

HEADWATERS CHRISTIAN ACADEMY

**PATRIOTS**



## **PARENT AND CHILD HANDBOOK**

**Wisdom is the principal thing, therefore get wisdom.  
And in all your getting, get understanding.**

**Proverbs 4:7**

## Table of Contents

<b>ESTABLISHMENT OF HEADWATERS</b>	<b>5</b>
<b>MISSION FOR HEADWATERS</b>	<b>5</b>
<b>PHILOSOPHY FOR HEADWATERS</b>	<b>5</b>
<b>REGISTRATION</b>	<b>7</b>
<b>HEADWATERS ACADEMY</b>	<b>7</b>
Pre-K	7
Kindergarten	7
1 <sup>ST</sup> – 8 <sup>TH</sup> Grade	7
<b>HEADWATERS AFTER SCHOOL CARE</b>	<b>8</b>
<b>WITHDRAWALS</b>	<b>8</b>
<b>FEES</b>	<b>8</b>
<b>Registration Fee</b>	<b>8</b>
<b>Resource Fee</b>	<b>9</b>
<b>Headwaters Academy Tuition</b>	<b>9</b>
<b>Headwaters After School Fees</b>	<b>9</b>
<b>HOURS OF OPERATION</b>	<b>10</b>
<b>SEVERE WEATHER AND CLOSINGS</b>	<b>10</b>
<b>DROP OFF AND PICK UP INFORMATION</b>	<b>10</b>
<b>EARLY PICK UP</b>	<b>11</b>
<b>CALL IN MESSAGES FOR NON-DRIVING CHILDREN</b>	<b>11</b>
<b>CHURCH PROPERTY</b>	<b>11</b>
<b>WEAPONS AND DANGEROUS OBJECTS</b>	<b>12</b>
<b>PERSONAL PROPERTY</b>	<b>12</b>
<b>CELL PHONES/ELECTRONIC DEVICES</b>	<b>12</b>
<b>LUNCH</b>	<b>12</b>
<b>SNACKS</b>	<b>13</b>
<b>Pre-K</b>	<b>13</b>
<b>K-5th</b>	<b>13</b>
<b>Middle School</b>	<b>13</b>
<b>MEDICINES</b>	<b>13</b>

<b>COMMUNICABLE DISEASES</b>	14
<b>LICE</b>	14
<b>ACCIDENTS</b>	14
<b>LOST AND FOUND</b>	14
<b>LOST, STOLEN, AND DAMAGED ITEMS</b>	15
<b>RESOLUTION OF PROBLEMS</b>	15
Guidelines for Problem Solving	15
<b>PARENTAL AND CLASSROOM VISITATION GUIDELINES</b>	16
Classroom Observation Visits	17
<b>DRESS CODE</b>	17
Female Attire:	17
Male Attire:	18
Clothing Forbidden for Either Gender	19
<b>CUBBIES</b>	19
<b>STANDARDIZED TESTING</b>	19
<b>DISCIPLINE</b>	19
Minor Breaches of Conduct	20
Major Breaches of Conduct	20
<b>ALCOHOL, DRUGS, TOBACCO, VAPES</b>	21
Drugs and Alcohol	21
Tobacco and Vapes	21
<b>VANDALISM AND IMPROPER USE OF BUILDINGS AND GROUNDS</b>	21
<b>GUM</b>	21
<b>ADVERTISEMENTS AND FLYERS</b>	22
<b>FIGHTING, THREATENING PHYSICAL, VERBAL, OR WRITTEN HARASSMENT</b>	22
Physical, Verbal, Written Harassment, Bullying	22
<b>STEALING</b>	22
<b>LANGUAGE</b>	22
<b>PUBLIC DISPLAY OF AFFECTION</b>	23
<b>PARENT CONDUCT</b>	23

<b>FACULTY AND STAFF CONTACT</b>	23
<b>PARENT AGREEMENT</b>	24
<b>REVISION HISTORY</b>	24

## **ESTABLISHMENT OF HEADWATERS**

Headwaters is a ministry of South River Baptist Church established in 2020 to enrich the education of children to love God with all their mind and to encourage a joyful pursuit of His truth. It provides prekindergarten and grade school children with a highly traditional, classically based curriculum stressing the development of moral character, basic skills, logical analysis, and the establishment of a biblical worldview.

## **MISSION FOR HEADWATERS**

Headwaters provides a Christian worldview and Christ-centered education leading to a personal belief in God's Word, a personal relationship with Jesus Christ, a passion for intellectual understanding guided by divine wisdom, an appreciation for strong family, and a love for our Nation.

## **PHILOSOPHY FOR HEADWATERS**

Children in Headwaters are provided the best possible instruction to know God, His truth, and navigate life as He designed it. We believe that all truth is God's truth. The supreme revelation of that truth is found in Jesus Christ. God's revelation is essential to proper reasoning. Thus, Headwaters Academy uses biblical revelation to aid our understanding of other categories of thought and academic disciplines. Our faith seeks understanding of the world that God has created and the truth that we find therein.

We seek to train the heart and the mind drawing from modern man's intellectual and spiritual inheritance found in the Judeo-Christian faith and Greco-Roman culture. We believe that heritage is clearly seen in the American experiment of self-government under law. Headwaters Academy will develop within children the intellectual and personal habits and skills upon which responsible, independent, and productive lives are built.

## **STATEMENT OF BELIEFS**

All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts, culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks. On this sure foundation, we affirm these additional essentials of our faith:

- We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. To Him be all honor, glory, and praise forever!

•Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one person forever. He died on the cross a sacrifice for our sins, according to the Scriptures. On the third day, He arose bodily from the dead and ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.

•The Holy Spirit, the third person of the Godhead, has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives us new life, empowers us, and imparts gifts to us for service. He instructs and guides us into all truth and seals us for the day of redemption.

•Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight.

•We believe that (a) salvation is by grace, a free gift of God apart from works, (b) salvation involves repentance, a change of mind in respect to God and thus turning from one's own way to God's way, (c) salvation is through personal faith in the Lord Jesus Christ, in Christ alone, (d) all who receive Jesus Christ are regenerated by the Holy Spirit and become the children of God, and true salvation will be manifested by a changed life.

•The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity; where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.

•Jesus Christ will come again to the earth— personally, visibly, and bodily—to judge the living and the dead and to consummate history and the eternal plan of God. “Even so, come, Lord Jesus” (Rev. 22:20).

•The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to “Him who loved us and gave Himself for us.” He calls us to a life of self-denying love and service. “For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them” (Eph. 2:10).

## **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gn 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1Co 6:18; 7:2-5; He 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, incest, bestiality, and use of pornography) is sinful and offensive to God (Mt 15:18-20; 1Co 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Ac 3:19-21; Ro 10:9-10; 1Co 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mk 12:28-31; Lk 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

## **REGISTRATION**

Parents register their child by completing the online registration form for each child on the Headwaters Christian Academy Website.

For our Pre-K or K programs, we determine the eligibility of your child based on their age as of August 31st. Any request for an exception to the birth date requirement must be worked out with the Pastor or Administrator, who will guide you through the process.

## **HEADWATERS ACADEMY**

### **Pre-K**

To be accepted into our Pre-K program, the child must have attained the age of four on or before August 31<sup>st</sup> of the current year and must be able to function independently in the restroom.

### **Kindergarten**

To be accepted into our Kindergarten program, the child must have attained the age of five on or before August 31<sup>st</sup> of the current year and be able to function independently in the restroom.

### **1<sup>ST</sup> – 8<sup>TH</sup> Grade**

To register in 1st-8th grade, the applicant must have been promoted to that grade by his previous school or he must have completed his Home School program for the previous grade and tested at the grade level they have requested to be enrolled in.

## HEADWATERS AFTER SCHOOL CARE

Available for K-7<sup>th</sup> Grades only. This program provides children an opportunity to complete homework, participate in Good News Club (if applicable for grade level) and other scheduled activities.

## WITHDRAWALS

If a child is withdrawn, the parent(s) must email or call the office and notify them of the pending withdrawal. The parent(s) must then write a letter in which they state the date and specify reason(s) for the withdrawal. Registration and Resource Fees will not be reimbursed.

Teacher contracts and operational budgeting needs are written with an understanding that students will be enrolled for the entire year. You are responsible for the annual tuition beginning August 1, 2022. Should your student withdraw for any reason a tuition adjustment will be made as noted below and you are responsible for remaining balance.

WITHDRAWAL AFTER	SEPTEMBER 1	OCTOBER 1	NOVEMBER 1	DECEMBER 1	JANUARY 1
TUTION DUE	40%	50%	70%	85%	100%

## FEES

This ministry is self-sustaining and thus dependent on the faithfulness of everyone to pay on time. The yearly fee for children will be divided into ten equal payments and is due on the 1st day of every month beginning August 1st and ending in May 1st. If your account is not current by the end of the month, then your child(ren) will not be allowed to return for the following month. Tuition and fees must be paid by check, money order, cash (exact amount only), or credit/debit card. A \$25.00 fee will be charged for each returned check. We do not bill you each month unless you have an outstanding balance. Therefore, it is the responsibility of the parent/guardian to remember that the payment is due the 15th day of each month August through May.

### Registration Fee

Registration is \$125 per child for all programs and includes a Headwaters t-shirt. This fee is due at registration for your registration to be considered complete.



## Resource Fee

A one-time resource fee for each student purchases student’s curriculum, handbooks, STEAM supplies, and grade specific literature. This fee is due after registration is approved to be considered as enrolled.

Grades	Resource Fee
Pre-K	\$250
1st-5th	\$400
6th-8th	\$500

## Headwaters Academy Tuition

Tuition covers the costs associated with personnel, teachers, operations, daily activities, and other associated costs.

Tuition is paid Monthly on 1<sup>st</sup> of each month or Lump Sum by August 1<sup>st</sup>.

Lump Sum Payment Plan is discounted 5% if payment is made by August 1<sup>st</sup>.

Monthly tuition is discounted 5% for families with 3 children enrolled in Grades K-8<sup>th</sup>

Discounts cannot be combined.

Grades	Tuition Cost	Monthly Tuition	Lump Sum Payment (Due Aug 1 <sup>st</sup> )
Pre-K 3 days	\$1,500	\$150	\$1,425
Pre-K 5 days	\$2,500	\$250	\$2,375
K-5th	\$4,200	\$420	\$3,990
6 <sup>th</sup> -8th	\$4,800	\$480	\$4,560

## Headwaters After School Fees

After School is \$200 per month

A late pickup (after 6:00pm) will result in an additional \$10.00 charge per occurrence. Continual late pickup will result in dismissal from After School program.

## HOURS OF OPERATION

Program	Days	Drop Off	Hours	Pick Up
Pre-K (3 days)	Tue, Wed & Thu	7:30 am	7:45 am – 11:30 am	11:30 am
Pre-K (5 days)	Mon – Fri	7:30 am	7:45 am – 11:30 am	11:30 am
K – 8th	Mon – Fri	7:30 am	7:45 am – 2:30 pm	2:30 pm
After School	Mon – Fri	2:30 pm	2:30 pm – 6:00 pm	By 6:00 pm

After School is not available for 8th – 12th grades.

## SEVERE WEATHER AND CLOSINGS

Headwaters will typically follow the Iredell County Public School System’s decision for closing of school as well as for early dismissal. Text messages or emails will be sent concerning closings, delays, and early dismissals. These also will be posted on our website at [headwaters-academy.com/alerts](http://headwaters-academy.com/alerts). We will make our own decisions on delayed hours.

## DROP OFF AND PICK UP INFORMATION

Drop off for Pre-K children: Children must be dropped off in the car line at the Upper Portico Doors between 7:30am and 7:45am.

Pick up for Pre-K: Children must be picked up in the car line at the Upper Portico Doors at 11:30am by an adult displaying their child’s Car Pick-up Sign.

Drop off for K to 8<sup>th</sup> grade: Children should be dropped off through the Family Life Center car line between 7:30 am – 7:45 am. Class begins promptly at 7:45 am. We have a limited number of earlier drop off spots that can be arranged for an additional fee.

Pick up for K to 8th grade: Children will be picked up in the Family Life Center car line by 2:30 pm by an adult displaying their child’s Car Pick-up Sign.

Pick up for After School Care Program: Children will be picked up in the Family Life Center car line by 6:00 pm by an adult displaying their child’s Car Pick-up Sign

If you arrive after 7:45 am, an adult must bring children in at the office.

If a parent or his designated caretaker is late picking up the child(ren), the child(ren) will be taken to the After School Care Program and the family will be billed appropriately for the cost of supervision.

Children will not be released to someone that does not have one of our current Car Pick-up Signs or the prearranged word of the day that will be issued to the parent or guardian by the Administrator or Office Assistant.

Each family will be issued pickup cards with the child(ren) names which must be placed in the window or on the dashboard of the vehicle during carline pick up. If an individual does not have a card and/or prior arrangements made with the office, then the individual must park until pickup is complete for all children and then enter the office to verify pickup.

Parent(s), if you should have a reason to deny anyone other than you or your designated caretakers to visit or pick up your child(ren), you must have a notarized letter, which adequately identifies the said person(s), on file in your child's permanent record folder. In this situation, it is advisable that the parent has his legal advisor to write the letter for him. Only the parent who initiated the restriction may withdrawal or make changes to this letter.

### **EARLY PICK UP**

If your child must leave early, please send a note that morning. State the time and reason for leaving early. Children should turn the note into the teacher to be given to the office. A parent/guardian must come to the office to pick up the child. The child will be called to the office.

### **CALL IN MESSAGES FOR NON-DRIVING CHILDREN**

A parent may call the church office to leave a message for their child(ren). If the message involves a change in transportation arrangements, the parent will be asked to provide positive identification for whom will be picking up the child. You must notify the office regarding the change of pick up as soon as possible. Please limit call in messages for your child to those that could not be made before the day begins.

### **CHURCH PROPERTY**

Headwaters Academy will minister on the property located at South River Baptist Church unless otherwise noted. Please take care of the facilities and help us steward what God has given to the church.

## **WEAPONS AND DANGEROUS OBJECTS**

All objects that can kill or cause serious bodily harm are prohibited on church property. Firearms, knives, martial arts weapons, lighters, matches, and other types of weapons or facsimiles of any of the above are prohibited while Headwaters is in session. This includes replicas of weapons that could be mistaken for a real weapon. In this instance, it could cause alarm of children and staff. It is the responsibility of each parent/guardian to ensure that their child adheres to this rule. According to the type of weapon brought, the police may also be contacted.

## **PERSONAL PROPERTY**

Radios, tape recorders/players, electronic game devices, laser lights/pens, I-pods, MP3 players, cellular phones, smart watches, etc. are prohibited for child use in class and after school care. Skateboards and/or roller blades are not allowed on campus unless these items are part of the activity and children have been given permission to do so. It is the responsibility of each parent/guardian to ensure that their child adheres to these rules. South River is not responsible for lost, damaged, or stolen items per the release and hold harmless agreement.

## **CELL PHONES/ELECTRONIC DEVICES**

Children may leave cell phones or electronics with their class Teacher, in their book bag, or in their car. Phones/devices that are out during the day will be secured by the Teacher. If the child refuses to surrender their phone/device, they will be suspended from participating. This rule also applies to smart watches or any similar technology. Those devices may not be worn during the day or in after school care.

## **LUNCH**

Parents should send a lunch with their child. Lunches should be of such a nature that they do not require heating or refrigeration, since no refrigeration and heating equipment will be available. It is suggested that you use ice packs to keep your child's lunch cool.

We are working to develop options for lunch that will be made available through a web portal. A menu will be placed online and parents can order lunch for their children. We are doing our best to make sure that all children have options for lunch while at the same time trying to work out the logistics of having lunches delivered. Parents will select the days they want to order lunch and must pay by check, cash, or card. The cost of lunch will be listed on web portal.

## **SNACKS**

### **Pre-K**

Every Pre-K classroom has a morning snack time. Parents are required to provide a snack for their child. You may send milk, 100% fruit juice, or water to drink. Each parent will receive information on approved snack items. They can bring bottled water to drink during the day.

### **K-5th**

Each teacher has the prerogative of having snack time for their class, once a day for no longer than 15 minutes. Parents will be asked on occasion to provide snacks as needed for the class or they can send for their individual child. They can bring bottled water to drink during the day.

### **Middle School**

Their teacher will decide whether they will be allowed to have snacks in the classroom. They can bring bottled water to drink during the day.

## **MEDICINES**

Rules applying to medication are as follows:

- If a child must take a prescription medicine while at Headwaters, the parent(s) must obtain a Medication Form from the office and have it completed by the prescribing physician. This completed form and the prescribed medicine, in its original bottle or an appropriately labeled bottle must be kept on file in the office. Any exception to this rule must have the approval of the administration.
- If the child can take an over-the-counter medication while at Headwaters, the parent(s) must complete the over-the-counter section of the Medication Form and it will be filed along with the allowed medication in Headwaters office. The administrator will dispense the medication when necessary.
- If a child is diagnosed with any learning disability and has been placed on medication, they must take their medication as prescribed by their doctor to be eligible to participate.

## COMMUNICABLE DISEASES

If the administration has any suspicion that a child has a communicable disease, the following actions will be taken:

- The parent will be contacted and will be expected to pick up the child within one hour of notification. If the parent is unable to accomplish picking up in the allotted time, the next person on the list will be notified with the same restriction of time. Driving children will be required to call parents/guardian to give Headwaters permission to leave campus. If the child driver cannot or is unable to drive themselves, a parent or designated emergency contact will be called to pick them up. If someone cannot be reached, and the child is not picked up, Headwaters reserves the right to have the child transported to local hospital via ambulance at the parent's expense.
- A child with an infectious/contagious disease or intestinal virus may not attend until they have been given clearance to return to Headwaters from a medical doctor or been symptom free for 24 hours.
- A child who has been placed on an antibiotic must have been on the medication for a 24-hour period prior to returning to Headwaters.
- Children must be fever free for 24 hours before returning to Headwaters. A fever will be defined as a body temperature of 100 degrees or higher before medicine to reduce the fever has been given.

## LICE

When a child is exposed to lice, or contracts lice, it is imperative that the lice be treated topically with an agent that kills them. Families must take precautions to eliminate the lice from the home. Children who contract lice will not be permitted to return until the problem is eliminated. Headwaters reserves the right to ask a child with ongoing problems with lice/nits to withdraw.

## ACCIDENTS

Any accident must be reported to the church office as soon as possible, especially one involving bleeding, regardless of how minor. Because accidents are often related to throwing objects and/or improper use of chairs and table, the throwing of any object and standing on chairs and/or sitting on tables is forbidden. Accident/incident forms must be completed by a staff member who will then communicate with the parent/guardian.

## LOST AND FOUND

Any item found on property without a means of identification will be placed in the lost and found. All items unclaimed at the end of each grading period will be donated to a local charity agency. The lost and found is located in the Family Life Center.

## **LOST, STOLEN, AND DAMAGED ITEMS**

Headwaters cannot accept the responsibility for lost, stolen, or damaged items on church grounds. Children should not bring valuable items or excessive cash. If they do, they accept full responsibility for those items or cash.

## **RESOLUTION OF PROBLEMS**

In any group setting, there will be a need to resolve disagreements that arise between members of the group. God has told us that the correct way to solve a disagreement or problem is by the people involved getting together and calmly talking through the problem. For these meetings to be effective, it is important that each participant recognizes the need to let everyone talk, and for each participant to listen carefully to what each party is saying. The desire is to experience the good that God can bring for all involved.

### **Guidelines for Problem Solving**

These are the steps to be followed in solving a classroom behavior problem.

Step One: The Teacher will use an appropriate corrective action to correct the behavior.

Step Two: Notify the parent through a telephone call, sealed note, or email of the problem and ask for the parent's assistance with the problem.

Step Three: The child will be sent to the Administrator/Senior Pastor, who will work with the child and the parent(s) to correct the behavior.

Step Four: If the above steps fail to solve the behavioral problem, we reserve the right to ask the child to be withdrawn from Headwaters.

If a parent should have a concern about a rule or procedure that is being enforced in either Headwaters or classroom, he should call the office and ask to set up an appointment after hours with the Teacher, administrator, or staff member involved with the child's problem. The office will set up the appointment date and time as quickly as possible and call the parent back confirming the appointment. If either the parent or employee desires, he may ask the administrator to sit in on the meeting. If the administrator is personally involved with the problem, the parent may ask that another staff member attend the meeting.

In the resolution of the behavior of a child, we expect the individuals involved with the resolution to remember to approach the situation out of love for the child and desire to help that child to develop his God-given potential to its fullest extent. This is not as a time to make comments in regard to one's thoughts or feelings. If all steps have been followed, and the matter has not been resolved, then the parties involved may submit in writing a letter to the administration stating the situation with attempts to resolve the issue. If any party is unsatisfied with the resolution of the administration, then he may submit a letter to the Senior Pastor to intervene.

These are the steps to be used in solving a learner problem. When a child is having difficulty comprehending the concepts in each subject, the grade Teacher will:

- Arrange time for a one on one tutorial session. This time may occur before or after Headwater's ministry hours, or during a time when other children are involved in another activity, such as physical education or special activity.
- The Teacher will either notify the parent of the problem by note or phone and explain how the parent might help the child understand the concept.
- If the first two steps fail to assist the child in learning the concepts, the Administrator or Senior Pastor will assist the Teacher and the parents in trying to identify a solution.
- Learning Disabilities: If at any time a Teacher suspects a potential learning disability or inability to interact in a socially appropriate manner that Teacher will notify the parent and make the administration aware of concerns or observed difficulties. Concerns should be in writing and each behavior clearly noted. A conference will be scheduled with the Teacher, administrator, and parent. If the child needs further evaluation or testing, the parents/guardians will be required to schedule and facilitate this process. A copy of the evaluation from the testing center or physician's statement must be provided to the Headwaters and placed in the child's record. Headwaters Academy reserves the right to refuse admittance or retain children in their program whose needs cannot be met through the current team of Teachers and tutors. We will advise and recommend educational alternatives or counseling services if the need of a child cannot be met at Headwaters. If we recommend counseling or testing, the child must attend and required reports provided to Headwaters for future attendance. If reports and required appointments are not made Headwaters will not allow admittance or continued enrollment to the program.

## **PARENTAL AND CLASSROOM VISITATION GUIDELINES**

We invite parents to visit with your child(ren); we welcome parents to visit during Headwaters hours for such activities as chapel, lunch, and "celebration" activities. Headwaters and classroom visits must observe the following guidelines.

- Upon arrival to campus, you must go to the church office, identify yourself, and fill out a visitor's tag before going to the area where the activity is taking place.
- Visitor tags should be worn to the area where the activity is taking place and shown or presented to the person in charge of the activity. For safety reasons, you must return the tag to the church office and sign out at the end of the visit. Visitors must always be identified in case of an emergency on campus.



## Classroom Observation Visits

To protect the learning environment, visitors must follow the guidelines for classroom observation visits.

- Call the office for an appointment to visit the classroom. When the appointment date and time has been established with the staff member, the church will call back and confirm the appointment time.
- Upon arrival on campus, you must go to the church office, identify yourself, and fill out a visitor's tag before going to the classroom to visit.
- Visitor tags should be worn to the room where the visit is taking place and shown or presented it to the person in charge of the activity. For safety reasons, you will return the tag to the church office and sign out at the end of the visit. Visitors must always be properly identified in case of an emergency on campus.

Any parent who continuously disregards this rule may be required to remove his child/children from Headwaters.

## DRESS CODE

A learning environment must have rules concerning proper dress for its children. This is extremely important for a Christian ministry if it wishes to portray an image of a personal relationship with God and academic excellence in its communities. Children are expected to be neatly dressed and well-groomed to attend class each day. It is expected that clothing be appropriate and that extremes in styles (including hairstyles and jewelry) be avoided.

Modesty and neatness are of utmost importance. Please read and adhere to the following guidelines:

### Female Attire:

- A. Dresses, Pants and similar attire: Jumpers, skirts, skorts, capris, full cut pants, leggings, joggers, and shorts are allowed. The hemlines for any dress, shirt, skorts, or shorts must be no more than two inches above the knee. Sundresses must be worn with shorts underneath and a sweater or jacket. No child of any age should wear pants, shorts, etc. with something written on the seat of her pants or shorts. Cut offs, ragged hemlines, and holes are not permitted. Leggings or shorts must be worn under dresses or skirts that meet dress code requirements (no more than 2 inches above the knee). Young ladies may wear tunic extenders to meet the dress code requirement. A girl's underwear is not to be exposed when leaning over, squatting, or participating in any activity. All clothing should not be too short, apparent, low cut, or too tight (SALT).
- B. Shirts, Blouses and similar attire: Long or short sleeved shirts or blouses with a neckline that isn't too low, polo shirts, sleeveless shirts, turtlenecks or button-down-collar shirts with no inappropriate logo (i.e.: anti-Christian, drugs, tobacco, sexual, "put down" comments, or secular musical bands) are allowed. Sleeveless shirts must be at least two inches wide and cover all under garments, no tank tops allowed. Extreme styles such as translucent, transparent, tight

fitting or low-cut necklines, blouses or shirts that expose a bare midriff regardless of the child's activity are not allowed. The blouse or shirt must always cover the girl's midriff and no undergarments exposed including the straps.

- C. Shoes: Closed toe shoes are recommended for all children. Sandals or flip flops maybe be worn but will not be allowed on the playground or in the gym. No shoes will be allowed with spikes.
- D. Belts, Caps, Hats and Jewelry: A plain cloth or leather belt with a buckle with no logos, symbols, spikes, or slogans may be worn with any pant designed with belt loops. Spike belts are not allowed for any Headwaters activity. No ball caps or hats inappropriate logo (i.e.: anti-Christian, drugs, tobacco, sexual, "put down" comments, or secular musical bands) are allowed. Necklaces and bracelets may be worn if they are not spiked or have any object attached that is contrary to our Christian beliefs.

### **Male Attire:**

- A. Pants: Full cut khaki, corduroy, or denim pants or shorts may be worn as well as athletic shorts or joggers. Overalls may be worn if the straps are always kept buttoned and on the shoulders. Shorts may be worn if the hem line is appropriate, not shorter than two inches from the top of the knee or two inches below the knee. Elongated crotch pants may not be worn. Each male child is always required to keep his pants pulled up. A boy's underwear is not to be exposed when leaning over, squatting, or participating in any activity. No child of any age should wear pants or shorts with something written on the seat of his pants or shorts. No cut offs, ragged hemlines, or holes are allowed.
- B. Shirts: Long or short sleeve shirts, polos, turtlenecks, or button-down-collar oxford shirts with no inappropriate logo (i.e. anti-Christians, drugs, tobacco, sexual "put down" comments or secular musical bands) are allowed. No see-through mesh shirts or tank tops are allowed.
- C. Shoes: Closed toe shoes are recommended for all children. Sandals or flip flops maybe be worn but will not be allowed on the playground or in the gym. No shoes will be allowed with spikes.
- D. Belts, Caps and/Hats, and Jewelry: A plain cloth or leather belt with a buckle with no logos, symbols, spikes, or slogans may be worn with any pant designed with belt loops. Spike belts are not allowed for any Headwaters activity. No ball caps or hats inappropriate logo (i.e.: anti-Christian, drugs, tobacco, sexual, "put down" comments, or secular musical bands) are allowed. Necklaces and bracelets may be worn if they are not spiked or have any object attached that is contrary to our Christian beliefs. Boys may not wear earrings, cartilage piercings, or ear studs/gauges.

Parents are asked to dress neat and modest when coming to Headwaters. Please follow the same guidelines for dress as the children, since they learn by example.

## **Clothing Forbidden for Either Gender**

Clothing with slogans or pictures that are inconsistent with the philosophy of Headwaters; ragged sweatshirts and sweat pants, undershirts, mesh shirts, tank tops, hip huggers, elongated crotch pants or shorts, torn, frayed, patched, ragged hem lines, clothing that is identified with a gang, Gothic lifestyle, skulls/cross bones, spandex, leggings or costumes.

\*\* A good rule to follow: If there is doubt, do not wear it.

Dress code will be enforced daily. Teachers will be responsible for addressing initial dress code violations. The following procedures will be used to enforce the dress code requirements:

1st offense: Parents will be contacted regarding the offense.

2nd offense: Child will be sent to the administrator, parents will be called and expected to bring a change of clothes.

3rd offense: Child and parents will meet with the administration and appropriate action will be taken.

## **CUBBIES**

Kindergarten to 5th grade children will be issued cubbies in their classrooms. The children must keep them neat and clean. Nothing is to be permanently attached on the inside or outside of the cubby. To maintain cleanliness, cans, candy, or food are not to be stored in the cubby.

6th-8th Grade children will secure their items in their book bags.

## **STANDARDIZED TESTING**

At minimum, each child in grades 1st through 8th will be required to take the appropriate standardized test each year. The Woodcock–Johnson Tests of Cognitive Abilities or The Stanford Achievement Tests have been verified for validity and offers parents an opportunity to see how a child is performing relative to a national and local educational group at the same grade level.

## **DISCIPLINE**

*(All Discipline is ultimately subject to administrative discretion.)*

We believe that God wants each of His created children, while being individually unique, to be able to work in a group and while in that group to show concern and respect for and acceptance of each member of the group. Therefore, to help children of all ages to develop the behaviors of concern and respect, rules that encourage the growth of these attributes must be established.

The following guidelines are established for our program:

#### Child Conduct/Discipline Process

Children are asked and required to:

- Respect authority
- Respect others
- Respect property

Headwaters will operate an assertive discipline program in all of our programs and ministries. Teachers clearly explain their expectation to children, positive reinforcement for correct behavior and negative consequences for inappropriate behavior are explained. In general, we feel that no child has the right to behave in a manner that disrupts or interferes with the right to teach or to learn. Two simple guidelines apply in all of our programs and ministries:

1. Follow directions the first time they are given.
2. Treat fellow children and Teachers in the courteous, co-operative way you would like to be treated.

Children will be given class rules to obey to maintain proper classroom management.

We will treat each child with respect, love, and genuine concern.

Should a discipline concern arise, parents will be contacted for communication purposes and to work to establish positive behavior of the child. We will do everything possible to meet the needs of the child.

#### **Minor Breaches of Conduct**

Minor breaches of conduct will usually be handled by the classroom Teacher. These include but are not limited to classroom rules and disruptions. If the problem warrants, the child may be referred to the administration.

#### **Major Breaches of Conduct**

Serious Breaches of conduct include but are not limited to the following: fighting; extortion; profanity or verbal abuse of others; harassment in any form; dishonesty in any form, such as stealing, cheating, plagiarism; vandalizing or destroying church property; arson; immorality, pornography, gambling; unauthorized absence from Headwaters or assigned class; possession and/or use of controlled items or substances, such as weapons, drugs, alcohol, tobacco, fireworks, pornography, gambling; sexual misconduct; Serious breaches of conduct include violations occurring on and off campus.

First Offense: 5 days suspended from participation followed by a 30-day probationary period. The Senior Pastor determines the status of the child at the end of the probationary period.

Second Offense: Expulsion from Headwaters, per the determination of the Senior Pastor.

Any child who refuses to correct any disruptive or improper behavior will be asked to withdraw from the program. All financial obligations must be met by the parents.

## **ALCOHOL, DRUGS, TOBACCO, VAPES**

The illegal use and/or possession of alcohol or drugs (illegal, prescription, or over-the counter) are forbidden on church grounds. There are rules concerning the use or possession of these items, which have the potential of destroying our children's God-given bodies and mind.

### **Drugs and Alcohol**

Children may not use, possess, or distribute illegal, prescription, or over-the counter drugs or alcohol on church property. This rule pertains to the improper sharing of a prescription/non-prescription drugs with another child. If a child should break this rule, the child's parent(s) will be contacted immediately as well as the police if needed. The child will be suspended from participation while the administration and pastoral staff review the incident or expelled, depending on the nature of the offense. The parents will be notified of final decision. If the child is permitted to remain, he is responsible for making up all missed academic work.

### **Tobacco and Vapes**

No form of tobacco or vapes may be used or brought to the church grounds. Child usage of these substances may result in removal from Headwaters. Parents and visitors are required to observe this rule and refrain from using tobacco on church grounds.

## **VANDALISM AND IMPROPER USE OF BUILDINGS AND GROUNDS**

A child involved in willfully or negligently damaging Headwaters property or another person's property will receive an automatic suspension from Headwaters for up to five days, with consideration of expulsion based on the nature of offense. Pranks, especially those involving safety equipment such as fire extinguishers, will be treated as vandalism and will be dealt with accordingly. The child will also be responsible for paying the costs of repair for any damage, regardless if he is permitted to return to the program.

## **GUM**

Chewing gum will be allowed at the discretion of each class Teacher. Each child is expected to respect the individual guidelines for each classroom and properly dispose of used gum. If the child does not adhere to the classroom policy, he/she will be addressed accordingly by administration.

## **ADVERTISEMENTS AND FLYERS**

No personal posters or flyers advertising church events may be displayed in the classrooms. Items of this nature may be displayed on a designated billboard if prior permission has been given. Unauthorized posters and flyers will be taken down.

## **FIGHTING, THREATENING PHYSICAL, VERBAL, OR WRITTEN HARASSMENT**

*(All discipline is ultimately subject to administrative discretion.)*

Fighting is not allowed. If a child is found fighting the following consequences apply:

- First Offense: 5 days of Suspension from Headwaters followed by a 30-day probationary period. The Pastor determines the status of the child at the end of the probationary period.
- Second Offense: Expulsion from Headwaters, per the determination of the Senior Pastor.

### **Physical, Verbal, Written Harassment, Bullying**

Harassment includes but is not limited to bullying, name calling, touching, inappropriate written or drawn messages, posting on social media, emails, text messaging, etc. Any offensive act that a Teacher or child reports of this nature that is directed at another person will have consequences.

- First Offense: 5 days suspended from Headwaters followed by a 30-day probationary period. The Pastor determines the status of the child at the end of the probationary period.
- Second Offense: Expulsion from Headwaters per the determination of the Senior Pastor.

## **STEALING**

The removal of church or personal property without permission or without using the proper checkout procedure, as well as finding and not returning property is considered stealing. The consequences for stealing will be determined by the administrator, according to the nature of the offense. Stealing is considered as a serious breach of conduct.

## **LANGUAGE**

All staff, administrators, parents, and children of Headwaters are expected to use language that reflects a desire to please God. Therefore, using the Bible as our source for truths concerning “The words that proceed out of our mouth,” each member of the Headwaters family will refrain from using coarse or vulgar language/stories, as well as gossip, angry outburst, and slander. Appropriate action to assist the offender in these areas will be taken by the Pastor. We are committed to assisting each other in the use of correct English in his speech and writing.

## **PUBLIC DISPLAY OF AFFECTION**

We emphasize to all children that the improper display of affection between two children, heterosexual or homosexual, is not proper behavior and should not occur on church grounds. Examples of public display of affection can include but is not limited to the following: hugging, holding hands, kissing, inappropriate touching, resting heads on shoulders, groping, etc. The pastoral staff will handle this problem as it is observed.

## **PARENT CONDUCT**

The administration and staff will strive to maintain an atmosphere that will promote positive behavior. The class Teacher will be spiritually prepared and enthusiastic about classroom management. Therefore, it is imperative that parents cooperate and reinforce the same. Following are some guidelines for parent conduct:

- Pray daily for the leaders and children of Headwaters.
- Be positive about the program in front of the children.
- Be encouragers; build each other up.
- Be a team player.
- Do not gossip and do not assume. Know the facts and support them.
- When there is a concern or suggestion, please take the following steps: (1) Pray, seek the will of God. (2) Get all the facts. (3) Make an appointment with the Teacher to discuss the concern. If not satisfied, make an appointment with the Teacher and administrator, and address your concern.

## **FACULTY AND STAFF CONTACT**

It is our aim to treat each child and his family fairly and equitable and to deal with any problem that might arise in a Christian manner. Their conduct should always glorify God in speech and action while at Headwaters and in the community.

## PARENT AGREEMENT

(Please sign & return to your Administrator, or online signature will suffice)

I have received and read the Parent and Child Handbook of Headwaters Academy.

I understand and will abide by the terms and policies as presented in this document.

All children can be listed below.

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Child(ren)'s Name(s)

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Parent's Signature(s)

Date

## REVISION HISTORY

Date	Version #	Description	Revised By
7/22/2020	V1.0	Original	Chris Thompson
7/28/2020	V1.1	Updated Student ref to Child	Kim Williams
8/7/2020	V1.2	Added Tuition and Fee clarification, Added HUB Program, Added TOC and Revision History	Kim Williams
3/1/2021	V2.0	Updated for 2021-2022 year	Kim Williams
1/15/2022	V3.0	Updated for 2022-2023 year	Kim Williams