High Point Christian Academy PARENT HANDBOOK

Policy and Procedures Manual 2025-2026

The purpose of High Point Christian Academy is to edify, educate, encourage, and network Christian families who have undertaken the ministry of homeschooling their children. HPCA exists for the purpose of growing our children intellectually, spiritually, socially, and emotionally in a loving Christian atmosphere. We co-labor with each other, with the help of God, to achieve excellence by serving each other through our strengths.

“You must love the Lord your God with all your heart, all your soul, and all your mind. This is the first and greatest commandment. A second is equally important: ‘Love your neighbor as yourself.’ - Jesus (Matthew 22:37-39, NLT)

Christ-centered community:
We believe the Bible, made up of the Old and New Testaments, was inspired by God, and in the original writings, is without error. We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son - Jesus Christ, and Holy Spirit.

A safe and loving environment:
Unconditional love and grace for one another is imperative for the cohesiveness of the group.

Fellowship:
Close and regular interaction is required to encourage and strengthen one another.

Co-labor:
The uniqueness each individual brings to the group allows us to work together to teach our children in a way that honors God. We value each person’s gifts and talents to provide quality educational experiences and lasting friendships.

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Days/Hours of Operation

32 Weeks Middle of August till Mid-May
Tuesdays & Thursdays

Period 1 8:45 -9:45
Period 2 9:45-10:45
Period 3 10:45-11:45
Period 4 11:45-12:45
Period 5 12:45-1:45
Period 6 1:45-2:45

High Point and Your Family

Each week on Tuesday and Thursdays our students spend six hours a day on campus. During the school day, teachers cover a full range of core subjects (math, language arts, history and science) and electives/extracurricular activities (foreign language, physical education, art, music, theater, robotics, STEAM, etc).

The other three days of the week are spent at home, focusing on completing work as outlined in their class syllabus, lesson plans and google classroom.

Since the elementary age is a time of learning foundational skills, students will be at a wider range of levels. Some students will need more practice than others, so teachers will send home assignments based on the needs of individual students. This allows for more practice and to engage students in numerous learning styles. If you have concerns, please speak to teachers about finding a good balance for your child. **Elementary students should complete all homework assignments sent home by their teachers.**

Curriculum and supply lists will be posted on our website www.highpointchristianacademy.org

Please understand that High Point Christian Academy is a non-profit educational organization, not a legal school. You are responsible for reporting your child to the state as a legal homeschooler. While we are here to support you as much as we can, complying with state regulations for reporting and testing is ultimately up to the parent.

Academic Policy for Middle and High School Students

High Point Christian Academy teachers desire to see your child reach his or her potential in every way, including academically. We also seek to foster an environment that encourages academic seriousness and success. We need parents to partner with us in making sure that students complete assignments in a timely manner. Completing assignments on time allows the teacher to continue moving forward with new and exciting content, focus on what is most important, and manage their time spent grading in an efficient way.

Because parents are still their students' teacher, we expect parents to oversee the homeschooling on Monday, Wednesday and Friday. Students will be expected to complete 3 days' worth of assignments outside of HPCA, and may choose to do them at any time prior to their due date, but our at-home assignments are not optional homework for the Middle School and High School level.

If a student is missing 3 graded assignments, teachers will send an email to let you know. Therefore, we need an agreement from parents that they will commit to checking their email and replying to teachers as needed. If the parent repeatedly will not communicate with the teacher via email or other agreed upon form of communication, we will request a conference or ask that the child stay home until the parent is able to communicate with the teachers.

If a student goes approximately half a trimester (5 weeks) without turning in any assignments for any teacher, parents will be presented with two options:

1. The student will stay home until assignments are turned in.
2. The student will sit in Study Hall during the class period in which he/she has not turned in any assignments, and work on catching up.

   The teacher and parent will need to be in contact about how many assignments must be completed before returning to his/her previous class schedule. We realize these options are difficult, so please be proactive in helping your child stay on top of his/her schoolwork. Having a planner is one way to help. Remember, the teachers highly recommend parents (even high school parents) stay involved in their student's work.

   If students are failing more than one class at the 10 week or 20 week progress report mark, they may be asked not to return for the remainder of the year.

   If students are unable to pass the class final and/or did not complete the classwork adequately, students may not be permitted to move up to the next level the following school year or to register for HPCA for the next year.

Communication

1. To get a hold of someone in the office during the school day please email: office@highpointchristianacademy.org or call/txt (216) 236-3296
2. Email our Admin Team via the admin email account for any tuition or other administrative or school policy questions: admin@highpointchristianacademy.org
3. For general classroom questions please post them on the google classroom. Please contact teachers directly via their High Point Gmail about curriculum or teaching questions.
4. For any concerns about teacher or classroom discipline or management issues, **please set up a time to talk to the teacher first**. If the issue can not be resolved, please contact the Academic Director (elementary, middle or high school).
5. Any proactive information about a student should be communicated to both the teacher and the Academic Director (issues with health or family, for example).
6. We do ask that you save conversations with teachers for a time that is not disruptive to starting class and reserve phone calls to the teacher during the in-school day for emergencies. If you have not been able to resolve an issue by going to the academic director, you can contact the executive director at kmost@highpointchristianacademy.org or 216-236-3139.
7. Please recognize that our administrator/teachers are only part-time volunteers/ employees, and they will do their best to support you with any concerns or questions you may have within that part-time status.

Community

Parents' commitment and support are key to the ability of HPCA to function. We ask that each family contribute **15 hours of service to our school.** In order to facilitate these service hours being useful and organized, our administrative team will reach out to families to discuss where service hours are needed. However, most service hours will be utilized for:

- Drop off/Set Up - before school starts
- Pick Up/Cleaning - at the end of the day and immediately after school ends
- Special Events - History Fair, Science Fair, Recognition Night, etc

If families do not complete their service hours, a $35 per hour fee will be applied to their account. Failing to complete volunteer hours will result in a family not being able to register for the following school year.

At High Point our goal is to facilitate a strong partnership with parents, students, teachers and administrators. We desire to create an environment which draws on our parents' strengths to further enhance our overall program. The parent service hours are essential to our program's operation. However, our overall goal is to have parents play a more active and integrated role beyond the 15 parent service hours. This can be observed in numerous roles from administrative tasks to classroom support. Ultimately, strong parent involvement produces a stronger community and a more sustainable long-term program for the future. Each year we ask parents to prayerfully consider their active role at High Point.

Fundraising

While tuition covers a large part of our operating expenses, it does not cover all of them. We ask that you consider participating in our fundraisers to help us cover general costs and to allow us to purchase larger educational items.

Chapel Services

Chapel services will be held monthly in the classrooms with the student council facilitating devotions and games for younger students.

Announcements and Email Address

Weekly announcements will be emailed to High Point email accounts, and reminders will be posted on GroupMe. Each family will receive a HPCA email. It is imperative that each family check their email at least once a week to stay in touch with any announcements. This is especially important the night before and the morning of HPCA to be kept abreast of any last-minute changes. Students in 5th grade and older will receive their own HPCA email and will need to check it daily (Monday-Friday) to access google classroom materials.

Enrollment

We require that students turn five by August 1 to begin kindergarten. Also, if your child has special needs or learning disabilities that will affect their ability to participate in classes, this must be disclosed before enrollment. Teachers and directors will discuss this with parents to see what accommodations will be needed and if High Point can adequately support your goals for your

student.

Withdraw from Co-op:

● No refunds will be issued for previous payments
● Withdrawals should be submitted in writing to the Admin Team via email admin@highpointchristianacdemy.org
●When families commit to High Point for the school year they are committing to paying the entire school year tuition. If a family chooses the payment plan, they are committing to paying the tuition for the entire school year even if their student does not attend the entire school year
● Students who are asked to not return for academic or disciplinary reasons will not receive a refund

General Policies

1. Students should be respectful to teachers, follow directions and participate in class.
2. Students are expected to encourage and support one another in a gracious and loving environment. No name-calling, gossiping, or destructive comments toward one another will be tolerated.
3. Inappropriate conversations, gestures, clothing, or aggressive physical contact will not be tolerated.
4. Students should maintain respectful boundaries with other students; public displays of romantic affection between students are prohibited.
5. All toys are to be kept in the student's backpacks until lunch and recess.
6. Children are not allowed in outdoor buildings and should not enter offices or the sanctuary without specific permission.
7. Students must ask permission to leave their classroom.
8. Running is not permitted in the halls or classrooms of the church building.
9. We prefer that technological devices stay at home. However, if they really need to come to school, they must be kept on silent and be put away in backpacks, unless a teacher gives specific permission for their use during class time.
10. Both parents will be asked to read the handbook, complete a background check and must be in agreement to have their student(s) attend HPCA.

Dress Code

In keeping with our mission for High Point to be a community for Christian families we ask that families consider not only their own standards, but other families and their standards in the way they choose to dress to come to High Point. We believe that this is one area that those in the body of Christ can sincerely come to different conclusions on, and we ask that you respond with love and grace to those whose standards may be different than your own.

The general standards that we ask all families to hold to are:

No low-cut tops or bare midriffs. Shirts should be worn by everyone at all times. Clothing should not be sheer unless appropriate clothes are worn underneath. Clothing should cover all undergarments.
Skirts and shorts should be of an appropriate length, and should not be low cut. No clothing with inappropriate messages, slogans, or pictures.
No shorts, sweats, or pants with words on the back.

If the teacher/director feels that a student or parent is in violation of the dress code, they will talk to the parent about their concerns. If the parent is not in agreement they can request that the entire board of directors reviews the issue. **It is not our policy to address students directly.** If it becomes a continued issue with no resolution after several attempts by the board of directors to come to an agreement with the family, the board may take more action including but not limited to ending a family's relationship with High Point Christian Academy.

Conflict

As Matthew 18:15-20 directs, we are to go to our brother or sister one-on-one to resolve any conflicts. If an issue remains unresolved, we should ask another to help mediate and report the matter to the High Point Admin Team as soon as possible. Should problems continue to persist, the board will meet to discuss problems and come to a plan for resolution. This resolution includes any conflicts between teachers, parents, and/or students. Our desire should be to seek forgiveness, reconciliation, and restoration--not to hold grudges and gossip, as these behaviors are un-Christ-like and destructive to our mission.

Sowing discord among other families is not acceptable and is grounds for dismissal. Should an individual continue to have a conflict with another individual or with High Point's leadership board or philosophy as a whole, and attempts to resolve the issue are unsuccessful, the High Point Board may ask an individual to leave temporarily or permanently. No payments will be refunded.

Arrival and Dismissal

1. Students may arrive at 8:30 and class begins promptly at 8:45. **Pick up is from 2:45-3:00**. Pick-ups that are consistently more than 10 minutes late will incur a fee. If you are running late, please try to inform us as soon as possible via the GroupMe App.
2. Please inform the Administrative Team **in writing** via email at **office@highpointchristianacademy.org** if someone other than a parent will be dropping off or picking up your child.

Progress Reports

Teachers will send home updates about your child's progress in their class every ten weeks.

Lost and Found

A Lost and Found bin will be sitting on the Check In/Check Out Desk. Please send an email to our Admin Team (office@highpointchristianacademy.org) if you realize you are missing something or have something which is not yours. We will also post weekly on the Family GroupMe of any lost and found items. Items that are left over 2 weeks will be donated.

Weather Emergencies/School Closing

1. High Point will follow the school closings for Akron, Norton, and Wadsworth based on snow/ice.
2. If there is extreme cold weather that forces public schools to close, High Point will make their own decision and will post it the night before by 10pm on the forum and via the GroupMe App.
3. If more than three snow days are needed during our calendar days, we may have make-up days in the spring.

Illness and Medication Authorization Policy

Participants should not attend High Point Christian Academy if they are sick or are experiencing any of the following symptoms:

1. - Diarrhea, vomiting or nausea (within last 24 hours)
2. - Eye drainage – Pink Eye
3. - Virus or infection (known to be contagious)
4. - Rashes (contagious)
5. - Head lice
6. - Fever (within last 24 hours, unmedicated)

If your child requires any medications, please discuss with the Admin Team before sending it with the child.

Should there be any questions, the teacher of the class will determine if any student fails to meet the health guidelines. Please keep in mind that this policy is essential for the health and protection of all our children and families.

Absences

If a student will be absent please email our Admin Team (**office@highpointchristianacademy.org)**. Excessive absences may result in a student not being able to register for the following school year. Students are required to turn in work completed during their absences.

Fire Drills and Emergency Contingency Plan

1. High Point will conduct regular fire drills. During fire drills, students and teachers will have a designated meeting point. Details are listed on our fire safety plan.
2. Teachers will be familiar with the plan if an armed intruder enters the building.

Food Allergies

1. Please inform us of food allergies.
2. Students in K-4th grade will bring a snack each school day.
3. We encourage birthday celebrations and shared treats with the class, however, **please inform your child's teacher and fellow parents via email a week ahead of time if you will be bringing in food to share.** This way, parents who want to send in a separate treat for their child with allergies will have time to do so. Birthday celebrations will be limited to your child's grade level class.

Child Protection Policy

1. Outside doors to the building will be locked starting at 8:45 and will remain locked until the end of the day while students are in the building.
2. Parents must send an email to our Admin Team (office@highpointchristianacademy.org) to let them know if someone other than parents will be picking up or dropping off their child.
3. At drop off, please be sure the person in charge of drop-off has seen and acknowledged your child before leaving.
4. Adults may not assist children in the bathroom with the door closed. In the event of an accident, multiple adults will be present to help a child. Parents will always be notified if their child had an accident at school.
5. Both parents will be asked to complete a background check before a family will be officially admitted to HPCA. Both parents must be in agreement to have their student(s) attend HPCA.

Training/Discipline Policy

Classroom Misbehavior Protocol.

Children will be expected to treat all High Point adults with respect: teachers, assistant teachers and administrators. Please understand that blatant defiance along with physical and verbal aggression will not be tolerated at any level.

Classroom Misbehavior Protocol for Minor Classroom Disruptions/Misbehavior

1. First time the Teacher will address the issue, and the student is given a warning.
2. Second time the Teacher addresses the student during the same class the student is asked to sit in the front of the class near the teacher or in the hallway.
3. Third time the Teacher addresses the student during the same class the student is asked to

talk to a member of the Administrative Team and their parents will be called. If needed, a meeting with the parent(s), at least 2 board members and teacher will be set up for a future time. The teacher and any administrator involved will fill out an incident report if the student is asked to leave the class and go sit with an administrator.

If a student receives 3 incident reports, a meeting with his/her parents and at least 2 board members will be scheduled to determine the next steps.

No Tolerance Policy

Because we desire to provide a safe and nurturing environment for all students, the following behaviors absolutely will be regarded as a no tolerance policy.

Sexual harassment, possession of weapons, firearms, alcohol, or any controlled substance. Any purposeful acts of vandalism.

Policies and procedures are in place for the safety and wellbeing of everyone. Failure to abide by the stated policies may be cause for removal from High Point at the HPCA Board of Directors discretion. The HPCA Board of Directors reserves the right to remove anyone from High Point, at any and all times if the safety and well-being of any High Point individual is being compromised.

Governing Structure

High Point is 501C3 non profit. Our Non Profit name is Great River Learning and we operate under the name High Point Christian Academy. Our Non Profit organization is governed by a volunteer board, who are not compensated for their services. Families must comply with board members' decisions and should not sow dissension among families. For more information see a board member for a copy of our by-laws.

Right to Refuse Enrollment Policy

HPCA's Board reserves the right to refuse enrollment to a child whom we cannot serve well, including any circumstance that appears to be disruptive and/or threatens the safety of HPCA students or staff.