that each child will develop a personal relationship with Jesus Christ and mature in that relationship. Our goal is for students to accept responsibility for their own growth and development.

Discipline is necessary for the well-being and safety of the entire school. Teachers establish and maintain classroom order that is consistent with scripture (Matthew 18) and sound educational

practices. Any concern is expected to be taken through the proper chain in a respectful manner.

Attendance at HBA is a privilege and not a right; the privilege may be forfeited by any student who does not conform to the standards and regulations of the school. At any time, the school may request to transfer any student who, in the opinion of the Administration, continues to display a rebellious spirit or negative attitude after numerous attempts at counsel by those in authority. There is at HBA, a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the total school family and to the Lord Jesus Christ.

Appropriate discipline is a concern for the entire HBA community. The discipline of students will be handled in accordance with the following Biblical standards:

- Discipline is a reflection of love and concern as we train and nurture students.
- Responsibility and authority to discipline comes from God. It is the teacher's responsibility to maintain discipline in the classroom. It is imperative that teachers and parents communicate closely on discipline matters. Teachers stand in the place of parents during school hours and have delegated authority to discipline students.
- Discipline procedures should be limited to those directly involved and related to a specific incident. The people involved should be held to the smallest number possible without undue conversation that would initiate rumors or attitudes negative to the student's school experience.
- All conflicts or disagreements should be dealt with according to Matthew 18. If offended by another, a person should first go to the one through whom the offense was initiated. If the problem cannot be resolved at this level, the parties involved should agree together to counsel with the appropriate party.

Students who do not report wrongdoing may be subject to disciplinary action.



## FIELD TRIPS

Field trips are regarded as an extension of the classroom. No student is to be allowed on an off-campus trip without specific parental permission. All students should dress appropriately consistent with the student dress code unless otherwise directed by the teacher. Location, date, time, and cost will all be communicated in writing well in advance of each scheduled trip.

## FINANCIAL POLICIES

Statements can be viewed on your personal Gradelink account login. Tuition payments may be made via Gradelink, in person in the HBBC Finance office, or by mail to:

**Heartland Baptist Academy**  
**4700 NW 10<sup>th</sup> St.**  
**Oklahoma City, OK 73127**

A late fee of \$10 will be charged on any school account showing a balance after the close of office hours on the tenth of the month. (When the tenth falls on a Sat. or Sun., tuition payment may be made on Mon. without paying the \$10 penalty.) Students will not be admitted to class and no schoolwork given if payments are one month in arrears. There is a \$25 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account will operate on a cash basis. We are unable to accept postdated checks.

No school records will be released for any student when there is a balance owed on the student's account.

## Sending Money to School

Money should always be sent in a sealed envelope with the following information on the outside:

1. Child's name
2. Amount
3. Purpose

The \$100 registration fee must be paid during the specified time and is nonrefundable and nontransferable. If the deadline is not met, the student's reservation will be canceled to make room for those on waiting lists.

All prices are subject to change without advance notice.

## FUNDRAISING POLICIES

Heartland Baptist Academy endeavors to keep low tuition rates for the benefit of each family. For this reason, we conduct an annual fundraising program and anticipate each child's and/or parent's participation in helping raise additional funds needed for the designated school projects. Participation is required during all fundraising endeavors. The school receives no state or federal assistance other than a tax-exemption status—neither is it endowed or supported by any other organization outside HBBC.

## LICE PROCEDURES

In an effort to keep from spreading lice, HBA is obligated to work with parents very closely on this matter. Therefore, the school will take the following steps, but not limited to these steps:

1. Text parents with a student in the classroom where lice are discovered
2. Call the particular parent whose child has lice to come pick the child up
3. Instruct the parent on proper treatment instructions
4. Examine the student upon their return before they are cleared to return to class

## LUNCH PROCEDURES

Students must bring sack lunches daily. For Kindergarten through sixth grade, a microwave will be available to heat lunch items. All items not in a sack must have the student's name on them. Students at and above the seventh-grade level will not have a microwave available during their lunch period. However, a hot lunch may be purchased for \$3. Lunch balances must be paid weekly or in advance.

## MEDICATION AND FIRST AID

- Medication: **All medication is to be turned in to the school office.** \*Inhalers are considered an exception. **No medication brought to school will be given to students without written or phone instructions from physician, parent, or legal guardian.** Name of medication, dosage amount, and time to be given should be clearly indicated and must accompany all medication. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to him. Teachers cannot be held responsible for carrying out these duties.
- Minor Injuries: Basic first aid treatment is administered by the school offices.
- Major Injuries: HBA will utilize 911 services when needed. Parents will be notified as quickly as possible.
- Illness: Please use discretion in sending any student suspected of illness to school since we do not have facilities to care for such children. Parents will be expected to pick up students who have a fever (99.5 or above), are vomiting, have diarrhea, or show other signs of illness. Students are to be free of fever for 24 hours before returning to school. Students with a communicable disease are ineligible to attend school.
- Emergency Phone Numbers: Please be sure that all contact information is current in GRADELINK. It is imperative that we be able to reach you in an emergency. Any time an address or phone number (home or work) is changed, please notify the school office.

## OFFICE HOURS

Monday through Friday, 8:00 am – 4:00 pm

## PARENT/TEACHER MEETING

Parent/teacher meetings will be held at the beginning of each quarter and are required for each student. HBA operates on a first-come-first-served basis when scheduling these brief meetings. Parents are

welcome to arrange a meeting with their child's teacher anytime throughout the year.

## PHYSICAL CONTACT

### *Staff-Student*

In certain situations, school employees may make necessary body contact with students in instances such as: administering first aid, breaking up fights, protecting themselves from physical attacks, moving through a crowd to address an emergency, developing physical skills through coaching, employing passive restraint to behaviorally disruptive students, and other actions deemed necessary to gain control of a situation.

### *Student-Student/Guest*

On rare occasion will it be acceptable for one student to touch another student or guest. Exemptions to this rule may include but are not limited to: assisting someone that has fallen, moving someone that is in harm's way, young children playing tag, and siblings offering an encouraging hug or pat on the back.

## POTTY TRAINING POLICY

Children must be completely potty trained before enrolling at HBA. We ask that all Kindergarten and Pre-Kindergarten students bring a change of clothing in a Ziploc bag labeled with their name. If your child has an accident and we do not have a change of clothes for him/her, you will be called and asked to bring a change of clothing.

## RE-ENROLLMENT

Children of current HBBC students and staff are given first opportunity to re-enroll for the following school year during the re-enrollment period in February. Re-enrollment forms must be completed and all fees paid in order to reserve a spot for your child for the following school year.

## SCHOOL CONFERENCES

Please feel free to consult with the school office regarding any problems or questions that concern your child. It is the desire of the

administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent.

We do urge, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour.

We regret that we are unable to distribute advertisements or solicitations for any business or event.

If you need to talk with a member of the faculty, please call the school office between 8 A.M. and 3 P.M. Your call will be returned as soon as possible after school.

## TEXTBOOKS

The *A Beka Book* curriculum and textbooks, written from a Christian perspective, are used in all classes at HBA. Each student must furnish his own supplies and softback books. It is considered unethical for parents or students to have access to teacher guides or test/quiz booklets or answer keys. Use of these items will be considered as cheating.

## TRANSFERS

Parents should schedule a meeting with the principal if interested in transferring their child from HBA.

## TUITION AND FEES

- Registration: \$100
- Late Registration Fee (applicants after May 1): \$35
- Book & Materials: \$275 (Pre-K – 2<sup>nd</sup> Grade) \$300 (3<sup>rd</sup> – 12<sup>th</sup> Grade)
- 12<sup>th</sup> grade graduation fee: \$65.00

The tuition and fees have been divided into 10 equal payments. Each payment covers one-tenth of the total number of school days. An online payment option is available to make payments on your school account. Student tuition may be paid by Visa, MasterCard, or Discover.

Tuition is due by the first of the month and is late if received after 4:15 P.M. on the tenth of the month. If the tenth falls on a weekend, this deadline is extended through Monday.

The payment schedule is below:

<b>Payment Dates</b>	<b>Late after 5:00 p.m. on</b>
August 1	August 10
September 1	September 10
October 1	October 10
November 1	November 10
December 1	December 10
January 1	January 10
February 1	February 10
March 1	March 10
April 1	April 10
May 1	May 10

## VISITORS

Visitors may ring the bell during class hours. They will sign in and be escorted to the class they are visiting. If the visitor is picking up a child, the parent should send a note with their child including the visitor's name.

Parents are requested to stop by the office if they need to leave something for the student or teacher or if they have to pick up the student. **Please do not go directly to the classroom, as this interrupts the teaching.**

Parents are not allowed in the classroom after 8:15 A.M, unless accompanied by a staff member.

## WEATHER

### *School Cancellations*

Heartland Baptist Academy will cancel classes due to poor weather or driving conditions in accordance to Heartland Baptist Bible College. Therefore, parents should look for Heartland Baptist Bible College in the list of school closings found on all local news stations. Parents may also check the school's voicemail for cancellation information when access to the news is unavailable.

*Schedule Changes*

Changes to the beginning/ending time of a school day or school event will be communicated by phone from a HBA staff member.

**NONDISCRIMINATION POLICY**

Within the context of its theological convictions and missions, Heartland Baptist Academy admits students of any race, color, gender, national and ethnic origin to all the rights privileges, programs, and activities made available to students at the school. A student is admitted when and if all entrance requirements are met.

End of Parent section

*Parents are responsible to read and enforce the  
Student section*

# STUDENT SECTION

## DRESS STANDARDS

### GENERAL:

We believe there are three areas that should influence us as we look for a standard of conduct and dress. These are **modesty**, **distinction**, and **identification**.

Clothes worn shall be clean, pressed, and in good repair. Clothing shall not advertise a product, place, or person, other than the school. In addition, any display of cartoon characters (i.e. looney tunes, gaming characters, etc.), Hollywood, or other designs that do not reflect Christian character is not permitted. Shoes and boots must have a dress appearance with a closed heel and toe for men and ladies.

Students may wear dress boots provided that they are well maintained, and in good repair. Young ladies should not wear heels higher than 2 inches. Sneakers or athletic shoes are not permitted, except for P.E.

### BOYS:

It is important that young men identify with the Lord and not the world or with extremes in the style of clothing and mannerisms

#### *Class/Chapel Dress:*

Young men will demonstrate modesty by wearing slacks and a collared shirt that are loose-fitting and appropriate for size and age. Tight fitting or low-slung trousers, blue jeans, or clothing made with denim material will not be permitted. Trousers should not be allowed to drag the floor. Shirts must be tucked in, and all shirts with front button closings shall be buttoned except the top button. If the slacks have belt loops, a belt must be worn. Solid colored shirts are preferred, and a tie is required for chapel in grades seven and above.

Shorts are not appropriate dress. Male students should give the appearance and example of a manly young man, even to the point of walking, sitting, and standing in a masculine manner. Young men will not wear jewelry, beads, chains, or bracelets. An exception will be made for medical bracelets with approval from Administration. Hair should be cut and worn in a conservative manner, i.e. should not overhang the collar or the ears, be neatly trimmed and combed, not extreme in style or color. Sideburns shall be no longer than the middle of the ear. Other forms of facial hair are prohibited.



*Activity Dress:*

Wind pants, jeans, and cargo pants with a T-shirt are acceptable dress for PE and field trips when permissive.

**GIRLS:**

The Bible clearly teaches that women are to adorn themselves in modest apparel; therefore, all young ladies are required to wear modest dress in proportion to their size, shape, and age.

*Class Dress:*

Dresses and skirts must be one inch below the knee at all times. Tight blouses or skirts, low necklines, see-through blouses, sweaters, dresses, and clothes resembling and or made with denim material will not be permitted. All blouses must provide complete coverage of the chest, midriff, side, and back areas of the torso. To ensure modesty, young ladies (K4-sixth grades) should wear shorts under their dresses or skirts that are not visible when sitting or standing. Shorts as an outer garment and pants or slacks are not appropriate dress. Girls in 7-12<sup>th</sup> grades should wear a slip beneath skirts made of silky or thin fabric. Natural, black, or white nylons, leggings that cover ankle and foot, or tights are required at all times by young ladies in grades 7-12.

It is important that young ladies identify with the Lord and not with the world or with extremes in the style of clothing, hair-dos, make-up, nail polish, and mannerisms.

Girls will always want to give attention in the selection of clothes so that only articles that are feminine are worn; therefore, no articles of clothing that are considered masculine are to be worn by young ladies.

*Activity Dress:*

Culottes, with a flare and the appearance of a skirt, would be appropriate for P.E and field trips when permissive.

**GENERAL A - Z**

ABSENCES

There are no **excused** absences except for student illness, death in the immediate family, attendance to a HBBC calendar event, or doctor and dentist appointments. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences.

If a child will be absent, the parent must send a note or email explaining the absence in advance. If they are unable to attend due to health or an emergency, **the parent should contact the teacher before 8:00 am the day to be missed.** Work that is missed due to poor health or an emergency will be sent home upon returning to class and given one day per day missed to be completed and turned in.

**Students that are too ill to attend school must present a doctor's note to their teacher if absent for more than one consecutive school day. If a note is not given, then all associated absences will be recorded as unexcused.**

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence.

**If a student finds that an unexcused absence will be unavoidable, he should see his teacher several school days in advance to receive necessary make up work before the absence.** This work must be made up **in advance.** Other missed work will be given following the student's return and allowed 1 day per day absent to be completed and submitted. Work not completed or received within that time will receive a zero. Final exams may not be made up.

**5 unexcused absences will be allowed per semester without penalty. After receiving 5, a student will see a grade reduction of one percent per subject for every additional day classified as unexcused within that semester.**

**Ex. Fall Semester = 7(total) unexcused absences  
2% reduction to the final grade in each subject**

## CARE OF BUILDINGS & GROUNDS

Every student should have a sense of pride in the care of buildings and school grounds. Student cooperation is expected. Make no marks on furniture, equipment or walls. Shoes are expected to be clean upon entrance to school buildings. Keep restrooms clean. All trash should be thrown into a trashcan. If you see waste paper on the floors or outside the building, pick it up. Vandalism to the school building and other school property is not appropriate. If malicious damage or vandalism is

done to school property by a student or alumnus, the individual(s) will be held financially responsible and may be subject to disciplinary action and/or criminal charges.

## DISCIPLINE PRACTICES

If misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are *time-out*, a tally, a student-teacher conference, an assigned detention, a student-principal conference, a parent-teacher conference. A student assigned detention will be given a note to inform the parent that must be signed and returned the next school day.

**Failure to return the signed note will result in an additional day of detention.** Should a student not stay for detention, this will result in a conference with the principal and additional disciplinary action.

Students can be suspended for an accumulation of detentions and for major behavioral problems.

In matters needing immediate attention, the Principal will call the parent to come to school to discipline the child.

If the problem is still not resolved after parental involvement, the student and parent will meet with the principal to discuss further measures to be taken.

The Administration will make decisions on an individual basis regarding suspension and expulsions.

Students will not be admitted to class without a signed Standard of Conducts form on file.

## DRUG POLICY

HBA maintains a zero tolerance to drug use. The Administration may request parents to obtain a drug test for a student and to submit the results. A student may be suspended until such results are received. Positive results would be grounds for the student's dismissal. Even if results are positive, our objective is to seek help for the student through counseling and/or program intervention.

## ELECTRONIC DEVICES

NO PERSONAL ELECTRONIC DEVICE may be used during the school day. Cell phones, Smart phones, laptop computers, iPods, tablets, etc., must be in the student's backpack and turned off at all times whether in class, in the hall, walking across the campus, etc. First offense will result in a warning. Second offense: the device will be taken for the day and must be picked up by the parent. Third offense: the device will be taken for the remainder of the school year.

## GRADING SCALE

<b>Letter Grade</b>	<b>Numeral Value</b>
<b>A</b>	<b>90-100%</b>
<b>B</b>	<b>80-89%</b>
<b>C</b>	<b>70-79%</b>
<b>D</b>	<b>60-69%</b>
<b>F</b>	<b>0-59%</b>

Teachers will post grades in Gradelink weekly, (no later than Friday).

Report cards will be sent home at the end of each nine-week period showing the pupil's progress. The report cards are due back within two school days bearing the parent's signature. Parents may print their own copy of the progress report or report card from within their Gradelink account.

## GRADUATION REQUIREMENTS

Twenty-three credits are required for graduation. Required credits are as follows:

- 4 credits in English
- 3 credits in Mathematics
- 3 credits in Science
- 4 credits in Social Studies
- 4 credits in Bible
- 2 credits in Fine Arts.
- 3 credits in Electives

## HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons.

1. **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
2. **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a student's suspension.

**Student planners must be signed by a parent daily to show that homework assignments have been checked by parents.**

## HONORS

Valedictorian and Salutatorian awards are determined based upon the weighted Grade Point Average (GPA) earned for all courses taken in high school as calculated through May 1 of the senior year. The Valedictorian must have the highest overall GPA. The Salutatorian must have the second highest overall GPA. If there is a tie in the GPA calculation, numeric averages will be used to determine the honor.

## INCOMPLETE WORK

Incomplete work not made up within 5 school days after an absence will automatically receive an “F.”

## LOST AND FOUND

Items that are found on school grounds will be turned in to the school office. All articles left over a period of time will be donated to charitable organizations.

## RETENTION

During the fourth quarter, each student will be evaluated by the teacher and principal to determine if promotion is best for them. Elementary students (Kindergarten – Fifth grade) and Middle School students (Sixth – Eighth grade) should pass each subject with at least a 70% score before being promoted to the next grade. High School students (Ninth – Twelfth Grades) must pass all graduate requirements before promotions.

## SPIRITUAL LIFE

HBA seeks to see each student express saving faith in Jesus Christ, to demonstrate a progressively clearer understanding of God’s Word, and to experience spiritual growth and commitment in his/her life evidenced by a growing character that is formed in Christ’s likeness. We place a strong emphasis on Biblical Integration in every grade and course a student takes.

The K-6<sup>th</sup> grades attend chapel on Mondays, and the 7<sup>th</sup>-12<sup>th</sup> grades attend on Tuesdays. On these days Bible class does not meet. Chapel speakers include some of the Heartland Baptist Bible College students and staff as well as local pastors, missionaries, and other full-time ministers who challenge and inspire students to practice the truths of God’s Word.

Every class, every activity, every chapel at HBA, exists to glorify God. As a result, at the heart of our mission is a desire to see HBA glorify God by not only preparing students to represent God in whatever

capacity He calls them to serve Him in the future, but also now while they are students at HBA.

## STUDENT DRIVERS

Students who begin the year driving to school, or that begin during the year must register their vehicle with HBBC. Registration begins in the Finance Office where a \$6 fee must be paid, and then is completed in the Registrar's Office where a copy of their driver's license will be made and a parking hanger issued.

## TARDINESS

Three unexcused tardy marks per quarter equal an absence. Students who are one or more hour late, or are picked up one or more hour early, will be counted absent for 1/2 day. Absences consequently affect student grades; therefore, parents should view tardiness as a very serious matter.

## **HONOR CODE**

### Honesty & Integrity Policy:

HBA seeks to assist Christian parents in preparing their children to faithfully serve the Lord and be a success in the world following graduation. Integrity, trustworthiness, and a godly character are key to this becoming a reality in the individual's life. Therefore, HBA maintains a zero-tolerance attitude toward cheating or to the suspicion thereof. Students should always perform their own work on assignments, projects, quizzes, and tests to increase their knowledge and understanding of the material being covered. If a concept seems beyond their ability to master on their own, they should seek the assistance of their teacher for further explanation. Being suspected of cheating will be treated no differently than being caught in the very act. The following steps are in place to deal with any who choose to break this policy:

**First attempt/act:** zero on grade – meeting with teacher and parent

**Second attempt/act:** zero on grade – meeting with principal and parent

**Third attempt/act:** zero on grade – meeting with Discipline Committee and parent (possible dismissal)

Principles:

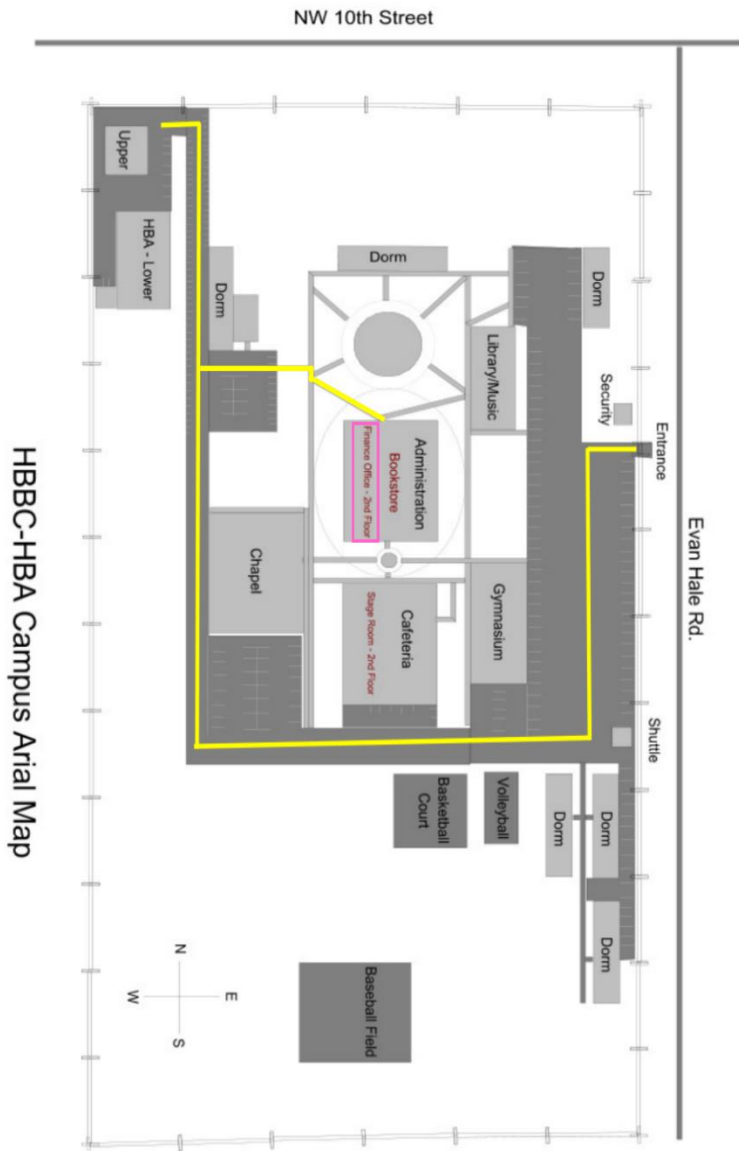
- Practices forbidden in the Scriptures are not permitted.
- HBA students are expected to respect the authority of the school, the local community, the state, and the nation.
- Students will refrain from possession or use of harmful substances such as tobacco, alcohol and drugs.
- The faculty and staff reserve the right to confiscate items deemed to be inappropriate. Students agree to abide by the rules and regulations of HBA.

The Following Actions are prohibited:

- Possession and/or use of knives or other potentially dangerous objects
- Possession of illegal substances
- Aggressive action toward others/criminal activity
- Possessing or distributing obscene or anti-Christian literature
- Truancy and leaving campus without both parental and school permission
- Dishonesty (lying, withholding information, stealing, plagiarism and forgery, etc.)
- Public displays of affection on school grounds or while at school activities.
- Physical contact between students and or guests
- Gambling
- Using or displaying electronic equipment such as cell phones, iPods, tablets, etc. during school hours unless permitted by the teacher for educational purposes; electronic equipment will be confiscated by the teacher, given to Administration, and returned to parents only.
- Selling items on school property not directly related to school sponsored activities.
- Bringing toys, games, pets to school except with teacher permission.







Upon thoroughly reading through this current HBA student handbook, please complete and submit the following Standard of Conduct form for each child and submit to your classroom teacher by the end of the first week of school.



I have read the Student Handbook and while enrolled in Heartland Baptist Academy agree to cooperate with and abide by these standards whether at home, school, or elsewhere.

Student #1 \_\_\_\_\_

Date \_\_\_\_\_

Student #2 \_\_\_\_\_

Date \_\_\_\_\_

Student #3 \_\_\_\_\_

Date \_\_\_\_\_

As a parent, I have read the Student Handbook. I will cooperate with HBA by seeing that my son or daughter maintains these high Christian standards whether at home, school, or elsewhere.

I give permission for the school to use my child's photograph and or name in promotional media.

I give permission for the school to conduct first aid procedures on my child when deemed necessary.

Parent \_\_\_\_\_

Date \_\_\_\_\_

\*Only students entering 6<sup>th</sup> Grade and above must read the student section, however all students entering 1<sup>st</sup> Grade and above must sign the Standard of Conduct form.