

HIGH STREET CHRISTIAN ACADEMY

Parent – Student Handbook

2024 - 2025



A Ministry of
High Street Baptist Church
7399 N. High Street
Columbus, OH 43235
(614) 888-5145

*“Study to shew thyself approved unto God,
a workman that needeth not to be ashamed,
rightly dividing the word of truth.”*

II Timothy 2:15

Introductory Information

A Word from the Pastor

High Street Christian Academy is a very special and unique place. Founded in 1976 by my dad, Dr. Charles E. Mainous, HSCA has continued to maintain its rare blend of academic excellence along with its strong biblical and spiritual foundation.

HSCA is more than just a classroom and books, although our teachers and staff are some of the best in the entire world. We are more than just social activities and fun, although we do have activities for all ages and lifetime friendships have been cultivated here.

To explain HSCA, I would have to take you to the Bible and to one special promise made in Proverbs 22:6, "Train up a child in the way he should go: and when he is old, he will not depart from it." To this end, we have dedicated our service. It is our sincere prayer that together with the Lord and with the help of each parent, teacher, coach, and pastor, we will raise a generation that will bring glory and honor to His precious name.

If I can ever be of any further assistance, please let me know.

Pastor Charles E. Mainous, III

Mission Statement:

High Street Christian Academy is a ministry of High Street Baptist Church. We believe the purpose of this school is to assist the parents in their God-given responsibility of training their children. Our objective is to train the student in the knowledge of God, His Word, daily Christian living, and to give the student an excellent, Christ-honoring education. It is here that we desire to instruct the student in each subject as it is related to God's Word, to develop their character and personal accountability to God, as well as to instill a heart's desire to serve the Lord in every aspect of their lives. Our goal is not necessarily to just teach them how to make a living, but also how to live the Christian life.

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General Information

Parent Expectations:

- To accept responsibility for the education and training of their children
- To understand the school's purpose and program
- To be personally involved in your child's academic progress by seeing that homework and out-of-class projects are completed
- To respect the authority of the school administrator and teachers, as well as cooperate in matters of discipline
- To commit to the philosophy of home and school working together to achieve the best for each student

Student Expectations:

- To accept personal responsibility for their learning and fully realize that they are accountable to God, self, parents, and teachers
- To complete their work assignments
- To contribute to a positive school atmosphere
- To show respect to all persons and property
- To respond positively to the encouragement, direction, and correction of all teachers and staff

Teacher Expectations:

- To accept personal responsibility for their teaching and understand that they are accountable to God, self, parents, students, and administration
- To exhibit high expectations for their students
- To always communicate a sense of purpose and meaning for learning
- To ensure that their students are on task
- To create an environment conducive for learning
- To stimulate an interest and involve students in learning
- To encourage student growth and self-discipline
- To work closely with the parents
- To respect each student's and parent's privacy by not discussing any personal and private issue with any other individual outside of the School Administrator
- To work closely with other staff members and function as a team player
- To maintain a close, personal walk with the Lord Jesus Christ and to lead each student to a life that brings glory and honor to the Savior

Doctrinal Statement

**Because HSCA is a ministry of High Street Baptist Church,
its doctrinal beliefs and standards will correspond with those of the church.**

1. We believe that the Bible is the inerrant, inspired Word of God and that it is our sole authority in all matters of faith and practice. For reasons of textual reliability, we believe that God preserved His Word in the King James Bible. Only the King James Bible will be used for classroom instruction.
2. We believe that God is a Person, eternally existing, as a Trinity in unity – Father, Son, and Holy Spirit. Three Persons and yet one God. (**Deut. 6:4, Matt. 28:19, I Cor. 8:6**) We believe also that Jesus Christ, eternally existing, is the only begotten Son of God, Who became a sinless man to redeem us. He was born of a virgin and is a true God and true man. (**Luke 1:30-55, Phil. 2:5-8**)
3. The local church is a group of believers baptized in water, banded together for edification, exhortation, and evangelism as commanded by Christ in the Great Commission. (**Mark 16:15, I Cor. 12:12; Eph. 1:22-23**)
4. Man was created in the image of God but fell through sin, bringing not only physical, but also spiritual death or eternal separation from God. Now all of mankind exists as a fallen race with an inherited sinful nature. (**Gen. 2:16, 3:16-19, Rom. 3:10-23, 6:23**)
5. The Lord Jesus Christ suffered and died as a substitutionary payment for the sins of the whole world. He physically arose from the dead and then ascended into Heaven. Simple faith in His sacrifice is the only way of salvation for mankind. (**Luke 24, Acts 1:9-11**)
6. All staff and students should be able to give a clear testimony of their personal salvation.
7. We view our school as an extension of the home. We need the unfailing and unwavering support of each parent. As the student sees their parents support the staff and teachers of HSCA, they will understand the importance of those in authority in their lives. There is no greater tragedy in a child's life than to see their authority figures torn down in the home and their response will mirror that of their parents.
8. Respect for our country and political leaders will be expected out of each student. It is our desire to instill in them a sense of pride and gratitude to God for placing them in a great and free country.
9. Each student should come to the realization that each rule and regulation they are placed under is created to preserve their freedom and to develop their self-discipline. They must come to realize that if they cannot control their own behavior, they will lose their freedom.

Admission to HSCA

Process

New Student Enrollment

1. Submit application
2. Schedule a time for student evaluations and school tour
3. Schedule a meeting with the principal
4. Submit the non-refundable enrollment fee
5. Complete forms given by the administrative staff
6. Pay all other required fees
7. Both parent(s) and child(ren) read the handbook
8. The parents sign the parent agreement form

Re-Enrollment

1. Submit the non-refundable enrollment fee
2. Complete the re-enrollment form
3. Pay all other required fees
4. Both parent(s) and child(ren) read the handbook
5. The parents sign the parent agreement form

Qualifications

1. Preschoolers:
 - a. Must be potty trained before acceptance into the school year
 - b. Must be three years old before the start of the school year
2. Kindergartners:
 - a. Must be potty trained before acceptance into the school year
 - b. Must turn five on or by the first of September
3. 1st through 12th graders will be tested prior to the start of the school year to determine their proper grade placement.

IMPORTANT:

High Street Christian Academy is a Christian school. As such, we are not an 'alternative' to other schools and programs. It is imperative that our students be an active member of a local New Testament church. Any student who is not a regular attender of a church, may forfeit his/her privilege to attend HSCA. (**Hebrews 10:25**)

Preschool

Requirement: Students must be at least 3 years old and completely potty trained.

Academics: Our preschool focuses on fundamentals such as letter and number recognition, fine motor skills, social skills, creative and imaginative play, and Bible and character-building stories. No grades will be given.

Communication: Parents must use Jupiter Ed to receive communication from the teacher and administration. This is important for necessary information throughout the year including school closings.

Uniform: Preschool students do not have to wear the regular school uniform. They should wear appropriate play clothes for the time of year and comfortable closed-toe shoes.

Attendance: Parents should contact the preschool teacher if their child will be absent or getting picked up early. Students should only attend on the days they are enrolled for. Parents should also follow the Drop-off and Pick-up Procedure on page 8.

Schedule: Preschool will be open/closed on the same days/times as K-12th grades. See school calendar.

Sickness: Preschool students/parents are to abide by the Health and Wellness policy on page 7.

Finances:

- a. There is a \$50 enrollment fee that must be paid prior to the school year starting.
- b. There is a \$100 book and craft fee that may be paid in full by the first day of school.
- c. The monthly rates are as follows: 1 day = \$160; 2 days = \$320; 3 days = \$480; 4 days = \$480 (the 4th day is free for full time students). The rates for August and December are half the price since we are only in school half of those months (\$80/\$160/\$240).
- d. Payments are due on the 1st of each month. There is a \$15 penalty for any late payments.
- e. If payment is not paid by the 1st of the following month, the student will not be allowed to return until the bill is paid.
- f. If a student is unenrolled from school, parents are responsible for any payments due.

Lunch:

- a. Lunch and snack items along with drinks will be available for purchase on Monday through Friday.
- b. Each family is required to have a lunch tab in order for students to purchase food or drink items. Students may not purchase items if there is no money in the account.
- c. If students order a hot lunch or pizza, they will be charged even if they do not pick up their food.
- d. Parents should notify the preschool teacher to order/purchase any food or drink items for their child.

Discipline: Parents will be contacted concerning any disciplinary or behavioral issues which will be dealt with on an individual basis.

Attendance

Tardies and Absences

1. **A student is considered tardy if they are not in their homeroom at 8:30 a.m.** If a student is tardy, he/she must go to the school office and sign-in with the school secretary to be considered present. **Every five tardies equal one absence.**
2. **If a student leaves early, they will also be marked tardy.** If a student arrives late and leaves early, the tardies will be counted separately. However, if students arrive late or leave early due to a medical appointment, a doctor's note will excuse the tardy.
3. If a student wants to leave before dismissal (3:15 p.m.), a parent must contact the school office before noon on that day to advise our administration. If not followed, the student may be subject to disciplinary actions.
A student may never leave the premises without obtaining prior permission.
4. If a student is going to be absent, the school needs to be notified by 8:30 a.m. by the parent or guardian.
5. **State Law states no more than 14 days may be missed in a school year** with some exclusions allowed. Extenuating circumstances such as extended illness, family emergencies, school/church trips, and two college visits (for seniors) are not counted toward the 14 days **IF properly communicated and approved by the administration.**
6. A doctor's note must be provided to get excused for extended medical reasons. **Absences due to non-extended illness, vacations, personal reasons, etc. will count toward the 14 days.**
7. If a student exceeds 14 absences (accumulated tardies included), **they will not be promoted to the next grade nor receive their diploma/transcripts unless they attend summer school to make up the days missed over 14. Summer school is \$50.00 per day which is to be paid in advance.**
8. If students attend school after 11:00 a.m., they will be counted absent for the day and may not participate in any sports competition on that day.
9. If students know they will be absent beforehand, they must collect their work from all of their teachers prior to their absence and have it completed upon return. For unplanned absences, students will have one day to make up the work for each day missed.
10. If students have an excessive number of tardies or absences, it may affect their eligibility to remain a student at HSCA.

Health and Wellness Policy

1. Students must have a temperature below 100.4 degrees in order to attend school. Students must be fever free without having taken fever-reducing medicine such as Tylenol, Advil, Motrin, etc. within the last 24 hours.
2. Students must not have vomited or had diarrhea within the last 24 hours.
3. If students have a persistent runny nose, croupy cough, rash, eye infection, or other communicable diseases, they must be cleared by a doctor before returning to school.
4. If students have head lice, proper treatment must be given at home and checked after treatment to verify they are lice free. The school must be notified if a child has lice.
5. When in doubt, keep your children home. Please continue to train your children in proper handwashing and coughing into their elbow. Additionally, please emphasize they are not to share food, drinks, or candy with other students.

Parent Drop-Off and Pick-Up

1. Carline Drop-Off Procedure:

Enter the north (golf course) side of the parking lot and drop students off under the overhang. Please proceed cautiously through the south end of the parking lot. The doors will open at 7:45 am.

1. Carline Pick-Up Procedure:

Enter and exit the same as drop-off. Follow instructions of the carline attendant.

- a. If a parent or guardian needs to speak with a teacher, please park on the south side (highway side). After all the cars have gone through the carline, you may enter the school building.
- b. If a student(s) is not picked up by 3:30 p.m., the student must wait in the school front entrance.

Student Driving Privilege

*** These rules must be strictly adhered to by each student driver.**

*** Failure to do so will result in the temporary or permanent loss of driving privileges.**

1. Drive slowly and carefully on the school property.
2. No loitering in cars before or after school.
3. Loud music and squealing of tires is prohibited in the parking area.
4. **If a student is tardy five times in one quarter this will result in driving privileges being suspended for one week.** If you are going to drive, you must be responsible enough to be there on time.
5. Do not leave school at any time (other than after dismissal) without permission from your parents given to the Principal. You may have your parents call or send a message.
6. No students are permitted to drive or ride in another's vehicle at any time without permission from both sets of parents and the administration.
7. Legal driving documents must be maintained: Valid driver's license, vehicle registration, and proof of insurance. If an accident should occur, those responsible will be held liable for any and all damages.

Academic Policies

Subject Matter and Materials

1. All classes are presented in the light of biblical truth.
2. We use the Abeka, BJU, and Positive Action for Christ curricula in grades K-5 through 12th.

Promotion and Retention

1. A student will be promoted to the next grade if he fulfills all the academic requirements and does not exceed the maximum number of absences. (See Attendance p. 7)
2. Retention will be based on the year average in each of the major subjects: Math, English, Bible, Science, and History.
3. If a student fails two or more of these subjects in one school year, he will be retained in the same grade the following year. For grades 9th through 12th, if a student fails any class, it must be retaken during the summer or next school year. A student may also be retained in a grade upon the parent's request along with the approval of the school administration.

Course Sequence

This will be determined by the Principal and may be assisted and recommended by each individual teacher.

Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Letter Grade:

A – Consistent, Superior Work	4.0
B – Exceeds Basic Standard	3.0
C – Meets Basic Standard	2.0
D – Sub-Standard	1.0
F – Failing	0

Academic Honors:

“A” Honor Roll: All “A’s” on a report card for the end-of-year average.

Graduation Requirements:

1. The Principal determines if the student has accumulated the proper total of credits.

Graduation Requirements:

- a. Bible - 4 credits
- b. English Language Arts - 4 credits
- c. Mathematics - 4 credits
- d. Science - 3 credits
- e. Health - 1/2 credit
- f. History - 3 1/2 credits
- g. Electives - 5 credits
- h. Physical Education/Art/Music- 4 credits
- i. Two Graduation Seals (earned throughout high school)

Total Credits: 29

Graduation fee: \$50 for Kindergarteners and \$100 for Seniors due by April 1st.

Homework:

1. Homework is an important part of each student's educational process. Our teachers do not give unnecessary homework.
2. Homework and daily class work comprise a percentage of the student's quarter average. When students fail to turn in their homework at the assigned time, the final average for that quarter and course will be affected.
3. Parents should review homework assignments with their children as a matter of interest, but they should not do the assignment for them.
4. We need the parents' full cooperation in seeing that assignments are completed. We can administer penalties for incomplete homework, but this alone will not create in the heart of the student the desire to get the assignments done. This is the responsibility of the parents.
5. It is the student's responsibility to make up missed work after an absence. Students will be given one day to make up the assignments missed for each day of absence. If students know they will be absent beforehand, they must collect their work from all their teachers prior to their absence and have it completed upon return.
6. Teachers reserve the right to refuse to accept assignments which are illegible or very sloppy in appearance.
7. Shared homework answers by students will be considered as cheating.

Reporting and Report Cards:

1. Parents must enroll in and use our **Jupiter app/website**. This app/website allows you to monitor your child's progress on a daily basis. You can also sign up to receive automated weekly reports or get notified when your student's grade drops below a certain grade. This can be done in your settings.
2. At the end of each 9-week grading period, report cards will be issued electronically.
3. Parents are encouraged to make appointments with teachers if they have any questions about the student's work or about grades received on report cards.
4. Sometimes it is necessary for the teachers to request an appointment with the parents. We ask that you please cooperate with the teacher in this matter.

Special Education:

HSCA will accept students with special learning needs (IEPs, 504s, etc.) based on our entrance evaluation and review of documents. We do not have a special education department, but teachers will provide the needed accommodations they are able to within the general education classroom.

General Policies

School Closings

1. School closings will be sent out via text through the Jupiter app. You must enable text notifications in your account settings to receive these alerts.
2. Special Events: Because we are a ministry of High Street Baptist Church, we reserve the right to cancel classes for special meetings. Prior notice will be given to all families.

Student Expectations:

Conduct Policies

***Any disobedience to these policies will result in the issuance of demerits to expulsion.**

1. All students must observe the classroom rules set forth by each individual teacher.
2. No student may talk without permission. A student may get permission by raising his hand and waiting for the teacher to call upon him/her.
3. Students may not move about the room without permission.
4. Students will refrain from any act of disrespect toward teachers or students.
5. The student must be ready with all needed materials when each class starts. No backpacks may be carried to the classrooms.
6. Bullying, teasing, and intimidating are strictly prohibited.
7. Gum chewing is not permitted in any area of the school.
8. Improper language (vulgar, abusive, swearing) is forbidden.
9. Taking anything that is not yours is considered stealing. Stealing will not be tolerated and is always considered a serious matter.
10. No food or eating is permitted outside of the Cafeteria before, during, or after school.
11. Social Media: Inappropriate postings or images (during school or not) may result in suspension/expulsion.

Lunch Policies

1. Lunch and snack items along with drinks will be available for purchase on Monday through Friday.
2. Each family is required to have a lunch tab in order for students to purchase food or drink items. Students may not purchase items if there is no money in the account.
3. If students order a hot lunch/pizza, they will be charged even if they do not pick up their food.
4. Food is not allowed in classrooms unless someone from administration approves it.
5. No food is allowed in the gymnasium at any time.

Cell Phones & Electronic Devices

1. Cell phones and other electronic devices may be brought to school, but students must turn them into their homeroom teachers each morning.
2. Cell phones are not to be used in the classroom without the teacher's permission.
3. The school has phones if it is necessary to call parents.
4. Smart watches are allowed to be worn to keep track of time but are not to be used for communication of any kind, social media, a calculator, games, etc. Improper use will result in forfeiting their right to wear it to school.

Lockers

1. Lockers will be assigned to students. These assignments will not be changed for the duration of the school year. Students may NOT enter someone else's locker without permission.
2. If the locker is not one with a built-in lock the student must provide his or her own combination lock for the locker. The combination to the lock must be given to the homeroom teacher.
3. Nothing should be put on the exterior or glued to the interior of the locker.
4. There is to be no open food or drink containers left inside the locker.
5. All lockers are to be cleaned out daily.
6. Unannounced locker inspections by the administration may occur during the year, with penalties for unacceptable appearance.

Student to Teacher Relationship

1. Respect, cooperation, and obedience to all administrators, teachers, and staff will be expected of each student.
2. All students are to respond with immediate and cheerful obedience to authority and school regulations.
3. The terms Miss, Mrs., Mr., should be used and given respectfully, regardless of time or place. Students should always answer with "ma'am" when answering a lady and "sir" when answering a man.
4. Physical posture towards a teacher must always be respectful. Disrespectful posture would include slouching, rolling of eyes, huffing, etc.
5. Students will stand upon the entrance of any adult into a room.
6. When moving about the school or church buildings students will yield the right of way to teachers or other adults.
7. When addressed by a teacher or other adult, a student will respond cheerfully and audibly.

Student to Student Relationship

1. Public displays of affection between boys and girls are not permitted on school property. This includes holding hands, kissing, standing too closely or brushing up against another student regardless of familial relationship, horse-playing, or any unnecessary physical contact of any type.
2. Acts of intimidation or inappropriate jesting will not be tolerated.
3. Each student is expected to treat all other students with respect.

******* Disrespect to a teacher, fellow student or property, and/or direct disobedience may result in the student being removed from the class and parents notified to pick up their child. The student may return once an apology is made and the principal is assured, by the parent, that the student will behave properly. The Administration of HSCA is committed to an atmosphere of respect and order in the classroom. *******

Chain of Command

The Pastor of High Street Baptist Church is the head of the school, just as he is the head of the church. As the head of the school, he has entrusted the authority to the Principal and administrators of the school. No parent should go to the Pastor without first following the proper chain of command: the teacher, then the Principal, and then finally the Pastor. Most problems can be directly resolved with the teacher.

Handling a Problem

When problems and disagreements arise throughout the school year, it is vitally important that they be dealt with in a Christian manner. We believe in and practice the following chain of commands in dealing with problems, as found in **Matthew 18:15-20**.

1. If a student has a concern or complaint regarding a specific teacher and/or administrator, it is essential that initial communication be with that teacher and/or administrator.
2. When the student brings that complaint home, take the time to advise him/her as to how to approach the teacher and/or administrator to begin the resolution of this conflict.
3. This training or advice will give the student a wonderful opportunity to learn the skills of conflict resolution. The key is giving young people the skills needed to work through these daily concerns and the positive experience of seeing them solved in a biblical way.
4. Complaining, division, and strife will not be tolerated!

Sports Program and Extra-Curricular Activities

Opportunities

1. Boys (various age restrictions apply)
 - a. Basketball
2. Girls (various age restrictions apply)
 - a. Volleyball

Requirements for Eligibility to Participate in the Sports Program

***A sports fee per student is required and must be paid prior to participating in the sport.**

*** Students who represent the school in athletics or any fine arts competitions must keep a healthy balance between school work and other activities.**

1. The student must have a good Christian testimony, as they are representing our school.
2. The student must have a good attendance record.
3. The student must maintain a “C” when all classes are averaged. If the student is failing any subject, he/she may be suspended from extra-curricular activities.
4. If the overall average of those subjects are below a “C,” then that student will be ineligible for the following quarter.

Policies

1. A student that is absent or arrives at school later than 11:00 AM will not be eligible to play in the game that day.
2. Athletic teams will ride with the team to and from games in a vehicle provided by the school. The only exception to this rule will be to return with that student’s parents once the coach or other faculty member in charge has been advised.
3. Students must dress appropriately for practices and games. Each coach will communicate what is preferred.

Conduct/School Spirit

1. We do not tolerate unsportsmanlike behavior from faculty, coaches, players, parents, or spectators.
2. Respect is to be shown at all times to game officials, opponents, and persons from schools with whom we compete.
3. Please help us maintain high standards and good testimony at both home and away contests.
4. Please do not “boo” or ridicule an opposing team or the officials. We do encourage spectators to cheer and shout encouraging remarks to their teams.
5. All students who participate in a sport must remember that basketball shorts must be to the knee.

Financial Information

1. An Enrollment fee of \$60 per student each year (\$40 for early enrollment).
2. A Book and Class fee of \$300 per student each year. If a student loses a textbook during the school year, parents must pay the cost to order a replacement textbook.
3. A Tech fee of \$100 per student each year.
4. Monthly payments from August to May are \$350.00 per student. There is a special discount for High Street Baptist Church Active Members - \$300.00 per student.
5. Payments are due on the 1st of each month. **If payment has not been made before the 1st of the following month, students will not be allowed to attend school until payment has been made. Absences will be counted.**
6. There will be a \$15 late fee for any fee or monthly payment that is not paid by the due date.
7. If a student is withdrawn during the school year, the parents are financially responsible for the month's payment in which the child was last present in school.

All fees (enrollment, book, and tech.) must be paid in full before a student is considered enrolled and books are ordered. In addition, the first tuition payment in August must be paid before a student can attend school.

How To Pay

Payments may be made with cash, check, or Venmo (@HSCA-Crusaders) with no fee. Tuition, fees, or uniforms may be paid for with a credit card online but will include a 3% fee.

Online

1. Go to <https://www.highstreetchristianacademy.com/>
2. Click on "Resources" then scroll down to "Credit Card Payment" or "Venmo Payment."
3. For a credit card, select "One-time Gift" or "Recurring Gift" depending on which you'd like to do.
4. Choose "Fund" and select "High Street Christian Academy."
5. Choose "Sub Fund" and select the appropriate category. (If there is no category for what you're trying to pay, that means you must pay with cash, check, or Venmo).
6. Type in the amount and fill out the rest of the form.
7. Select the box to pay the fee.
8. Submit payment.

Dress Code

Policy

High Street Christian Academy believes a Christian's appearance and conduct should accurately reflect the indwelling presence of Jesus Christ. We believe that there is a relationship between good dress habits, good work habits, and proper school behavior. In an effort to promote school pride and unity, we incorporate a school uniform policy required of all students. Our major daily concern is the education of students and not the policing of apparel. We expect our students to be modest, moderate, and Christ-like in their dress. If any questions arise on any issue, the decision of the school has to prevail. We will adhere to the biblical principles of "modest apparel" as found in I Timothy 2.

Dress Standards

* Any violation of these policies will result in consequences; depending upon the severity of the offense, the parent may be asked to come to the school to take care of the situation.*

1. Everyday School Uniform - A polo shirt must be worn under all HSCA "outer" apparel.
 - a. Boys:
 - 1) Navy blue or khaki pants (must have belt loops). No cargo pants or joggers.
 - 2) Solid white, red, dark green, yellow, navy, burgundy, and light blue polo shirt (see page 17). No logos or designs allowed.
 - 3) Any t-shirts worn under uniform shirts must be white and cannot have logos or designs on them.
 - 4) Socks, belts, and closed-toe shoes or sneakers must be worn at all times. Any color is acceptable.
 - 5) Based on the administration's discretion, hair cuts should be neat and conservative; no extreme styles or colors. Facial hair must be well groomed.
 - 6) **Sweaters/pullovers must be HSCA apparel. No hoodies, jackets, fleece athletic zip ups, etc. allowed.**
 - b. Girls:
 - 1) Plaid, navy, or khaki uniform skirt. **The skirt must be touching the knee all the way around** when standing.
 - 2) Solid white, red, dark green, yellow, navy, burgundy, and light blue and light pink polo shirts (see page 17). No logos or designs allowed.
 - 3) An undershirt must be worn everyday underneath the polo. Any t-shirts worn under uniform shirts must be white with no logos or markings on them.
 - 4) No form-fitting shirts may be worn - they must be loose around the entire upper body (at least able to pinch one inch on each side of the blouse).
 - 5) **Sweaters/pullovers must be HSCA apparel. No hoodies, jackets, fleece athletic zip ups, etc. allowed.**

- 6) We recommend shorts be worn under skirts. Leggings may also be worn in black or the same **solid colors** (no designs) as the polo tops. (Sweat pants and other bottoms may NOT be worn.)
 - 7) Closed-toe shoes or sneakers must be worn at all times. Any color is acceptable for shoes, sneakers, and socks. No flip flops. Sandals may be worn on casual days.
 - 8) Only moderate, light makeup for 7th- 12th graders.
 - 9) Hair styles must always be neatly combed. No extreme colors or styles.
2. Only the first (top) button of a shirt may be unbuttoned.
 3. Shirts and blouses must be tucked in at **all** times. Recess is the only exception to this rule!
 4. Jewelry:
 - Girls: No more than two piercings on each earlobe allowed. No other piercings allowed.
 - Boys: No piercings allowed.
5. Gym/Athletic Programs
 - Boys and Girls: A school gym uniform must be worn. A parent must purchase it through the school office. It may not be tight fitting; shorts must come to the knee.
6. Casual Dress
 - a. A note informing parents of special casual days may be sent home in advance.
 - b. Denim is allowed for boys and girls.
 - c. Girls must wear skirts that are to the knee in the front and the back when standing. **No slits above the knee.**
 - d. Boys must wear long pants at all times. No joggers or sweatpants allowed.
 - e. Clothes must not be low-cut (no lower than 4 fingers from the neck) nor form-fitting (around the bodice and waist area).
 - f. No flip-flops or slides.
 7. Dress while performing as a School Choir or during special dress-up days:
 - g. Boys:
 - 1) Dress pants with a belt
 - 2) Dress shoes
 - 3) Dress shirt and tie
 - h. Girls:
 - 1) Church dress or skirt – length of skirt must be to the knee in the front and back. Slits are not to be above the knee.
 - 2) No denim or khaki allowed
 - 3) Blouses and tops may not be low-cut (no lower than 4 fingers below the neck) nor form-fitting.
 - 4) Dress shoes must be worn. Flip-flops are not allowed.

Approved uniform colors and styles

Boys: Navy or khaki pants



Girls: Navy, khaki, or plaid skirts or jumpers (must be plaid 55 from Education Apparel <https://www.educationalapparel.com>). Skirts and jumpers must be to the knee and have a box or kick pleat.



Boys: Solid white, red, dark green, yellow, burgundy, navy, or light blue polo shirts

Girls: Solid white, red, dark green, yellow, burgundy, navy, light blue or light pink polo shirts



Discipline

We hold to the policy that it is impossible for learning to take place in a classroom unless control and good order are maintained. Therefore, the majority of classroom discipline will be handled by the teacher. Disobedience to any policies stated within this handbook may result in the issuance of demerits or higher forms of punishment.

Demerit System

1. Each teacher has the authority to give any student of HSCA a demerit.
2. The demerits are usually given in increments of one.
3. Parents will receive notification when their child receives demerits, a detention, or other disciplinary actions. Parents and students can also view this information on Jupiter.
4. The Penalties of accumulated demerits within each quarter will be as follows:
 - 10 Demerits: 1 hour detention**
 - 20 Demerits: 1 day of in-school suspension, which will equal 1 day of absence.**
5. Actions that may result in demerits: Here are a few examples.
 - Homework that is not done or is incomplete.
 - Unprepared for class (e.g., items such as a book or pens that were needed for class were left at home or in a locker).
 - If a staff member gives a student a warning about anything and the student repeats the offense.
 - Violation of any of the dress code guidelines.
 - Cheating, fighting, stealing, or lying may result in 10 demerits and written assignment or discipline given by the principal.**
6. If students accumulate an excessive number of demerits or detentions during the school year, it may jeopardize their eligibility to remain a student at HSCA.

***** Disrespect to a teacher, fellow student or property, and/or direct disobedience may result in the student being removed from class and parents being notified to pick-up their child.**

Disciplinary Action:

These are a few examples. The administration will decide each situation as it arises and determine the proper form of discipline.

1. In School Suspension (ISS):
 - a. Initiating fighting, bullying (whether in person or electronically)
 - b. Verbal assault toward any teacher or student (includes electronically)
 - c. Personal attacks on anyone's property
 - d. Actions outside of school that reflect poorly on the image of HSCA
 - e. Leaving school property without permission
 - f. Cursing or vulgar language of any kind
 - g. Misrepresentation of the truth (lying)
 - h. Use of social media in an immoral or offensive manner. May also be grounds for expulsion.

2. **Expulsion:** The following are grounds for immediate expulsion: Students expelled will be considered for readmission only after the administration determines that ample time has passed, and there is satisfactory evidence of repentance.
- a. Physical assault on a teacher
 - b. Sexual immorality (physical and electronically)
 - c. Use of drugs, alcoholic beverages, tobacco, or vaping; whether they occur on or away from the school; and selling or furnishing such items to others
 - d. Students exhibiting frequent and continuous disobedient behavior
 - e. Vandalism of any kind

High Street Christian Academy and each student's parents are partners in the education of their student at HSCA. This partnership is based on a common understanding and acceptance of the school policies set forth in this Parent/Student Handbook. This Handbook may be amended from time to time at the sole discretion of HSCA, and we reserve the right, to enforce the Handbook policies and the "spirit thereof" regarding student accountability, and if parent(s)/guardian(s) fail to support the administrator's enforcement of the Handbook policies as applicable to their student, HSCA may determine that there is no effective partnership between the school and the home and the student may not be permitted to continue in the school.

Parent/Student Agreement Form

High Street Christian Academy reserves the right to require students to subscribe to standards that are believed necessary to create the atmosphere and character that is most conducive to learning. All students are required to adhere to the scholastic and moral standards of the school. Students, by virtue of their enrollment, agree to abide within the school's guidelines and standard of conduct.

Both parent(s) and student(s) should read and understand this handbook. By signing below, the parent(s) acknowledge that they have read and understand the handbook and that they agree to abide by its content.

- The parents are willing to cooperate in helping their children attain the highest possible level of academic achievement by playing a large role in their education.
- Each student must be an active member of a Bible-believing, New Testament church.
- The parents will support the school's standard of dress by not allowing their child to violate any dress standard stated in this handbook. The dress code will be followed with a good attitude; griping, and complaining will not be tolerated.
- The parents will give their full cooperation in seeing that each task, assignment, and homework is completed by their child.
- The parents will give their full support to the authority of the school: the teachers, administration, and superintendent. They will not undermine the respect the students must maintain for those in authority over their children.
- All parents and students should understand that the administration will support the teacher in matters of discipline. Any parent or student with a legitimate complaint about a disciplinary method or procedure should talk to the teacher first before contacting the principal or pastor.
- In conclusion, the parents and the students hereby agree to support and abide by all the rules and standards set forth in this handbook. They also realize that the failure to do so may result in dismissal from school.

Signature of Parent(s):

Date:

Junior High and High School Student's signature:

