

HIGH POINT PREPARATORY ACADEMY

Dear Parents,

We are honored that you have chosen *High Point Preparatory Academy (HPPA, High Point Prep)* to partner with you in the education of your children. Education is a process that requires committed cooperation of both home and school.

High Point Prep was founded upon that partnership. Parents are God-ordained to be central in teaching their children. For this reason, we desire to assist you in developing your children in every possible way.

We believe the goal of Christian education is to guide student growth toward the ultimate goal of full maturity in Christ. *"Until we all... become mature and full grown in the Lord, attaining to the whole measure of the fullness of Christ"* (Ephesians 4:13 NLT).

This handbook has been designed to provide you not only with an introduction to our commitment, but also to convey our methods, philosophies, policies, and procedures. You will also find our standards of conduct, academic and spiritual programs, official guidelines, and extra-curricular activities.

It is our sincere focus to promote godliness and moral integrity in young people and to develop the God-given leadership skills possessed by each of them. This focus, when integrated with an academic program that teaches basic core knowledge, cultural literacy, communicative skills, and critical thinking is certain to produce students who are cultural originators and not imitators. Our curriculum is advanced. Our teachers are anointed. Our environment is uplifting. The result is inspirational!

Welcome to the family!

Beth Featherston
Principal



NONDISCRIMINATORY POLICIES

*"There is neither Jew nor Greek, there is neither slave nor free,
there is neither male nor female; for you are all one in Christ Jesus."
(Galatians 3:28 NKJV)*

High Point Preparatory Academy admits students regardless of race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. Likewise, High Point Preparatory Academy does not discriminate in the administration of our admission and educational policies and other school administered programs. We are all children of God, who created us and loves us all. We follow His commands and love one another.

HPPA is a Christian-based organization that does not advocate nor allow discrimination for employment based upon age, disability, ethnicity, gender, marital status, or national origin.

TEXAS STANDARDS

A copy of the minimum standards is available for review when needed. By State law, you may also request a copy of these legal standards from your local *Child Care Licensing Office*. A list of these offices can be found on the TDPRS (Texas Department of Protective and Regulatory Services) website at www.tdprs.state.tx.us or by calling the State Child Care Information Line at 800.862.5252.

REPORTING CHILD ABUSE

The state of Texas has a toll-free number, answered 24 hours a day, seven days a week at 800.252.5400. Texas residents are obligated by law to report any suspicion of child abuse or neglect.

ASBESTOS-FREE ENVIRONMENT

HPPA has undergone all federally required inspections and has been declared "asbestos-free". Records are available in the Administration office for your perusal.



CONTACT INFORMATION

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HPPA PURPOSE

VISION STATEMENT

Our vision is to commission Christ-like leaders to serve present and future generations.

MISSION STATEMENT

Our mission is to lead by example and partner with Christian families to develop servant leaders who recognize their value in Christ. We are dedicated to educating the whole child – mind, body, and spirit – by providing a Christ-centered, Biblically-based education that promotes and instills excellence in academics and character through the knowledge and application of God’s Word. (Luke 2:52)

STATEMENT OF FAITH

WE BELIEVE...

- ... that the Bible is the inspired, infallible, and authoritative written Word of God.
- ... that there is one God, eternally existent in three persons, Father, Son, and the Holy Spirit.
- ... in the deity of our Lord Jesus Christ, His virgin birth, sinless life, miracles, substitutionary and atoning death, bodily resurrection, ascension to the right hand of the Father, and personal return in power and glory.
- ... that regeneration by the Holy Spirit is essential for personal salvation, and that the only means of being cleansed from sin is through repentance and faith in the shed blood of Christ; and that by God’s grace through faith alone we are saved.
- ... in water baptism by immersion to signify the old man buried with Christ and the new man raised in newness of life in Christ.

... in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

STATEMENT OF FAITH Continued

... the baptism with the Holy Spirit, according to Acts 2:4, is given to believers who ask for it. *(And they were all filled with the Holy Spirit and began to speak in tongues as the Spirit gave them utterance. Acts 2:4 NKJV)*

... in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

... in the spiritual unity of believers in our Lord Jesus Christ.

PHILOSOPHY OF EDUCATION

We believe that the Bible is the inspired, infallible, authoritative Word of God. The Bible is truth, and there is no higher truth. We maintain a wholly Christian world-view, and endeavor to train our students so that their lives will exhibit that Jesus Christ is Lord, and that He reigns at the very center of their existence (Acts 17:28). To that end, the curriculum and all related materials used at High Point Preparatory Academy are based on the Word of God. The Bible is our standard for all academic subjects, electives, and enrichment activities.

The Bible teaches us how to live. All of us as leaders, teachers, and parents should be living examples of the Christian life as we purpose excellence and virtue in all we say and do. Only then are we able to train children up in the way they should go, so that when they are old, they will not depart from it. (Proverbs 22:6)

THE CULTURE OF HIGH POINT PREPARATORY ACADEMY

An HPPA student:

- loves Jesus – *1John 4:19 We love Him because He first loved us.*
- leads by example – *1Timothy 4:12 Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.*
- respects authority – *Hebrews 13:17 Obey those who rule over you, and be submissive, for they watch out for your soul, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you.*
- values academics – *2Timothy 2:15 Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.*
- is an imitator of Christ in word and deed – *Ephesians 5:1 Therefore be imitators of God as dear children.*
- is courteous – *Ephesians 4:32 And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.*
- values family – *1John 2:10 He who loves his brother abides in the light and there is no cause for stumbling in him. Ephesians 6:1-3 Children, obey your parents in the Lord,*

for this right. Honor your father and mother which is the first commandment with promise: that it may be well with you and you may live long on the earth.

THE CULTURE OF HIGH POINT PREPARATORY ACADEMY continued

- attends church regularly – *Hebrews 10:25 ...not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much the more as you see the Day approaching.*
- serves others – *Philippians 2:5-7 Let this mind be in you which was also in Christ Jesus, who, being in the form of God, did not consider it robbery to be equal with God, but made Himself of no reputation, taking the form of a bondservant and coming in the likeness of men.*
- respects his/her body as the temple of Christ – *1Corinthians 6:19 Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God and you are not your own?*
- does not complain – *Philippians 2:14-15 Do all things without complaining and disputing, that you may become blameless and harmless, children of God without fault in the midst of a crooked and perverse generation, among whom you shine as lights in the world.*
- abides by student expectations: P.R.A.I.S.E. (page 19) – *Habakkuk 2:2 Then the Lord answered me and said: "Write the vision and make it plain on tablets, That he may run who reads it."*



ADMISSION POLICIES

CRITERIA

Students must meet the following requirements for regular admission consideration:

1. At least one parent must be a Christian and regularly attend a local, Bible-believing church.
2. Middle and High School students must have received Jesus Christ as their personal Lord and Savior.
3. Students must have semester averages of 75 or above on the previous year's report card and be in good standing with that school.
4. The student must score within an acceptable range on an admissions test administered by HPPA staff should testing be deemed necessary.
5. Kindergarten students should be **five years old by September 1 and pass a kindergarten readiness test** in order to apply for admission.
6. First grade students should be **six years old by September 1, with successful completion of a kindergarten course.**
7. Second through tenth grade students must have successfully completed the preceding grade and present satisfactory standardized test scores. Students transferring to HPPA will be admitted on an individual basis after review of actual school records.

STEPS TO ENROLLMENT

1. Carefully read all HPPA information prior to your child's application submission.
2. Call 817.394.3100 for an appointment to tour the facility or to speak with the registrar.
3. Completely fill out the HPPA application and return it with the following items:
 - a. Immunization Records
 - b. Birth certificate
 - c. Previous Academic Records
 - e. \$100 non-refundable application fee

4. When the pre-admission file is complete, High Point Prep administration will call to schedule admission testing, if applicable.
5. After admission testing is completed, an interview with the principal will be scheduled. At least one parent must be present for this interview. Middle and High School students must also be present for the family interview.
6. The parent will be notified of the admission status within **five days** of administrative interview.
7. Upon acceptance, a final appointment will be scheduled with the Tuition Accounts Manager to discuss payment of registration, curriculum and supplies fees, and to determine a convenient tuition payment plan .
8. **Matriculation:** Current HPPA students re-enroll each spring for the next school term. A student is officially matriculated when the administration accepts the completed application. High Point Preparatory Academy administration reserves the right to deny re-enrollment.
9. The administration reserves the right to deny the acceptance of a student if, after testing and evaluation of the student's application, it is determined that HPPA does not have specialized programs in place to properly educate the student. HPPA admits, unconditionally, students who are average to above-average in ability, achievement, and leadership skills who plan to attend college. The curriculum is not designed for students with Attention-Deficit/Hyperactive Disorder (ADHD), dyslexia, or other learning differences; however, some students with diagnosed learning differences have excelled at HPPA. High Point Preparatory Academy reserves the right to conditionally admit a student with a diagnosed learning difference and, to be the determinant, as to whether or not maximum success of all students is being compromised with the student in the classroom.

GENERAL INFORMATION

1. High Point Preparatory Academy is a ministry of **High Point Church (HPC)**. The vision of High Point Church embraces the belief that excellent Christian education is vital in training tomorrow's leaders. HPC supports High Point Prep through prayer, Biblical authority, spiritual covering, and financial resources.
2. Parents must understand that the Bible will be taught as the authoritative Word of God at HPPA and will be the basis of all that is done here, and acknowledge our methods and message of Christ in the midst of our curriculum. In addition, parents understand each teacher will attempt to lead every student to a personal relationship and commitment to Jesus Christ.

3. The following priorities are established for the filling of new vacancies:
 - a. Students whose families already have children in the school
 - b. Students whose families are registered members of High Point Church or another Bible-believing church within commuting distance
4. High Point Prep uses the New King James Version of the Bible for classroom study. It is the responsibility of the student to have the appropriate version Bible for classroom use.

WITHDRAWAL FROM SCHOOL

Parents should notify the school at least two weeks prior to withdrawal. The student should plan to attend school the full day on the last day of attendance. Students will have their withdrawal forms completed by the office and their teachers. All non-consumable textbooks must be returned.

The student must return all books to the library and pay all debts to the school. Parents must go to the HPPA Tuition Accounts Manager to obtain a statement of a cleared account. Until all of the above are completed, the School Board does not allow any grades, transcripts, or any other school records to be released to the parents or any other school.

FINANCIAL POLICIES

"Give everyone what you owe him." (Romans 13:7 NLT)

At the beginning of school, fees and tuition must be paid to date in order to attend the first day of class. Likewise, all subsequent payments must be paid on time to help HPPA maintain a balanced budget.

Tuition is charged on the basis of grade level status at HPPA. The general use and special program fees are the same for all students. Tuition may be paid in advance of the school year or via monthly payments (due at the first of the month).

- **TUITION ACCOUNTS** – All monthly tuition payments are due as stated on the Contract of Enrollment. Once an account becomes past due, High Point Preparatory Academy will begin active collections proceedings according to its Collection Action Plan. Monthly accounts not paid by the

end of the fifth (5th) day after the contracted due date will be considered delinquent. Each delinquent account will be charged \$25.00. If payment has not been received by the fifteenth (15th) day of the month, an additional charge of \$25.00 will be billed to the account and the student will be subject to dismissal from school until all outstanding balances have been paid. All school records will be held until the balance (including late charges) is paid in full.

- **RETURNED CHECKS** – There will be a \$30.00 fee for each returned check. Payment on returned checks must be made within ten (10) days or the student will not be admitted to class. Repeated submission of returned checks will result in the suspension of check-writing privileges to High Point Prep.
- **WITHDRAWALS AND REFUNDS** – Students withdrawing must pay all tuition due, as stated in the Financial Contract, and all other school debts (including library, textbooks, lunches, etc.) before any official records or grades are released to the parent or another school. Parents of expelled students are liable for all outstanding balances on their child's account.

UNIFORMS

Academy Uniforms is the exclusive supplier of uniforms to **High Point Preparatory Academy**. Order online at www.AcademyUniforms.com or visit the store to place an order. See also Dress Code on page **30**.

Academy Uniforms
5021 Granbury Road
Fort Worth, TX 76133
Office 817.292.5437 Fax 817.292.1679
Toll Free 1-888-29PLAID



ACADEMIC POLICIES

ACADEMIC GRADES

*“And whatsoever ye do, do it heartily, as unto the Lord, and not unto men.”
(Colossians 3:23 KJV)*

Report cards reflecting the student's progress are issued every nine weeks. The student is responsible for the delivery of the report card to his or her parents. The official school calendar will indicate the days when report cards will be sent home. Report cards should be returned to the homeroom teacher after being signed by the parent, within one week after the issuance date.

Our grading system is as follows:

A+	98 - 100
A	95 - 97
A-	92 - 94
B+	89 - 91
B	86 - 88
B-	83 - 85
C+	80 - 82
C	77 - 79
C-	74 - 76
D	70 - 73
F	69 - 0

CONDUCT GRADES – Elementary School

*“He who walks with the wise grows wise, but a companion of fools suffers harm.”
(Proverbs 13:20 KJV)*

Conduct grades on progress reports and report cards are indicators to both the student and the parents of the student's attitudes and behavior. *Respect for authority, humility, obedience, stewardship, kindness, integrity, proper manners,*

Christian relationships, willingness to do work, attitudes towards other students and staff, and following school policy are some of the criteria for the assignment of the conduct grade. Conduct grades will follow the same scale as the academic grading scale. Each teacher has a discipline management system in place facilitated by the student pulling a card from the conduct chart each time a rule is broken. Each card pulled lowers the conduct grade.

ENRICHMENT AND ELECTIVE CLASSES

The grading system for Elementary Enrichment Classes and Middle School Elective Classes is as follows:

(E)	Exemplary
(S)	Satisfactory
(N)	Needs Improvement
(U)	Unsatisfactory

High School students will receive numerical grades in electives classes for credit toward graduation requirements.

PROGRESS REPORTS

Parents of students in grades kindergarten through tenth grade receive a progress report at the midpoint of each nine weeks of school describing the student's achievement. Please sign and return the reports within one week of receipt.

- **Secondary School Activity Eligibility** – Students must have maintained a grade point average of at least 70 in every class in order to be able to participate in extra-curricular, fine-arts, or athletic activities. They must also have exhibited exemplary attitudes and behaviors.

HONOR ROLL

High Point Prep has two distinct levels of recognized academic achievement each grading period in grades 1 – 10:

- **PASTOR'S HONOR ROLL** – Students must have a 92 or above in each academic subject, excluding conduct and penmanship. No incompletes may be on the report card.

- **PRINCIPAL'S HONOR ROLL** – Students must have an 83 or above in each academic subject, excluding conduct and penmanship. No incompletes may be on the report card.

TESTING

HPPA will administer the *Stanford Achievement Test* in April to determine student progress and scholastic strengths and weaknesses. These tests are mandatory for all HPPA students in grades K5 – 10. It is imperative that a student be present during this week of testing. **No make-up tests will be given.** Test results will be mailed to parents within one week of their arrival at HPPA.

HOMEWORK

*“Hold on to instruction, do not let it go; guard it well, for it is your life.”
(Proverbs 4:13 NKJV)*

Through the use of student planners, students in grades 1 – 10 will be required to enter all homework assignments **which require a daily parent signature upon completion of assignments.** Parental cooperation with homework is required.

Students should make every effort to keep up with their daily and long-term assignments. This will assist students in achieving maximum success and preventing last-minute, stressful situations. There will be grade penalties for not completing homework assignments on time.

EXTRA CREDIT

Extra-credit assignments are offered to individual students at the teacher's discretion. Extra credit may be occasionally offered to an entire class. **Students are not to rely on extra-credit assignments being given to bring up a grade at the end of a grading period or to compensate for work not turned in during the grading period.**

PROMOTION, RETENTION AND PROBATION

Students in grades 1 – 10 with one final grade below 70% in a major subject will be passed on to the next grade on a probationary status. The student must successfully complete the course in summer school or via private tutoring approved by HPPA administration. The student must pass summer course work at a level equal to 70% or better; documentation by the school or teacher must be received by HPPA upon completion of instruction.

A student promoted to the next grade level on probationary status must maintain a 70% or better average in the deficient subject area during the first nine-week grading period. Failure to do so will necessitate moving the student back to the previous grade level, space permitting, or possible dismissal from the school.

Final grades for any student that include two or more core subject averages below 70% will result in mandatory retention or dismissal from the school.

Elementary (Grades K5-6) core subjects are Bible, Math, Language Arts, Science, and Social Studies.

Secondary (Grades 7-10) core subjects are Bible, Math, English, History, Science, and Spanish.

INCOMPLETES

Incomplete grades, or an "I", must be removed as soon as possible from the student's record. If an "I" is not removed by the next progress report, a grade of 69% or below will be assigned. It is the responsibility of both the parent *and* the student to see that the incomplete work is finished and a satisfactory grade is obtained.



ADMINISTRATIVE POLICIES

CURRICULUM

"And Jesus grew in wisdom and stature and in favor with God and man." (Luke 2:52)

The High Point Preparatory Academy School Board approves all subjects and course content. They are based on the philosophy of the school and the learned understanding of God's Word. HPPA students will take the prescribed courses for each grade level. Only the School Board may approve exceptions to, or exclusions from, the curriculum.

SCHOOL AFFILIATION AND ACCREDITATION

HPPA is currently operated under the requirements of the *Texas Department of Protective and Regulatory Services*, **Oral Roberts University Educational Fellowship (ORUEF)**, and the **Association of Christian Schools International (ACSI)**. Pastor Gary Simons, the founder of High Point Church, oversees the spiritual basis and biblical foundation of HPPA.



The governing board of High Point Preparatory Academy considers accreditation to be a vital process for any Christian school – a recognition by educational agencies and organizations that the school, as a whole, has set a high standard for excellence. HPPA is dedicated to be both academically and spiritually excellent. God does not expect us to sacrifice one for the other. **God's vision for HPPA is to commission Christ-like leaders to serve present and future generations!** This vision mandates a high standard of excellence, a college-preparatory curriculum, and molding of Biblical lifestyles.

HPPA is in the process of full accreditation through **ACSI**, the **Southern Association of Colleges and Schools (SACS)**, and the **International Christian Accrediting Association (ICAA)**. All carry the approval of the state of Texas through the *Texas Private School Accreditation Commission* and is achieved within the scope of ecumenical principles. At HPPA, accreditation is achieved within the scope of Biblical principles; there is no compromise. HPPA



is on course and expected to complete the requirements for accreditation by the fall of 2009.

PARTNERSHIP

*"If a brother sins against you, go and show him his fault, just between the two of you."
(Matthew 18:15 NKJV)*

HPPA advocates the
MATTHEW 18 Principle
for all conflict resolution.

In the event a parent has a concern with a teacher, we request that the parent make an appointment to see the teacher personally. If there is still no resolution, the supervising assistant principal (Mrs. Carol Lohman, Elementary; Mrs. Denise Jaramillo, Secondary) should be contacted. The HPPA School Board is the final point of conflict resolution. This is the model established for the Church in **Matthew 18:15–17**. When believers are seeking peaceful resolution of conflict, this principle works.

Conversely, there are actions that impede conflict resolution. **Talking to individuals other than the one who has a conflict is counterproductive because it is not consistent with Biblical principles.** The faculty at HPPA will not make the classroom uncomfortable for a student because the parent has approached the teacher with a concern. **Parents are asked not to take their concerns to other parents. Should a parent have a concern with a student, under no circumstances should they address the concern directly with the student. The matter should be addressed with the student's teacher.**

At HPPA, we have an "open-door" policy. Our administrative team is readily available to consider suggestions for strengthening parent/teacher relationships.

SCRIPTURAL BASIS FOR AUTHORITY

*"Remember those who rule over you, who have spoken the Word of God to you, whose faith follow, considering the outcome of their conduct."
(Hebrews 13:7 NLT)*

The Bible is very clear about the line of authority concerning parents and children. HPPA holds that authority in the utmost respect. Students are expected to come under the authority of the faculty, administration and staff of High Point Preparatory Academy.

Parents are encouraged to model proper respect for authority before their children. The faculty and administration will work with the parents not to usurp the authority of the home. Students are to show proper respect at all times to all persons in authority. In rare cases, where there is not agreement on proper Biblical responses to challenges, the relationship between school and family may

need to be reconsidered. **There must be agreement in order to properly educate the child.**

STUDENT CONDUCT

"I will behave wisely in a perfect way." (Psalm 101:2 NKJV)

An HPPA student should set an example for others – on and off campus. The student should be a credit to his/her parents and school, and behave in a manner pleasing to the Lord. Student discipline is training that corrects a student and leads from outside-control to a spirit-controlled life. The word *discipline* originates from the word "disciple". It is our goal to assist parents in the discipline of their children so they will become more Christ-like.

School-wide student expectations have been established as follows:

P.R.A.I.S.E.

P Practice first-time obedience.
R Respect authority and others.
A Accept responsibility.
I Initiate peace.
S Strive for excellence.
E Exercise self-control.

The following guidelines are required to ensure proper habits are formed, enabling the student to become "self-disciplined":

1. Students will demonstrate respect for the faculty, staff, and fellow students with attitudes, actions, and words.
2. Students will not be involved with alcohol, drugs, or tobacco while enrolled at HPPA, understanding that violation of this rule is reason for suspension or expulsion.
3. Profane and obscene language (verbal and gestured) will not be tolerated.
4. Any damage to campus facilities or furnishings caused by a student or his or her guest will be paid for by the student or his or her family.
5. Students are expected to do their own work. Honesty is required by the Lord; therefore, cheating will not be tolerated.
6. Stealing will subject the student to the possibility of immediate dismissal.
7. All school-wide student expectations and classroom rules set by the teacher will be observed and obeyed.
8. Electronic devices, games, radios, music players, pagers, or other related items brought to school without prior approval will be confiscated and returned to parents.
9. Cellular phones must be turned off and stored during school hours and during participation in school-related extra-curricular activities. Cellular

- phones turned on and/or being used during these times will be confiscated and returned to parents upon payment of a \$15.00 fine.
10. Anything reflective of a sub-culture rejecting Biblical values is unacceptable.
 11. Candy, gum, and mints are not allowed during school, unless permission is given by the teacher. Subsequently, it should be disposed of properly before leaving that classroom.
 12. Students are allowed in a classroom after school dismissal only if a teacher is present.
 13. Any student remaining on campus after 3:45 p.m. should be picked up in the assigned Omega Care room. Omega Care charges will apply.
 14. Classroom visitors must be approved by administration at least one day in advance, must be appropriately dressed, and must comply with the HPPA conduct code. All visitors must first check in at the school office.
 15. The sale of any item at school by a student is not permitted without prior written permission from the administration.
 16. The custodial storage, work, garage areas, and teacher break rooms and workrooms are off limits to all students.

DISCIPLINE – PHILOSOPHY

*"Stop listening to instruction... and you will stray from the words of knowledge."
(Proverbs 19:27 NIV)*

HPPA staff endeavors to discipline in love as the Father disciplines us. Discipline instructs and reminds us of a sacred line of authority as revealed in God's Word, and is administered in love and compassion with forgiveness and restoration.

Parents are ultimately responsible to God for any discipline that is needed. Should discipline problems continue with a student at any grade level or should a student demonstrate open rebellion to a teacher or staff member or an outbreak of uncontrollable behavior, a parent will be called and expected to come to school immediately. A conference with the assistant principal will determine the next course of action. The student will not be allowed to return to school until a plan of action has been agreed upon for correction of said behavior.

DISCIPLINE – PROCEDURES

*"For the LORD corrects those He loves,
just as a father corrects a child in whom he delights."
(Proverbs 3:12 NKJV)*

High Point Prep is an extension of the home and follows the spiritual guidelines of discipline with Christian love. HPPA is dedicated to the training of children in a program of activity, study, and living that is Christ-centered. We

encourage our students to accept the responsibility that *“all things should be done decently and in order” (1 Corinthians 14:40)*.

Discipline at HPPA is firm, consistent, fair, and tempered with love. Our faculty members maintain standards of classroom behavior through kindness, love, and a genuine regard for students. However, when disciplinary action becomes necessary, it is firmly carried out with Scripture, prayer, and an opportunity for repentance and forgiveness.

Students referred to the assistant principal for disciplinary action will be dealt with on an individual basis. Consequences for failure to observe school and classroom rules may include, but are not limited to, the following: *discussions, parental conferences, phone calls to parents, separation from other students, removal of classroom privileges, supervised study, Saturday School*, suspension, and expulsion.*

Each elementary teacher will send home a classroom discipline plan for parental signatures the first week of school. Students are expected to comply with the student expectations set forth and are given ample time to practice implementation of the set plan before having consequences assigned for inappropriate conduct.

DISCIPLINE PLAN – SECONDARY SCHOOL

*“Do not withhold correction from a child...”
(Proverbs 23:13a NKJV)*

Effective classroom discipline is a key ingredient for a good learning environment. The teacher is the authority in the classroom. Discipline is maintained firmly and consistently, yet tempered with love. Teachers maintain standards of behavior in the classroom through kindness, love, and a genuine regard for the students.

The following list of offenses is representative of unacceptable behavior and is classified by levels of offense:

- **CLASS A Offenses**
 - Uniform and dress code violations
 - Classroom Distractions
 - “Drumming” on desks
 - Crumpling of paper
 - Deliberate flatulence, belching, or other bodily noises and imitations of such
 - Writing and/or passing notes

- Tossing objects
 - Talking during instruction
- **CLASS A Offenses continued**
 - Personal appearance violations
 - Non-adherence to HPPA Culture or P.R.A.I.S.E.
 - Unexcused tardiness
 - Gum, candy, or food in class or inappropriate places on campus
 - Running or loitering in the hallways or colonnade
 - Cubbies or lockers in disarray
 - Littering in buildings or on campus grounds
 - Use of cellular phones or pagers during school hours
 - The use of electronic devices of any kind
 - For the safe-guarding of personal property, electronic devices are not to be brought to school. HPPA will not be held liable for lost items or damages incurred while the device is present on the HPPA / HPC campus.
- **CLASS B Offenses**
 - Verbal or physical abuse of students, teachers, and staff
 - Acts of unkindness or cruelty
 - Threats to other students, teachers, and staff
 - Hazing
 - Slander
 - Physical hitting
 - Bullying, teasing
 - Insults, taunting, and/or intimidation
 - Fighting
 - Reckless endangerment of self/others – rough-housing
 - Inappropriate displays of affection
 - The use of profane or abusive language and/or gestures
 - Continued and excessive talking during instruction following receipt of CLASS A offense citation(s)
 - Excessive violations of any other CLASS A offense
- **CLASS C Offenses**
 - Lying
 - Stealing
 - Cheating or the premeditated intent to cheat
 - Copying another’s work – plagiarism (offering as one’s own what is, in fact, someone else’s work)
 - Deception
 - Habitual non-conformity to HPPA Culture and/or P.R.A.I.S.E.
 - The use of school equipment for other than its intended purpose

- Forgery
- **CLASS D Offenses**
 - Immorality
 - The participation in any kind of sexual activity
 - Viewing or possession of pornographic material
 - The use, possession, or sale of illicit drugs, alcohol, or weapons
 - The misuse, sale, or offering of prescription medications to others
 - The violation of any local, state, or federal law
 - Harassment (see page 24 for definition)
 - Any malicious intent against HPPA, and/or its faculty and staff
 - Any malicious intent against High Point Church, and/or its pastors or staff
 - Any deliberate destruction of school or another person's property
 - Vandalism

CONSEQUENCES FOR OFFENSES (per class)

The aim of discipline in any form is redemptive. It is intended to restore the errant person to right fellowship with Jesus Christ, the community of HPPA, and to a lifestyle of godliness and conformity to Christ. Discipline standards will be enforced during school and at school-sponsored events, including athletic practices and games, and all school trips. Consequences are intended to help the student recognize the seriousness of what he/she has done and prevent repeated violations. Breaking the rules outlined above is considered a violation of one's own word and covenant with Jesus Christ and the HPPA community (Code 247), and will carry the following consequences:

- | | | |
|----------------|---|---|
| CLASS A | - | 3 offenses per quarter – Saturday School*
More than 3 offenses per quarter – moves to CLASS B |
| CLASS B | - | 1 offense per quarter – Saturday School*
3 offenses per quarter – moves to CLASS C |
| CLASS C | - | 1 offense per quarter – Saturday School* and suspension from school
2 offenses in any one quarter – moves to CLASS D |
| CLASS D | - | Expulsion from High Point Preparatory Academy |

Suspension and length of suspension will be determined by HPPA administration. Expulsion from High Point Preparatory Academy will be at the discretion of the HPPA administration and overseers. Re-enrollment at High Point Prep following expulsion will be handled on an individual basis.

*** Saturday School**

Saturday School is designed to serve as a deterrent to continued inappropriate behavior. It is scheduled on the following dates for this academic school year:

September 1, 2007	January 26, 2008
September 29, 2007	February 23, 2008
October 27, 2007	March 29, 2008
November 17, 2007	April 26, 2008
December 15, 2007	June 2, 2008

Parents and/or students are required to pay a \$25.00 fee on the day of their attendance to Saturday School. Students will be assigned various tasks and projects under the supervision of an HPPA faculty or staff member.

Students required to serve in Saturday School should report to the school lobby in an HPPA uniform at 7:55 a.m. and should be picked up in the school lobby at 12:00 noon. Charges (\$1.00 per minute) will apply for those students not picked up promptly.

HARASSMENT

*"Beloved, let us love one another, for love is of God; and everyone who loves is born of God and knows God. He who does not love does not know God, for God is love."
(1 John 4:7 – 8 NKJV)*

The rationale for High Point Prep's harassment policy is to provide students with a safe and academically-stimulating environment that is free of all forms of intimidation, exploitation, and harassment, including sexual harassment.

- **DEFINITION** – Harassment is the unwelcome attention of one person to another. It may be as simple as persistently disturbing someone or as serious as physical torment. The determination of harassment is based on the perception of the recipient of the harassment. Even though the initial response is subjective, the process to discover the source of concern is objective.

- **Examples:**
 1. Repeated teasing of an individual after being asked to stop.
 2. Physical intimidation by posturing or actual physical contact.
 3. Verbal sexual advances or propositions.
 4. Degrading or embarrassing verbal attention.
 5. Inappropriate touching or physical contact.

- **PROCESS** – Any student who perceives he/she has been subjected to conduct of a harassing nature, or any student who witnesses said action, should contact a teacher or administrator immediately. All reports will be investigated.

- **WHO IS ACCOUNTABLE** – All students, faculty, staff, and parents who are subject to, witness, or know of harassing situations are responsible to contact school authorities regarding the situation. Anyone who reports a case of harassment may request anonymity.



ATTENDANCE

HOURS

Quality education requires excellent school attendance. A student’s level of success in school directly relates to class attendance and punctuality. Parents must have their children in regular attendance and on time for class to support them in achieving their educational goals.

- **ELEMENTARY (Grades K5-6) SCHOOL HOURS**
8:30 a.m. – 3:30 p.m.

School offices close for business at 4:00 p.m.

8:00 a.m.	Students may begin to be dropped off
8:15 a.m.	Classrooms open for students
8:30 a.m.	School begins
3:30 p.m.	Dismissal of school
3:45 p.m.	Remaining students brought to Omega Care.

- **SECONDARY (Grades 7-10) SCHOOL HOURS**
8:15 a.m. – 3:30 p.m.

School offices close for business at 4:00 p.m.

8:00 a.m.	Students may begin to be dropped off
8:00 a.m.	Classrooms open for students
8:15 a.m.	School begins
3:30 p.m.	Dismissal of school
3:45 p.m.	Remaining students brought to Omega Care.

ABSENCES

Parents must ensure that students are absent ***due only to illness or emergency*** unless prior approval has been granted. Please keep children who have contagious symptoms or fever home so they will not infect others. When medical, dental, or other specialist appointments are made, parents should make them at varying times so a student does not miss the same class each time, or ideally, before or after school hours. Upon returning to school, the student should present a physician’s note.

Parents should phone **by 9:00 a.m.** the morning the student will be absent. In addition, a note must be brought to school the day the student returns clearly explaining the reason for the absence, signed by a parent or legal guardian.

Students absent from school will not be permitted to attend after-school functions on the day(s) of the absence(s).

- **EXCESSIVE ABSENCES – More than 10** full-day absences (for secondary – class period absences) during the entire school year is considered excessive. Our focus remains to be the education of your child. The integrity of our curriculum is compromised if said absences exceed the established limit. Parents are encouraged to support the school in this policy. If absences are excessive, HPPA may require a physician's note for each absence. Promotion will be jeopardized if a child misses more than 15 days per year.
- **FIELD/MISSION TRIPS –** Absences for church-specific missions trips are excused only when prior administrative approval has been granted. These days are not included when the student's total accumulated absences are counted.
- **PARTIAL DAY ABSENCES –** Missing two hours of instructional time constitutes a half-day absence. The student must provide a written explanation by a parent, legal guardian, or physician to receive an excused absence.
- **FAMILY GRACE DAYS –** Students are allowed excused absences for up to five (5) grace days during the school year to be used for family trips. **Family Grace Days** forms may be obtained from the front office and must be turned in to the principal at least one week before the date of the requested day(s). It is the student's responsibility to make up work or tests missed during the absence. Students are allowed one day for each day missed as a deadline for having work turned in. Administrative approval must be in place before any student will be allowed to make up work or tests missed.
- **EXCUSED ABSENCES –** Absences are considered excused when the reason is legitimate (illness, medical appointments, pre-approved days, death of relative, etc.) and an explanatory note is turned in to the office upon the student's return to school. Please understand that the purpose for an absence being classified as "excused" is to allow the student to make up any work or test(s) missed. **Excused absences do not remove a student's ineligibility for perfect attendance recognition.** Parents and students are responsible to call any discrepancies in absences to the attention of the front office **within two weeks of the reporting period.**

ILLNESS, COMMUNICABLE DISEASES AND CONDITIONS

No student will be admitted to class if he or she has been diagnosed with a communicable disease. The student will be re-admitted when there is no indication that the condition still exists. Communicable diseases that require exclusion from attendance, according to the *Texas Department of Protective and Regulatory Services*, include (but are not limited to):

Chickenpox	Rubella
Head lice	Measles (Rubeola)
Type-A Hepatitis	Meningitis (Bacterial)
Impetigo	Streptococcal sore throat
Mumps	Tuberculosis
Pertussis	HIV
Ringworm of the scalp	Influenza

If a student becomes ill during school hours, the parent will be called and asked to pick up the child within one hour of the time of the call. A child sent home with a temperature exceeding 100.4 degrees (oral) or 99.4 degrees (armpit) **MAY NOT** return to school the following day. A student's temperature must be normal (98.6) for 24 hours before the student returns to school. **Lowering a child's temperature with medication such as aspirin, Tylenol, or Motrin is not a substitute for normal temperature.** Medication provides symptom relief only and does not cure one of illness.

ARRIVAL AND DISMISSAL

- **MORNING** – The High Point Prep campus opens at **7:00 a.m.** Students arriving between 7:00 a.m. and 8:00 a.m. will be placed in Alpha Care. Charges will apply. Students will enter through the doors at **East Reception**, at the rear of the complex near the lake. Teacher supervision is provided for students arriving between **8:00 a.m.** and **8:30 a.m.** They should be dropped off and picked up **in the driveway area only.** This is for the safety of your child.

Parking is permitted in designated spaces only. Please refrain from parking in the handicapped and delivery designated parking spaces closest to East Reception. Cars should not be parked or left unattended in any other area in the driveway. Fire and safety codes require a vehicle passageway be kept open for emergency vehicles.

- **AFTERNOON** – Teachers will walk their students out of the Colonnade entrances for afternoon pickup. The **right** (or curb) **lane** is designated for picking up your child. **Under no circumstance should you leave your car unattended!** Your cooperation is needed for the continued flow of

traffic and is essential to the safety of our students. On inclement weather days, parents are instructed to park in the parking lot and come in through the Colonnade doors, where students will be waiting for pick up.

- **EARLY CHECK-OUT DURING THE SCHOOL DAY** – Parents must sign their children out on the register located in the school office. For the continuity of learning, classes will not be interrupted except in an emergency. Students who leave during the day for doctor appointments or other necessary reasons should bring a written note in the morning to their teacher, stating time and reasons for leaving.

TARDINESS

Promptness is encouraged for all HPPA students. Coming in late interrupts the flow of the entire class. **Any elementary student not in class by 8:30 a.m. is considered tardy. Any secondary student not in class by 8:15 a.m. is considered tardy.** Students coming in after class begins should report to the front office to sign in and receive a tardy slip. Three tardies constitute an absence, in reference to perfect attendance recognition. At the instance of a third tardy, a letter will be sent home to the parent(s). The 6th tardy will constitute a conference with the assistant principal. A 10th tardy will constitute a parental conference with the school principal.

HPPA clocks are synchronized with the local time and temperature at
(817) 277-4000.

MAKE-UP WORK

It is the student's responsibility to make arrangements with the teacher(s) about work that was, or will be, missed during an absence. The student has the same number of days as the number missed to make up the work.

POSTPONEMENT/CANCELLATION OF SCHOOL

In situations of inclement weather the postponement or cancellation of classes at High Point Preparatory Academy will be listed beginning at approximately 5:00 a.m. on channels 4, 5, 8, 11 & 21 or log onto www.cbs11tv.com for up-to-date closing information.



DRESS CODE

GENERAL GUIDELINES

1. Student dress, hairstyle and accessories must be in good taste and not be excessive or disruptive. Any appearance which results in more than ordinary attention from staff or students will be considered inappropriate and inadmissible to class.
2. When tops are layered, dress code guidelines must still be met.
3. Belts must be worn where belt loops are present. Belt loops may not be removed. All belts must be black or brown. This applies to boys and girls. Girls are permitted to wear shirt tails out with capri pants due to the cut of the pant.
4. Coats and jackets for outside wear are a matter of preference and are not addressed in the dress code. Sweaters and jackets worn inside the school must come from the HPPA uniform list.
5. Parents are responsible for purchasing the appropriate, specified clothing for school. **Uniforms purchased from other vendors are not permitted.** Only uniforms which have been purchased from our official uniform supplier are acceptable.
6. It is the responsibility of the parent to be sure their student is in compliance with High Point Prep dress code when leaving home each morning.
7. Parents are responsible for purchasing clothing that is appropriately sized. No oversizing is allowed. Clothing that is too tight, too loose, or too short (more than 3 inches from the floor when kneeling), will not be permitted. The decisions of the administration are final in these matters.
8. Socks must be worn at all times.
9. Tennis shoes with flashing lights and/or cartoon characters or super-heroes on them are not permitted. Tennis shoes must be appropriately laced and tied with coordinating shoe laces.
10. Both boy's and girl's boots may be worn **only** with long pants.
11. All shoes/boots must be of colors that coordinate with the uniform.
12. Students must remain in proper attire while on school campus.
13. Students attending after-school events are required to follow the dress code. Student dress, hairstyle and accessories must be in good taste and not be excessive, immodest, or disruptive. Any appearance which results in more than ordinary attention from staff or students will be considered inappropriate and inadmissible to the event.

PERSONAL APPEARANCE

1. Boys' hair must be conservatively cut (neat, clean, and combed out of the face at all time). Hair length must be no longer than the top of a collared shirt and should be cut evenly across the bottom. Ponytails are not permitted. *Any style reflective of a subculture that rejects Biblical values is not acceptable.* Hair must be well-groomed, neat and clean.
2. Boys may not wear earrings.
3. Girls must have well-groomed, neat, clean hair. Bangs are not to cover the eyes.
4. Grooming will occur in the restrooms only.
5. Tattoos, decals, body painting or piercings are not allowed for either boys or girls. Girls may have pierced ears only. Earrings must be of a conservative length and size.
6. Sunglasses, caps, and hats are not to be worn inside.
7. Hair scarves, bandanas, and kerchiefs may not be worn inside.
8. Jewelry must be in good taste and should not call undue attention to the student. Girls may wear hair accessories such as bows and clips that coordinate with uniforms.

"Coordinate" means that the component must be either a neutral color such as black, brown, white, clear, or it must be one of the colors in the uniform. This does not include pink, lime green, or orange components.
9. Students are allowed to wear only one bracelet per wrist at a time.
10. Girl's earrings may not measure more that two inches in length or diameter.
11. Students are allowed to wear only one necklace at a time.
12. Sweatbands are not considered jewelry and are to be worn only in physical education classes or athletics.
13. Elementary girls may not wear lipstick or makeup. Clear lip balm is permitted.
14. Secondary girls may wear lipstick and makeup provided that it be modest and in good taste. Eye make-up in particular must be modest and in good taste. *Any style reflective of a subculture that rejects Biblical values is not acceptable.*

COOPERATION

Cooperation is essential to the employment of the standardized dress code of HPPA. The administration has final determination in all matters pertaining to dress code and appreciates students, parents and faculty working together to make it effective. Those who violate dress code will be sent to the front office with an infraction slip. The parent will be called and required to bring the proper uniform component in order for the student to return to class. After receiving three infractions, the assistant principal will contact the parents for a conference.

All polo shirts, sweatshirts and sweaters worn in the classroom should have the school monogram and be purchased from the school vendor. Specified styles have been selected for the students to wear.



GENERAL POLICIES

TELEPHONES

Phone messages from parents should be for emergency situations only. Classes will not be interrupted for a message unless there is an emergency.

Students are encouraged to take care of all business and other arrangements before or after school. No telephone may be used during class periods or activity period. Students will not be permitted to call out on the school phone except in cases of an emergency or real necessity (at the discretion of the office staff). Incoming calls from one student to another are not permitted.

Students are not permitted the use of cell phones during school hours without permission of a faculty member. Students' phones which ring, vibrate, or are otherwise used during school hours without permission from a faculty member **will be confiscated** and may only be retrieved by the student's parent upon payment of a \$15.00 fine.

TEXTBOOKS

Textbooks are the property of High Point Preparatory Academy and should be returned in proper condition at the end of the school year. At the end of the year, or whenever a student leaves HPPA, the condition of books issued will be evaluated and book fines imposed for damage beyond normal wear. When a textbook is lost, it must be paid for promptly so that another can be issued.

LOST AND FOUND

Articles of clothing left in classrooms or on school grounds will be turned in to the administration office. All items not claimed are given quarterly to mission projects. **It is of utmost importance that parents place nametags or some form of identification on their child's removable clothing and items.**

LUNCH PROCEDURES

All students may bring their lunches each day or they may purchase lunches from Twelve Oaks Catering. Lunches prepared by Twelve Oaks Catering meet the requirements of The National Lunch Program and are prepared in accordance with The Assisted Nutrient Standard Meal Pattern Plan. Information on our lunch program is provided in detail at the beginning of the school year.

Proper table manners and appropriate conversations are essential at each lunchroom table. For the protection of all of our students, **children are not allowed to share food**. It is the parent's responsibility to inform the teacher and cafeteria manager if their child has food allergies.

For Elementary parents, please do not send food in cans, including those with pull top lids, and send **non-carbonated** drinks only. ALL PACKAGING NEEDS TO BE ABLE TO BE OPENED BY THE CHILD. There are a limited number of microwaves available.

Parents and family members are welcome to join their student for lunch. Other student visitors must have prior permission and be appropriately dressed. All visitors should register at the administrative office, wear a visitor's badge, and sit at the visitor's table with their host.

FIELD TRIPS

Each class will participate in field trips. It is required to have both a *Liability Release* signed, notarized, and on file prior to participation. An additional *Permission to Participate* form will be sent home prior to each off-campus trip.

Field trips pertinent to instructional objectives, as well as service-oriented field trips, will be conducted for various classes during the year. Parents are encouraged to participate. *Emergency Medical Release* forms will accompany students on all field trips.

TRANSPORTATION POLICY

1. All students participating in school events and traveling from the school to that event must ride in the vehicles designated by HPPA unless a signed *Liability Release* has been provided.
2. All students will return to the specified area (school or meeting place) after a school event in the designated school vehicle unless they leave with their own parents.
3. Students are the responsibility of High Point Prep while at school events and they must remain under the supervision of staff at all times while at the event.
4. Upon returning to the school after an event, HPPA is no longer responsible for the transportation of the student. The parent must arrange for the student's transportation.
5. Students not agreeing to the above policies will not be allowed to participate in school events involving transportation.
6. No unauthorized vehicles are to be left on school property overnight.

PARENTS/VISITORS IN THE CLASSROOM

For the safety of all students, anyone requesting to visit a classroom must sign in at the front office and receive a visitor's badge. Prior approval must be granted by the classroom teacher.

PARENT-TEACHER CONFERENCES

Open communication with parents is welcomed and encouraged. Parents who desire a conference with a teacher should send a note to the teacher or call the HPPA office to arrange a suitable time. Conferences are not scheduled before school since teachers are either on duty or in their devotional time. Teachers will contact parents by telephone or by note requesting a conference should there be a need to discuss a student's work or conduct. **Please avoid impromptu conferences at the beginning of or during the school day, or in the afternoon car line in deference to the teacher's duties.** Parents should not phone directly to the classroom unless it is during a teacher's planning period, before devotions, or after school hours.

Parent contact is required for all students who make academic grades **below 75** or conduct grades of **N or U**. Parents should talk to the teacher first about any classroom situation before consulting High Point Prep administration.

LIBRARY

"Seek ye out the book of the Lord and read..." (Isaiah 34:16 KJV)

High Point Preparatory Academy maintains a library with classic and modern volumes specifically selected for all ages. Several magazines as well as online periodicals, database information, and others are available for research purposes. In addition, a collection of videos, DVDs, audiocassettes, and other audiovisual resources are housed in the library to support the teaching of the school's curriculum.

In an effort to serve all students and faculty, the HPPA library possesses resources on a broad range of topics, reading levels, and interests that promote informational and recreational reading. Some materials may contain subject matter that could be thought as objectionable if handled in poor taste.

In evaluating the inclusion of such items, the librarian will consider the age of appropriateness of the probable reader as well as the way in which the subject matter is presented. It should be remembered that students are free to choose from the collection of materials that meet his or her family's standards and the library does not require that particular items be checked out. **In addition, parents retain the right and ultimate responsibility to monitor what their own child reads.**

At High Point Prep, we strive to encourage literature appreciation and the development of information literacy skills. Weekly library classes for grades K5-6 teach students how to access knowledge stored in a library for checkout and research needs throughout the school day.

Library check-out policy is as follows:

- **WEEKLY CHECKOUTS.** Books may be rechecked. They may also be returned before the scheduled library time; however, all library books are due on the scheduled library day regardless of the day they were checked out.
- **PROMPTNESS FOR FUTURE CHECKOUTS.** Since no more than two books can be checked out at one time, a child who does not return a book on the scheduled library day will not be allowed to check out another book. However, if one book was returned, then one other may be checked out.

- **ACCOUNTABILITY.** If a book is lost, the parent should send a note to the librarian explaining the status of the book. A payment notice will then be sent home with the child. The student will be able to check out books once restitution for the lost books has been received. Payment for a lost book will be the cost of the book plus a \$1.50 processing fee.
- **POTENTIAL FEES.** If damage occurs to a book while in the care of a student, the librarian should be notified so repairs can be made. Many times, repairs can easily be completed. However, if damage is extensive, a replacement fee will be charged to the student.
- **LATE FEES.** Books not turned in or renewed by their due date are assessed a 20¢ per day late fee. Students who are repeatedly late returning books may lose checkout privileges.

HEALTH SERVICES

"...Who heals all your diseases." (Psalm 103:3b NKJV)

Minor first aid will be administered by school personnel if the **proper medical release forms have been signed and are on file.** Serious injuries will receive first aid by the administration, school nurse, or by the emergency services of Arlington Fire and Rescue.

Any rashes or eye infections may require the child to go home when there is a question of contagion. A child may return to school when there is no indication that the condition still exists and there is no longer a possibility of spreading the ailment to other students.

High Point Prep will conduct visual, hearing and scoliosis screenings of students each year as required by law. Parents will be notified if the screening indicates further examination might be needed.

In accordance with state law, immunization records must be on file at school and kept current. The State Health Department audits HPPA records annually to assure compliance with state regulations. Parents must respond promptly to inquiries from the school relating to these records to maintain student enrollment at High Point Preparatory Academy. **No student will be admitted until these documents have been completed and returned to the HPPA office.**

MEDICATION

Prescription medications for all students must be sent to the school in original containers. Medication needed by students during the day must have the pharmacy label giving the name of the doctor, medication and dosage. Medicine is kept in the school office.

State law requires that any drugs, including aspirin, taken by a student must be accompanied by written permission and instruction from the parent or legal guardian. These must also be kept in the office.

The following immunization forms are required by law:

Diphtheria – Tetanus
Polio
Rubella
Measles

Mumps
Haemophilus Influenza
Hepatitis B
Varicella (Chicken Pox)

FIRE, SEVERE WEATHER, AND LOCK-DOWN DRILLS

Students will participate in unscheduled fire, severe weather, and emergency lock-down drills throughout the school year.

EMERGENCY VEHICLES

Fire and emergency codes of the state, and of Tarrant County, mandate that cars are not to be parked and left unattended in areas that adjoin the main building in order to provide maximum space for emergency vehicles.

ANIMALS

Animals may be brought on campus only at the invitation of a teacher in conjunction with a specific class project or to aid the handicapped. Pets should not be brought from the car at the time of after-school dismissal. This puts the safety of both the children and the pet in jeopardy.

CHANGE OF ADDRESS

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary contact with the family. When changing addresses, please contact the HPPA office so that family records may be accurate regarding the following:

- Change of Address
- Telephone numbers (home, work, and cellular)
- Place of employment of both the mother and father
- Name and address of the person(s) to be called in case of emergency
- Names of person(s) to whom children may be released

All changes of addresses which affect a student should be made with the office before the day the change is effective.

PLAYGROUND PROCEDURE - Elementary

Students are instructed on the safe usage of all playground equipment and given guidelines of forbidden behavior, which includes *throwing playground rocks, fighting, rough-housing (play fighting)*, or any other activity that could pose harm to a student. A teacher is on playground duty at all recess times. Siblings of students may not play on the playground while a class is at recess.

SNACKS

Parents of elementary students are encouraged to provide a nutritious, mid-morning snack for their children. Fruits, vegetables, cheese, and whole-grain crackers are some examples of appropriate snack items. Students will not be allowed to consume any foods with high-sugar content until lunchtime. Students are allowed to bring bottled water to drink during breaks in the academic schedule.

ACSI and ORUEF COMPETITIONS



ACSI district and regional competitions are held each year for Elementary, Middle and High School students at various Christian schools in the greater Dallas/Fort Worth area. High Point Preparatory Academy students will participate in many of the competitions.



In addition to ACSI competitions, Middle and High School students will participate in the Oral Roberts University Educational Fellowship National Competitions held each May in Tulsa, OK.

Students must meet all local and regional qualifications to enter ACSI and ORUEF competitions.

CLASS PARTIES

Because of the strong, secular emphasis placed on the following holidays, HPPA chooses to celebrate their true meanings with respect to celebration and emphasis:

- **VALENTINE'S DAY** – Students show God's love to one another.
- **RESURRECTION DAY** – Emphasis on the death and resurrection of Jesus Christ.
- **THANKSGIVING** – Gratefulness to God for family and country.
- **CHRISTMAS** – Emphasis on the birth of Jesus. Exchanging gifts will be permitted, at the teacher's discretion. Gifts should not exceed \$5.00.
- **BIRTHDAYS** – Parents may send single portion treats, **along with any necessary paper goods and serving utensil(s)**, to their student's class for birthday celebrations. Please check with the teacher to determine a convenient time frame. Invitations to off-campus parties may be passed out at school **only if the entire class is invited.** (The only exception would be if the celebration was a "girls only" or "boys only" party.)

Thank you for taking the time to read and discuss this handbook with your High Point Preparatory Academy student. We believe that compliance with the guidelines set forth will serve to solidify the partnership among student, parent, and school.