



PARENT/STUDENT HANDBOOK

HERITAGE CHRISTIAN ACADEMY

Heritage Christian Academy is part of the Palliser Regional School Division and is jointly operated by Heritage Christian Education Society Calgary and The Palliser School Division.

The Palliser School Division (all educational staff) is responsible for all student related activities - curricular and extracurricular.

Heritage Christian Education Society Calgary is an elected board. This board is responsible for the vision of spiritual leadership, facilities, and fund-raising for the biblical and facility aspects of the school.

PARENT/TEACHER PARTNERSHIP

A Christian philosophy of education is basic to the existence of Heritage Christian Academy. We trust that you have chosen our school to help you fulfill your responsibility as parents to provide God-centered and Christ-honouring education for your children. The instruction and example of parents in the home is still the foundation. Properly viewed, Christian education is a partnership education; that is, the home and school working together.

Thank you for the honour and the trust you have given to Heritage Christian Academy. It is our prayer that our school will be a living example of the truth of Christ before your children.



PARENT INFORMATION

EDSBY

Every parent **needs** to have an Edsby account. This is a central hub for communication with absences and grades. Please sign up for an account and turn on the notifications.

[Edsby Sign up here](#)

SCHOOL CALENDARS

[School Calendar](#)

FAMILY-SCHOOL COMMUNICATIONS

Newsletter: The **HCA Weekly Update** is our newsletter for parents and families. It contains weekly highlights, current news regarding upcoming events and information of which you should be aware. PLEASE watch for the **HCA Weekly Update** that is sent home directly via e-mail by the end of each week.

SCHOOL COUNCIL

[School Council Information](#)

The Heritage Christian Academy School Council represents the position and interests of parents insofar as how school policy, philosophy, and curriculum affects the daily interactions with students. We fulfill this objective by advising:

- Our School Administration (Principal and Vice Principals)
- Our School Board (Palliser Regional Schools)

The School Council is committed to fostering, developing, maintaining and reflecting the culture of the school. We will fulfill this objective by organizing and actively participating in and encouraging parental involvement in various family fun events at the school during the year.



VOLUNTEERING GENERAL GUIDELINES

- All volunteers must provide the school with a current Criminal Record Check/ Police Check check within 3 months of issue date. Note: Must be renewed every 2 years.
- Volunteers must complete a volunteer registration form package.
- All volunteers and visitors must sign in at the school office before proceeding to the area that they are serving in. All volunteers must wear a visitor's badge obtained from the office, and asked to sign-out when they leave.
- Volunteers must observe all school policies and regulations, and be aware that teachers have the ultimate responsibility in the classroom.
- Volunteers must hold all matters connected with the school in confidence.
- Volunteers should respect the professional role and judgment of the teachers and school administration.

LUNCH & CAFETERIA

We are a peanut free and nut-aware school. Any items containing peanuts are not permitted and we recommend that other nut products not be consumed due to the potential severity of allergic reactions.

Our Cafeteria offers 'Hot Lunch of the Day'. Parents order online ahead of time. Please note: if hot lunch is not ordered ahead of time, there may still be lunches available but an additional walk up fee is added and the request must be completed by 10am. You can find the menu and online ordering at [Leroy's Catering](#). Students in Kindergarten cannot order hot lunches.

Children are always welcome to bring bag lunches. Lunch times at Heritage are scheduled separately for elementary, middle school and high school students. Students in Kindergarten - Grade 3 eat lunch in their classrooms and do not have microwave access. Students in Grades 4 - 12 eat in the cafeteria and are welcome to use the microwaves in the eating area. Our students spend a long day at school, so we encourage all students to bring a healthy snack and water bottle (e.g. fruit, vegetables, sandwiches, cheese & crackers, granola bars, etc.).

CHAPELS

Our chapels occur every Friday at HCA. Parents are always welcome to join us. Just make sure you sign-in at the main office before heading to the Chapel.

Kindergarten - Grade 1	10:30 - 11:00
Grades 2 - 3	9:00 - 9:30
Grades 4 - 6	9:30 - 10:00
Grades 7 - 9	1:00 - 1:30
Grades 10 - 12	2:30 - 3:00



SCHOOL UNIFORMS/FREE DRESS GUIDELINES

- [Heritage Christian Academy, Palliser School District - Uniforms](#)
- [Hawks Wear/Free Dress Guidelines](#)

GYM STRIP

Students from **Grade 7-12** are required to wear a [uniform gym strip](#). Black shorts and shirts are available for purchase from gym teachers at the start of the school year. Each piece costs \$20 payable by cash or through school cash online. Students in **Grade 5 and 6** will change into their own gym shorts and t-shirts listed on class school supply lists. **Kindergarten - Grade 4** students do not change for gym class.

SCHOOL SUPPLIES AND TEXTBOOKS

Parents are responsible for all individual school supplies for the start of each school year. Supply lists will be shared at the end of each school year. Students in Grade 3 are given a Bible to keep at the school. Secondary students are required to have a New International Version of the Bible for Bible memorization and class use.

Textbooks are supplied to students at the beginning of each semester. If books, equipment or materials supplied by the school are damaged or lost, they will be assessed a cost which will have to be paid by the individual student. Fees need to be paid in order to hold registration for the following year.

LOCKERS AND PERSONAL BELONGINGS

The care of personal equipment is the responsibility of the students. Students are advised to never leave money or other valuables lying around where they can become lost or stolen. The use of hall lockers and a carefully guarded lock combination is the best security for these items. Students must use the locker and school issued combination lock provided by the school and sign a [Locker Rental Agreement](#) each year.

Students are to care for their lockers so as not to damage or deface them in any way. Students will be required to pay for damage they cause to lockers or any other equipment. The cost of a lock will be charged to the School Cash account and if a lock is lost, the student is required to pay the cost of replacement. On leaving the school, the lock belongs to the student.

Students should be at their lockers only at designated times, not when they should be in class.



LOST AND FOUND

Found articles are put into the 'Lost and Found' cupboards—one in the Elementary end and one in the gym hallway. Small items such as jewelry, watches, AirPods etc. are brought directly to the school office. The Lost and Found bins are emptied regularly. Lost and found items will be put out for students and parents to look through and collect their belongings at least twice per year. All unclaimed items are then donated to local charities.

VIDEO SURVEILLANCE

Security cameras are located and active throughout the interior and some exterior parts of the HCA school campus. These cameras will benefit the school in many ways, including security of the building, safety throughout the school, loss prevention, discouraging misbehavior, and preventing vandalism and damage to school property. The system is secure and only accessible by designated personnel.

LEARNING COMMONS

We are pleased to have a Learning Commons with a variety of books and resources for students to utilize. Our Learning Commons Facilitator is there to lend books and to provide support for high school students who are choosing career and academic paths.

Please note: Fines are applied to overdue books and textbooks.

Books or textbooks that are more than 30 days overdue will be considered lost and the full replacement cost will be charged to students' accounts. A refund for a lost item will be given to the student if the item is returned undamaged within 1 month of payment, minus any overdue fines incurred.

EXTRA-CURRICULAR CLUBS

Each year there are several extracurricular clubs for students to join. Clubs must be supervised and/or organized by a staff member. The following are a set of basic club guidelines.

- Permission/Information forms to attend the clubs will be sent home prior to their commencement.
- Clubs are meant to provide extra enjoyment and activities that students normally would not get a chance to participate in.
- Clubs are not promotional in nature.
- Clubs are not to plan or organize events.
- Clubs are not used to raise funds.



RESTRICTED ITEMS & PERSONAL PROPERTY

Students should not bring portable electronics, water guns, trading cards (including Pokemon cards), roller blades, hand-held video games and electronics, skateboards, or valuable items to school to alleviate the problems of loss and theft. Students must look after any personal property brought to school. **HCA is not responsible for any lost/stolen items.**

CLASSROOM PLACEMENT POLICY

At our school, we place students into homerooms with great care and consideration. This process involves evaluating numerous factors, such as balancing class sizes and meeting the needs of all students. Given the complexities involved, we are unable to accommodate requests to change homerooms.

Changing a student's homeroom would not only disrupt the current balance but also necessitate adjustments for other students, potentially causing further complications. As such, to maintain fairness and ensure the integrity of our class structure, we must adhere to our original placements.

For high school students, additional considerations often come into play. Some students may be enrolled in unique courses that others are not, due to our limited ability to offer multiple sections of certain classes, such as specific sciences and math courses. As a result, accommodating requests to move students based on course enrollments is not feasible.

We encourage students to engage with their peers through various other opportunities available to them, such as recess, lunch hours, clubs, spares, and option classes. These interactions offer valuable chances to build friendships and participate in diverse activities, regardless of homeroom placements.

We appreciate your trust, understanding and cooperation as we strive to create a balanced and effective learning environment for all students.

FIRST AID POLICY

Students who are ill, hurt, or injured will be assessed by the supervising adult. Each student's condition will be assessed and a decision made on what action is appropriate. Parents will be notified as soon as possible in the event of an emergency. If transportation to a clinic or emergency department is necessary, the student will be sent by ambulance with administration approval or the parent will be asked to pick up their child immediately depending on the severity of the injury. In serious cases, every effort will be made to inform parents of the situation in a timely manner. A student accident report is kept of all serious injuries and the treatment given.



MEDICATIONS

We are not permitted to hand out medication to students as per [Administrative Procedure 313](#).

In severe cases/circumstances, if your child is on prescription medication, we require that you complete a "[Medication Release Form](#)" in the office. If the student requires assistance in taking the medicine while at school this form must be completed. The school does not dispense any other medications, including Tylenol.

SICK ROOM

Please do not send your children to school when they are sick. Parents need to make alternate arrangements for sick children even when they are working and unable to get time off. The school has a responsibility to other children and families to ensure as much of a germ free environment as possible. Parents of children who come to school sick will be immediately phoned and requested to pick their children up. Students who begin to feel ill during the day can lie down in the sick room for a short period if it is deemed necessary. If the illness persists, parents will be notified and asked to pick their children up.

ARRIVAL AND DISMISSAL

SIGN-OUT PRIVILEGES

Grade 10, 11 and 12 students have off-campus privileges and may sign-out once the office has received the appropriate [form](#), signed by parents. Students are to sign the register in the office when they leave the building and sign in again when they return. Students must return to the school or risk having this privilege revoked.

Students in Grade 7-9 are expected to eat or purchase their lunch in the cafeteria after which they may go outside or participate in gym activities on days the gym is available.

*Note: Middle School students who are here for after-school extra curricular events such as sports games/practices are not allowed to leave school property. The reason for this is that students have been placed in the care of the school for the duration of the day, including after-school practices and games. Therefore the school remains responsible for students up to and including final dismissal - whatever time that should be.

The school reserves the right to revoke Sign-Out Privileges.

During exam weeks, students who have been given permission by their parents to sign out early must leave the school property upon signing out.



EARLY ARRIVALS, LATE ARRIVALS AND EARLY SIGN-OUT

If students are in early morning school activities or have a sibling in early morning school activities they should not be dropped off before 7:15 a.m. All other students should not be dropped off before 8:10 a.m. Students must be in their first period class promptly at **8:22 am for high school and at 8:30 a.m for K-9.**

Students may be dismissed early IF the HCA staff are made aware that students have permission to leave (via a note in [Edsby](#)) or a call is made to the office at time of pick up. Grade 10-12 may sign themselves out IF HCA staff are notified of their departure.

AFTER SCHOOL

Students will be dismissed at 3:17 p.m Elementary, 3:20 p.m. Gr. 7-9. (Monday - Friday). Gr. 10 - 12 students may be dismissed at 3:22 p.m. depending on their schedule. Students should proceed directly to their lockers/cubbies, collect their belongings and leave the premises as soon as possible. During lunch and after school, hallways must be cleared promptly. Students are not permitted to stay in classrooms unless supervised directly by a teacher. Students should be picked up immediately after school. Supervision ends at 3:40.

OUT OF SCHOOL CARE

Please contact the office if you have questions in regards to the Out of School Care Program. You can find more information online [here](#).

ATTENDANCE POLICIES AND PROCEDURES

In registering, the student makes a commitment to regular attendance in all courses, chapels and devotions. They must be punctual and learn to be disciplined in their use of time. Parents play an integral role in attendance. The Education Act makes attendance a priority in schools. The school keeps an accurate attendance record of students registered in each course or homeroom class. All absences and lates must be reported through [Edsby](#) or a phone call to the main office. Parents will be notified through the Edsby App of any unresolved absences—you must sign up for this. In Secondary, attendance is taken at the start of each class and in Elementary it is recorded in the morning and after lunch.

Regular attendance is essential for success at school. If a student is absent for a good reason, he or she will receive consideration by the teachers to assist him/her in covering the work missed.

Please Review The Palliser School Division Attendance Procedure [here](#).

Should a student be chronically absent, late or pulled from class early a parent meeting will occur and a letter sent providing a list of the absences and lates. HCA will work together with the family to support healthy attendance in school.

VACATIONING AND/OR ABSENT STUDENTS

It is expected that students will be in attendance for all major tests. Teachers are not required to prepare work in advance for students on vacation. A student should make arrangements for a classmate to collect notes and assignments during his/her absence. The student should also make arrangements with teachers to set dates to write missed tests and quizzes, and hand in assignments. If at all possible missed exams/tests should not be taken during class time.

We Know that Everyday Counts...



How Important is Attendance?

1 or 2 days a week doesn't seem like much but...

If your child misses...	That equals...	Which is...	Over 13 years of school that's like missing...
1 day every 2 weeks	20 days per year	10% of the year	Nearly 1 ½ years of school
1 day per week	40 days per year	20% of the year	Over 2 ½ years of school
2 days per week	80 days per year	40% of the year	Over 5 years of school
3 days per week	120 days per year	60% of the year	Nearly 8 years

POLICIES AND AGREEMENTS

TECHNOLOGY

Students have access to Chromebooks as a tool to assist with learning. GSuite provides an online environment for students to collaborate and work in. The following Apps are available for students: drive, sites, groups, Gmail and calendar. Access to Google Apps accounts and the content is only for registered Palliser Regional Schools students.

Parents must complete a Technology User Agreement in order for their child to use technology in the classroom. It is essential that students use technology responsibly or privileges may be revoked.

[K-3 User Agreement](#) (Please note: this is part of the online registration process)

[4-12 User Agreement](#) (Please note: this part of the online registration process)

[Responsible Use of Electronic Information Services](#)

Please note at Heritage we have a Smart Device Policy that falls in line with the Alberta mandate. We have had this Smart Device Policy for several years. Please ensure you review it:

[HCA Smart Device Policy](#)

[Palliser Personal Communication Device Policy](#)

STUDENT TRANSPORTATION: MOTOR VEHICLE USE

High school students who hold a valid driver's license may choose to drive their personal vehicles to and from school. The school reserves the right to revoke access for vehicles on the premises, should it be deemed necessary.

Students - MAY NOT drive other students in their vehicle during school hours or to any extra-curricular or school sanctioned events leaving from the school.

Parents: Please ensure you have talked with your child to ensure they know that students are not permitted to drive other students or be driven by other students during school hours or to extra-curricular events. You and your student are aware this is an insurance liability for your family, and that the school is not liable.



PROHIBITED SUBSTANCES/ILLCIT BEHAVIOURS

Palliser School Division is committed to promoting the health and well-being of staff, students, parents, visitors and community members. A substance-free environment promotes a safe and caring learning environment that focuses on pedagogy and benefits everyone.

Palliser School Division and Heritage Christian Academy prohibits the possession and use of substances that are harmful or have the potential to alter an individual's physiological or psychological state including, but not limited to, the following prohibited substance:

- Alcohol;
- Illegal drugs and associated paraphernalia;
- Smoking materials may include but are not limited to: cigarettes, e-cigarettes, cigars, cigarillos, vapes, hookah, shisha, and cannabis;
- Consumable products may include but are not limited to: chewing tobacco, dipping tobacco, dissolvable tobacco, cannabis edibles;
- Misuse of prescription and non-prescription drugs;
- Any other substances deemed inappropriate by supervisors/site managers.

For full details please refer to the link found here: [Palliser School Division Policy](#)

Please also take time to review the [Student Search Procedure](#) policy.

ACADEMIC INFORMATION AND POLICIES

REPORT CARDS, EXAMS & INTERVIEWS

Report Cards are completed by teachers two times per year for all students. Progress Reports will also be available throughout the year. The reporting/grading system is explained on the report card.

Grades 7-12: Each parent and student **must** have an [Edsby account](#). Students and parents are encouraged to keep informed of the marks. Please note - marks are not updated daily.

Deadlines are firm and are at the discretion of the teacher. Late assignments will negatively affect the learning process and potentially academic success.

Grade 6-12 students write exams in core area subjects and some options classes. Grade 6 and 9 students write the Alberta Government achievement tests in May and June, while grade 12 students write Alberta Government Diploma exams in January and June. Grade 7, 8, 10 & 11 students also write formal exams at the end of each semester in January and June. The weighting of exam marks increases at each grade level – diploma exams being 30% of the student's final mark.

[Every Parent Needs Edsby](#)



K-6 Interviews	K-6 Progress Reports and Report Cards Released	7-12 Interviews	7-12 Progress Reports and Report Cards Released
November 13-14	Progress Report - November 12	October 22-23	Progress Report - October 18
	Report Card 1: January 31		Report Card 1: January 31
March 19-20	Progress Report - March 18	March 12-13	Progress Report: March 10
	Report Card 2: June 25		Report Card 2: June 25

PROGRESS REPORTS - WHAT ARE THEY

Just prior to parent/student interviews students will receive a progress report. K-6 will be sent home a one page summary of how their child is doing and in gr. 7-12 parents will receive a notification via email to check their child's progress in the Edsby live grade book where grades will be up to date. Please reach out to teachers at any point if you have questions on your child's progress.

REPORT CARDS - WHAT ARE THEY

Report cards provide formal feedback of your child's progress throughout the school year. They will be sent digitally to families at the end of January and printed off and given to students at the end of June.

HOMEWORK

All students at Heritage will be asked to do homework depending on the grade and class. Homework should be reasonable, related to class work and to the goals of the course of study. The emphasis should be on quality rather than quantity and should be consistent with the grade level and maturity of the students.

In Secondary School - homework balance on any given night can change as students have multiple teachers. However, teachers will do their best to maintain a reasonable workload.

In grades 10, 11 and 12 – the amount of homework students receive is dependent entirely upon the types of courses they take, the ease and speed with which they are able to do higher academic work and the results they wish to achieve.



PROMOTION POLICY

In Grade 1 - 9, students will be promoted to the next grade level. In high school a pass consists of a final mark of 50% or higher. In Grades 10-12 if a student fails a course they will not be promoted in that course stream and will have to redo the current course or choose an alternative course at the same grade level.

MIDDLE SCHOOL COURSES (GRADES 7-9)

Please take time to review a sample of our [Middle School Course booklet](#). This booklet is updated each school year and will be sent to families in late May or early June.

HIGH SCHOOL COURSES, INFORMATION & DIPLOMA REQUIREMENTS

Please take time to review a sample of our [High School Course Selection Handbook](#). This booklet is updated each school year and will be sent to families in late April or early May. It has valuable information in regards to the types of courses offered at HCA and Academic Requirements for various graduation pathways.

MyPass is an online account for student records. Once signed up, students and parents can access all information related to Diploma requirements and credits. Students should sign up in Grade 10. [Student Information and High School Transcripts](#)

ApplyAlberta is an online application and transcript transfer system that anyone can use to apply to undergraduate programs at one or more of Alberta's post-secondary institutions. Students should sign up at the end of Gr. 11 if they intend to pursue post-secondary studies in Alberta. [ApplyAlberta](#)

MyBlueprint is a comprehensive education and career planning process for Gr. 10 - 12 students and is introduced to Gr. 10 students in CALM. [MyBlueprint](#)



GRADUATION POLICY

Graduation happens in early June. It shall consist of a formal convocation ceremony and open to the entire school body. There will also be a banquet for graduates and their special guests. **Any other activities are not school sponsored.**

In early May, the administration will notify families if students are at risk of not meeting high school diploma requirements. Students who do not fulfill these requirements will be excluded from the formal convocation ceremony but may be allowed to attend the banquet at the administration's discretion. All students must adhere to HCA standards for modest and appropriate dress at all graduation events.

Heritage Christian Academy Certificates shall be granted to students who have taken the grade 12 required course of studies and passed Grade 12 Bible. These shall be presented at the spring graduation ceremony. Accredited Diplomas are granted by Alberta Education and will be mailed directly to qualified students in late August/early September.

AWARDS

A number of awards are presented to students each year in recognition of Christian character, exceptional achievement, academic performance and school involvement. The awards that are currently being presented can be found [here](#).

EXTERNAL SCHOLARSHIPS FOR GRADUATING STUDENTS

Scholarships are given to students to recognize and celebrate outstanding achievement in a high school program of studies and a student's contribution to the school and/or community. Some scholarships also consider financial need.

Scholarship applications have deadlines. Do not leave it to the last minute. Many require a reference letter from a teacher, counselor, coach, etc. You must give this person time to write a quality reference. You should expect that it could take a few days or more for them to complete the letter. Plan accordingly. Help in obtaining scholarship or application information may be obtained through our LCF (Mrs. Meipoom-Jones) or the following websites:

Related Websites

Student Awards - www.studentawards.com

Scholarships Canada - www.scholarshipscanada.com



DISTANCE LEARNING POLICY (PALLISER BEYOND BORDERS)

Heritage Christian Academy offers distance education courses through Palliser Beyond Borders (Palliser Regional Schools' Online School). Online learning can help supplement the education of our High School (Grade 10-12) students. Students will be permitted to take an PBB course under the following circumstances:

1. The required course will not fit into the student's timetable
2. The course is not offered by the school and is of a particular interest to the student
3. The student is attempting to update a previous mark in the same course
4. Other circumstances deemed reasonable by the Principal

In cases where the required course can fit into a student's timetable, it is expected that the student will be enrolled in the on-campus class.



ACADEMIC INTEGRITY: CHEATING, PLAGIARISM, USE OF A.I., OTHER

Academic integrity is of the utmost importance at Heritage. Academic dishonesty, could include, but not limited to: cheating, exclusive use of A.I., use of select A.I. generated text without attribution of the source, use of A.I. after a teacher in a class has forbidden it and plagiarism, therefore, contravenes the student Code of Conduct and undermines our Christian commitment to integrity.

Cheating, use of A.I. as outlined above and plagiarism are acts of deliberate dishonesty and include, but are not limited to, the following forms:

Exams and Tests

1. Impersonation of a candidate on an exam or test.
2. Copying from another student, or making information available to other students knowing that this is to be submitted as the borrower's own work.
3. Use of unauthorized material.
4. Submission of a take-home examination written by someone else.

Laboratories

1. Copying a laboratory report, or allowing someone else to copy one's report.
2. Using another student's data unless specifically allowed by the instructor.
3. Allowing someone else to do the laboratory work.
4. Using direct quotations or large sections of paraphrased material in a lab report without acknowledgment. This includes A.I. generated text.
5. Falsifying laboratory data.

Essays and Assignments

1. Submission of an essay written in whole or in part by someone else or by A.I.
2. Preparing an essay or assignment for submission by another student.
3. Copying an essay or assignment, or allowing one's essay or assignment to be copied by someone else.
4. Using direct quotations or large sections of paraphrased material without acknowledgment – including fabricating bibliographies. This includes A.I. generated text.
5. The buying or selling of term papers or assignments.
6. The submission of the same piece of work in more than one assignment without the permission of the instructors.

Plagiarism should be distinguished from cooperation and collaboration. Often, students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is not a problem so long as it is clearly understood whose work is being presented, for example, by way of formal acknowledgment or by footnoting.

Teachers will inform students what constitutes acceptable workmanship, proper form of citation, and use of sources.



All cases of cheating/plagiarism and use of A.I. must be reported to administration. For a first offence, a student may expect a zero on an assignment and/or an opportunity to redo an alternate assignment. A memo of the incident will be kept on file and parents will be informed. For repeat incidents consequences will be determined at the time. Heritage Christian Academy treats academic dishonesty as a serious breach of its standards which may result in suspension.



SCHOOL ATHLETICS

Heritage Christian Academy offers a wide variety of extra-curricular sports opportunities such as Volleyball, Basketball, Floor Hockey, Soccer, Badminton, and Track & Field. Participation in these activities is optional, but once a commitment is made, students are required to fulfill that commitment. Costs for extracurricular teams will be billed through SchoolCash and are due before participation in the first league game. The limit to the number of teams and sports we can offer depends on the availability of coaching staff. Parents with background and experience in athletics are encouraged to contact the Athletic Director to volunteer.

The [Athletic Handbook](#) has all of the information needed regarding participation in any of our extracurricular sports teams.

Spectators are encouraged to attend games, both at home and away to cheer our athletes on to their best performance! In the interest of good sportsmanship and positive Christian testimony, all our fans are expected to conduct themselves in a manner that demonstrates utmost respect for HCA players, opposing team players, coaches, referees and other fans. Spectator behaviour can impact team participation in tournaments, so please represent our school well.



EMERGENCY PROCEDURES

[Administrative Procedure 131: Emergency Planning](#)

FIRE DRILLS

Drills are held throughout the school year. Every classroom has a map showing the exits. Students are to walk, not talk, and listen for instructions to the assigned area outside. Also included on each map is the alternate route in case the first way is blocked. All staff and students need to be familiar with the alternate routes as well.

[Fire Alarm Procedures.pdf](#)

LOCKDOWN DRILLS

In the event of a lockdown, an announcement made will be over the PA system “Lockdown, Lockdown, Lockdown”.

[Lockdown Procedures.pdf](#)

EMERGENCY SCHOOL CLOSURE DUE TO INCLEMENT WEATHER/OTHER

Families are reminded that extra caution should be taken getting to and from school.

Parents should ensure their children are dressed appropriately for the weather before sending them off to school each day. When the temperature is -20 C or greater students are encouraged to go directly to their vehicle after school. Students will be given the opportunity to do quick checks outside for their ride and then will return indoors every few minutes to warm up. When the temperatures reach this point, announcements are made to the students, and we ask that parents also communicate this to their children.

For the safety and security of all students, the HCA school building will be open on scheduled school days. If there is a change, parents will be notified by 7:00 am by telephone, email and a notice will be posted on the school website. As always, parents/guardians make their own decisions about sending their children to school. Please use your best discretion and judgment.

If your children will not be in school, please report the absence before 8:15 am through the [Edsby](#) portal.

PHILOSOPHY OF BEHAVIOUR

At Heritage Christian Academy part of our mission and vision is to inspire Christ-like character. As such, we walk alongside students as they grow in their faith and the fruits of the spirit. Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control are all qualities we nurture in our students.

Heritage Christian Academy has these objectives:

1. To develop and maintain the optimum environment for learning.
2. To inspire Christ-like character that will be helpful to students and to the school community in supporting and achieving goals of spiritual, intellectual, physical and social development.

HCA Code of Conduct:

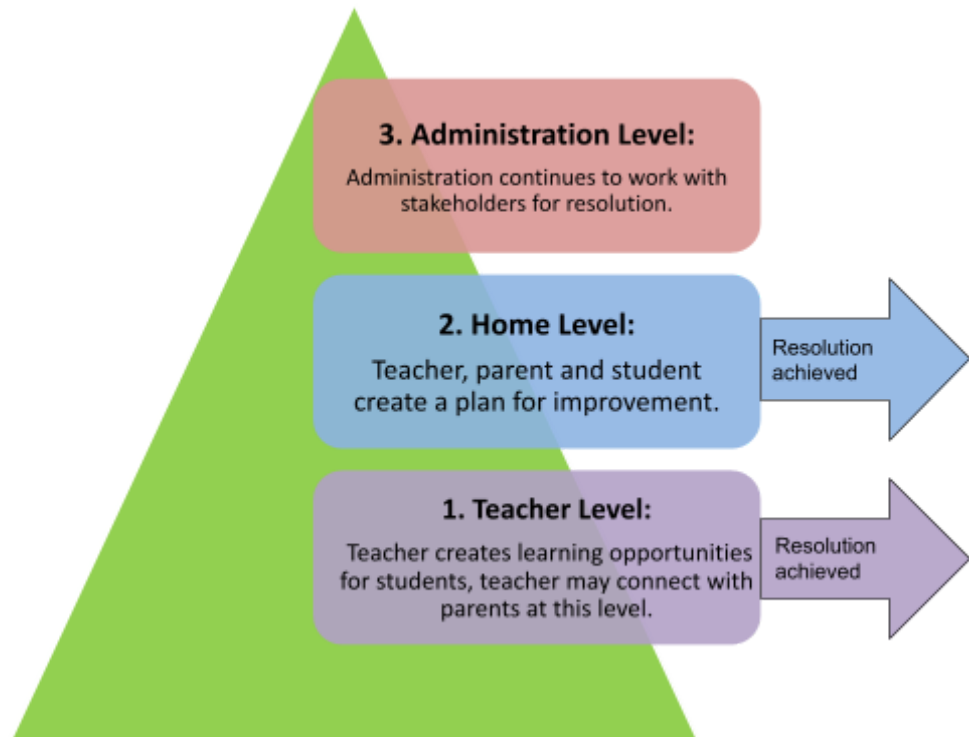
1. Exemplify Christ-like Character - honest, truthful, hardworking and generous.
2. Use appropriate and uplifting Language. Refrain from obscene language and using the Lord's name in vain.
3. Treat others with dignity and respect including students, staff and any other guests.
4. Harmful substances such as tobacco, vaping, alcohol, marijuana and other drugs are not permitted.
5. Dress in proper uniform and follow free dress guidelines.
6. Attend school regularly, be on time for classes and do your best.
7. Participate in a positive manner in Chapel, devotions, Bible classes and community outreach opportunities.
8. Complete all assignments on time and with diligence, adequately prepare for tests and be attentive in class.
9. Maintain academic integrity. Refrain from cheating, plagiarism, inappropriate use of AI, etc.
10. Resolve conflict in a respectful and appropriate manner and follow the Matthew 18 principle.
11. This list is not exhaustive and HCA administration and Palliser reserve the right to deal with unique circumstances as they arise.

Please also refer to the HCA Student Partnership Agreement - This has been signed by all families at time of enrolment. This will be reviewed with students at the beginning of each school year. Parents, if you need a new copy, please contact the office.

Please also review the [Palliser Safe and Caring School Policy](#), [Student Code of Conduct](#), [Student Discipline and Suspension Part 1](#), [Student Discipline and Suspension Part 2](#), [Threat Assessment Procedure](#), [Student Search Procedure](#)

PYRAMID OF INTERVENTION

We encourage students to conduct themselves with Christ-like character and maintain a good attitude. We work with students collectively and individually in support of their continued growth and development. The following is the process we go through when attending to student behaviour/attitude:



Consequences are assigned on a case by case basis. Depending on the severity of the behaviour, consequences **may include but are not limited to:**

- Apologies and restorative practice
- discipline reflection parent/teacher signed
- lunch hour/recess support
- one period class suspension
- half day → 2 day in-school suspension.
- Half day - 5 day out of school suspension

We have a zero tolerance policy for bullying, physical aggression, threats, talk of weapons, substance abuse, etc. and student removal from class for an in school or out of school suspension will occur depending on the severity of the incident.

More information on bullying behaviors can be found [here](#).