

HCA

PARENT-STUDENT

HANDBOOK

2009-2010

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Section 1: Introduction

Welcome

It is a privilege to have your student enrolled at Horizon Christian Academy (HCA)! This Parent/Student Handbook will help you to understand more fully the goals and mission of HCA, as well as the relevant school policies. The full cooperation of parent/guardian and student will ensure an enriching experience at HCA.

It is the desire of HCA to provide your student with a quality education in a Christ-centered atmosphere. With students, parents, and staff pursuing Christ-centered goals, students will grow to be leaders and world changers.

History

Horizon Christian Academy was founded in May 2000 as a ministry to families desiring a Christ-centered, non-denominational approach to educational excellence and growth of the whole person. Garin Berry was the primary founder and Managing Director. Original Board Members and supporters of the vision of HCA included Dr. Brinkley Goodson, Dr. David Smith, Bishop Charles Green, and Bishop Jay Symmes.

At the time of its inception, and with thirteen students in the 2000-2001 academic year, HCA was located at the Sawnee Mountain Church of God, with a focus on the education of adolescents in Grades 6 through 12. Beginning with the 2003-

2004 academic year, HCA was called upon to expand its operations to offer classes for students in Kindergarten through Grade 5, as well. With the expansion came the necessity to split the campus. The Secondary School (Grades 6-12) met at North Lanier Baptist Church, while the Elementary School (K-Grade 5) resided at the Sawnee Mountain Church of God. In the summer of 2005, both campuses co-located to 2160 Freedom Parkway to allow for the expansion of HCA to 300 students. This move also provided dedicated space for a science lab, a large computer lab, a dedicated music/fine arts room, and a central library. On August 7, 2009, HCA was blessed to open a new secondary campus to house students in Grades 7-12. The Freedom Parkway campus now houses the elementary school and new 6th Grade Academy. The building of the new secondary campus led by Headmaster Heather Marshall allowed HCA to immediately expand to accommodate approximately 600 students. The secondary campus, named “Sojourn Hill,” is located at 433 Canton Highway currently. HCA seeks to acquire property in which to continue to expand its ministry from the current capacity in the next several years.

Future Growth

Currently we have two locations, but there are plans to purchase land and build new K-12 campus facilities in the next five to ten years. We currently have a sister-school relationship with a Morningstar School in Beijing, China, an underground Christian school. This relationship has led to teacher exchanges and will hopefully lead to student

exchanges. During the summer of 2009, HCA developed an additional sister-school relationship with Insung Christian School in Incheon, South Korea. This relationship is dynamic and expanding to include teacher and student exchanges including visits from their athletic teams.

Guiding Principles

1. Colossians 3:23 – And whatsoever ye do, do it heartily, as to the Lord, and not unto men; KJV

2. Matthew 22:37 – Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. KJV

3. Matthew 22:39 – And the second is like unto it, Thou shalt love thy neighbour as thyself. KJV

4. Philippians 4:13 – I can do all things through Christ which strengtheneth me. KJV

Statement of Faith

1. We believe the Bible to be the only inerrant, authoritative Word of God.

2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace and faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost—the saved to eternal life and the lost to eternal damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

Mission Statement

To encourage, motivate, and develop our students to continuously grow in all areas of their lives: spiritually, academically, socially, physically and emotionally. Our primary mission is to assist in the preparation of children and teens to fulfill the Great Commission and make a positive impact on the world for the Kingdom of God.

Vision Statement

To develop Christian leaders through progressive, meaningful, and stimulating education in all areas of growth.

Goal

To see each student grow in Christ through the direction of the Holy Spirit and to develop his/her

ability to touch others. HCA seeks to develop students who are a reflection of God’s character to their families, friends, and to whomever God places in their sphere of influence.

Philosophy

HCA exists to assist parents in the overall development of students in His image. One of the foundational scriptures is Colossians 3:23, “Whatever you do, work at it with all your heart, as working for the Lord, not for men.” It is our desire to help instill a spirit of striving for excellence in all that our students do. Our environment is Biblically focused to enhance spiritual growth. Our academic programs encourage each student to develop a firm foundation in the building blocks that are essential for higher-level education and learning. Two additional foundational scriptures are found in Matthew 22 verses 37 and 39, “... Love the Lord your God with all your heart and with all your soul and with all your mind” and “...Love your neighbor as yourself.” Our character development programs, athletics, fine arts, and extracurricular activities help reinforce these principles of loving the Lord with all of our hearts, souls, and minds, and loving our fellow man. We will assist our students in achieving excellence through teachers and mentors who are spiritually grounded, who have internalized the concept of continuous improvement, and who evidence the love of Christ through their expressions of love to others. As Philippians 4:13 guides us, “we can do all things through Christ who strengthens us.”

Section 2: Admissions

Requirements

It is understood that being a student at HCA is a *privilege* and not a *right*. Any student whose conduct, attitudes, or lack of progress, in the opinion of the administration, make it inadvisable for that student to remain in the school may forfeit this privilege. Because all children are created in the image of God, HCA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational and admission policies, or any other school-administered programs. All students must meet academic, moral, and personal standards as deemed appropriate by the school.

HCA seeks students and families that desire to be in a Christ-centered educational environment and students that are willing to put forth effort in their growth and improvement in all areas. We look for evidence supporting these traits in the application and during the interview process. At least one parent should have a written statement of a personal relationship with Jesus Christ as their Savior and a desire for their child to grow closer in their relationship with Jesus.

Procedure

Enrollment applications and financial information are available from the school office and on the web site. Upon receipt of the required forms listed on the application, (including transcripts, standardized test results, conduct reports, two letters of recommendation, and a student questionnaire to be filled out by a former teacher), a conference may be held with the family to answer questions and discuss the compatibility of HCA with the student's and family's needs. Generally, acceptance determinations are made within one week of the family conference.

HCA utilizes existing standardized test results taken within the last three years prior to admission as well as general academic records over the same timeframe to assist in acceptance decisions. If the student has not taken a standardized test within the last year, one will be required prior to final acceptance. Placement testing may be utilized for placement purposes after admission to HCA.

Additionally, HCA examines the student's statement of faith, conduct record and references as well as evidence gleaned during the family interview to further assist in the acceptance determination.

Upon acceptance, registration fees are due for each student and an enrollment agreement is entered into by the family and the school.

Birth certificate, immunization records, state-required ear, eye, and dental forms, as well as other updated records and forms are required for registration to be complete and to permit student

attendance.

Child Custody

The intent of HCA is to abide by the existing limitations regarding parental child custody disagreements. Legal documentation must be provided to the school. All records are confidential and kept in the student's file. Legal documentation will be the only way to comply with custody issues. Custody issues that go against our philosophy and mission statement of our school or cause disruption in the school routine may result in a student being asked to withdraw by the administration.

Section 3: Finances

Tuition/Fees

Application Fee:

A one-time, non-refundable fee of \$50 must accompany applications for each new student.

Registration Fee

Kindergarten-Grade 12: \$200 per student

- A Registration Fee is to be paid annually upon notice of acceptance for new students and with the application for re-enrollment for returning students.
- Current students must re-enroll by February 15th to maintain their status in the upcoming year.
- The fee is non-refundable and non-transferable.

Matriculation Fees

- Elementary: Kindergarten-Grade 5: \$600 due by April 1st for the following academic year. Fees for the 2009-2010 year: anticipated to be \$600.
- Secondary: Grades 6-12 (6th Grade Academy, Middle School, and High School): \$700 due by April 1st for the following academic year. Fees for the 2009-2010 year: anticipated to be \$700.
- Two-payment plan: April 1st and May 1st (for the 2009-2010 academic year) with a processing fee of \$10 per month.
- The fee is non-refundable and non-transferable.
- Matriculation fees and tuition for 2010-2011 are anticipated to be formalized and announced by February 1, 2010.

* Matriculation fees are used to purchase learning materials including books, workbooks, reference materials, manipulatives, and other items for all

classes and electives. The fees may also provide opportunity to fund the bus expense for some educational field trips and events. Textbooks remain the property of HCA.

Annual Tuition (2009-2010 Academic Year)

- Elementary: Kindergarten-Grade 5: \$6,050 – 10 monthly payments of \$605 each
- Secondary: Grades 6-12: \$6,950 – 10 monthly payments of \$695 each
- Monthly payment of tuition is normally due from June 1st – March 1st
- Monthly payments are due by the 1st of the month.
- Payments received after the 10th of the month will be assessed a \$25 late fee.
- Returned checks will result in a \$25 return fee.
- Full payment by June 1st will result in a 5% discount.
- Elementary Early Payment Discounted Tuition: \$5,747.50
- Secondary Early Payment Discounted Tuition: \$6,602.50
- Tuition agreements are made for the year and must be paid in full through the semester - even with a mid-year withdrawal - due to teacher commitments and costs based upon these agreements. Tuition is non-refundable.

Family Discount

- Family discounts apply for two or more children in a family from Kindergarten-Grade 12.
- The first child pays full tuition. Additional children will receive 15% off the annual tuition.
- Additional Elementary Student: \$5142.50 one-

time fee or 10 monthly payments of \$514.25

- Additional Secondary Student: \$5907.50 one-time fee or 10 monthly payments of \$590.75.

Part-Time Costs

- Part-time students pay a \$50 application fee and \$100 registration fee.
- Part-time students pay \$150 per month for one 5-day class and \$250 per month for two 5-day classes. Three or more classes are normally considered full-time.
- Part-time students pay a \$150 per course matriculation fee.
- Part-time possibilities are subject to space availability in the desired class.

Other Costs

Uniform and lunch fees are not included in tuition or the above fees. Additional fees may be assessed during the school year for field trips and/or athletic programs, fine arts programs, and extracurricular activities.

Financial Policies

Payment Requirements:

Monthly payments are due the first day of the month and should be mailed to HCA, PO Box 2715, Cumming, GA 30028. Late payments are assessed a \$25 late fee if received after the 10th of the month, with a \$25 fee for returned checks. Any returned checks must be replaced by a cashier's check or money order. Unless prior arrangements have been made with the Headmaster and Board of Director, a

student will be on probation if the tuition is over 30 days past due. If the tuition payment is 60 days late, the student will be removed from the school, and after 90 days, the student will be withdrawn without eligibility to return. Monthly invoices will be issued for those making monthly payments. **Because salary obligations with teachers have a one-year contract and are based upon the number of enrollment agreements, a student withdrawing early or enrolling late through October 1st will be responsible for the full tuition through the semester.** Enrollments after October 1st will be prorated, based upon the days remaining in the school year (not less than 45 days). Application fees, registration fees, and tuition payments are non-refundable.

In case of a withdrawal, the family financial obligation to HCA continues to the end of the semester. A withdrawal form must be signed by the parent and submitted to the office. Tuition and fees must be paid in full before any student's transcripts can be sent to the transferring school.

Financial Aid

HCA desires that all students who wish to attend are not prevented from enrolling because of financial hurdles. We know it is difficult for some families to budget the additional expense of private education. In recognition of this, HCA has partnered with Family Financial Needs Assessment (FFNA). We strongly encourage any family that feels that it cannot afford the tuition to apply to FFNA. Based upon an objective assessment of the family's financial situation versus the tuition requirements of

the school, FFNA will provide a confidential recommendation of the amount of Financial Aid for which the family is eligible and provide that to HCA. The parents pay the processing fee for the application to FFNA. Processing fees are dependent upon the method of application and required time and method of return. Please visit FFNA's web site at www.ffna1.com or obtain an application at the front desk. Our school ID is 2254. Financial Aid applications should normally be submitted by February 15th preceding the academic year that the aid is requested. Financial aid will be distributed based upon FFNA recommendations and the comparison of the aggregate amount of determinations versus the aggregate amount allocated by the HCA Board. Applications after February 15th will be reviewed on a first-come, first-serve basis as funds are available considering both the HCA application date and the FFNA application date.

HCA is committed to fund-raising to assist those in financial need and sponsors a fundraiser and may solicit donations to support families eligible for financial aid. Every contribution scheduled to defray tuition costs for those in need will only be applied to underwriting tuition for families in need. Capital fundraising for campus and facilities will occur separately. Families receiving FFNA assistance are expected to contribute time and talents toward the fundraising efforts for future financial aid funds.

Section 4: Attendance

It is vitally important to the efficient operation of HCA that students arrive promptly and are in their seats for the start of the school day and each class period. Please show respect for one another by being prepared and on time. Additionally, absences, lateness, and early leaves make it difficult for the effective learning of the student, as well as the rest of the class. School attendance is important because it underscores the significance of learning and the importance of obtaining an education. It teaches the student responsibility and develops a good work ethic. Regular and timely attendance in school helps develop good habits that will carry over in life. Good attendance strongly correlates with good grades in school. School attendance is the responsibility of both the parent and the student.

Absences

While we realize absences will occur, every effort should be made to avoid them. In general, excused absences will be defined as those beyond the control of the individual. Parents should call the front desk prior to the beginning of the school day in cases where the student will be absent in order for the absence to be considered as excused. The parent/guardian must provide the reason for an excused absence in writing upon the child's return to school in order for the absence to be considered excused. After a child's fifth absence during a school year, a doctor's excuse or appropriate written parental justification will be required before any other absences are considered excused. **An excess**

of ten absences per semester, excused or not, jeopardizes the student receiving credit for the course or semester at the secondary level, and may lead to failure of subject content for the elementary level.

Students must attend school for a minimum of 3.5 hours to be considered present a half day.

Students are required to follow up with their teachers after an absence to ensure that all make-up requirements are met. Students will be permitted to make up work when absences are excused. The student has one school day for each day absent plus one extra day to make up missed work when absences are excused (i.e., a student misses two days and has three school days to make up all the assignments).

Lateness/Early Leave

Secondary Lateness/Early Leave Policy:
Latenesses at the beginning of the school day or class period will be totaled on a cumulative basis. For each group of three latenesses or early leaves that are unexcused, an after-school work detention will be issued. Six total latenesses or early leaves that are unexcused in a semester will result in a misconduct report, with every group of three latenesses thereafter resulting in a misconduct report. Students that drive and reach 6 latenesses or early leaves that are unexcused within a semester will lose their driving privileges for a week. Students that drive and achieve 9 latenesses in a semester will lose their driving privileges for 2

weeks. Any student driver that earns 12 or more latenesses or early leaves that are unexcused will lose their driving privileges for the semester.

Elementary Lateness/Early Leave Policy is the same as for secondary, except elementary students will not be given after-school detention.

All students at every grade level (elementary and secondary) should normally not have more than a total of five latenesses in a semester. Lateness and early leave tracking renews at the beginning of each semester.

Additionally, timely communication via voicemail message or otherwise to the front desk prior to the start of the school day is necessary for absences or latenesses to be **considered** excused; however a phone call does not automatically excuse an absence or lateness. The school must be notified of an expected lateness or absence prior to the start of the school day. Families will be notified if the student achieves more than six latenesses or five absences in a semester.

All students arriving late to school must attain a pass from the front desk before they are allowed to go to class. Parents of elementary students must sign their students in at the front desk if they are late.

All students leaving early must turn in a permission note from the parents to the front desk upon arrival in the morning or must be signed out by a parent. This note will serve as authorization for the student to be released from class early when such a need

arises.

Section 5: Behavior

Conduct

The great commandment given by Jesus (Matthew 22: 37-40) tells us to Love God and our neighbors. In other words, we are to obey God and we are to respect and care for those with whom we have contact each day. Those are, indeed, the guidelines for acceptable and appropriate conduct at HCA.

Proper stewardship is to be shown by the students for the time, talents, possessions, and opportunities given to them. These gifts from God are to be used and developed meaningfully for God's glory. A well-organized and well-disciplined school setting is a requirement for the achievement of good learning. Each student is expected to maintain a proper attitude and to complete assignments without being disruptive to others. The following guidelines for acceptable and appropriate conduct should be understood and subscribed to by all students.

Attitude: Students are expected to maintain a Christ-like attitude. Bad attitudes, complaining, rebelliousness, and insubordination will not be tolerated. Students will show respect for the authority of administration, faculty, and staff. Disobedience in action and verbal disrespect will not be tolerated.

Bodily Contact: Unnecessary bodily contact, whether it is playful or hostile, is not acceptable conduct while at school. Such incidents, which may seem harmless, often expand rapidly and tend to

detract from the development of proper relationships and a constructive educational atmosphere. There is to be no inappropriate physical display of affection on campus or at any other school activity. Touching between members of the opposite sex is not permitted. Horseplay is absolutely unacceptable. Examples of horseplay would include pushing, hitting, taunting, running in unauthorized areas of the school, or any other act that could be deemed unsafe.

Classroom Behavior: There is to be no talking during class time without permission. Students are not to write or pass notes during class or cause disruptions of any kind. Students are to raise their hands to participate or follow the teacher's classroom rules, and should always be respectful of their fellow students and their teachers/facilitators. Food, drink, candy, gum, and toothpicks are not allowed in the classroom. It is important to be good stewards of the facilities that we utilize, and this requires us to insure that no trash, gum, mints, or candy are left anywhere in the facilities. This includes morning devotion and chapel services. Students must have permission and a hall pass from the teacher to leave the classroom.

Computer Use: Computer usage is a privilege. Computers are to be used for academic purposes only. Students are not allowed in the computer lab without adult supervision. No instant messaging, E-mail, Web blogs, or secular music is allowed unless a faculty member has granted specific permission for academic purposes. All work and searches are to be Christian appropriate. Log-ins and passwords are to be kept confidential. No student is authorized

to tamper with or utilize another student's log-in or password, electronic property, or access. Students are not authorized to use computer equipment or library facilities in an unsupervised manner. Materials or information taken from the computer system or internet must be acknowledged and foot-noted as needed. Material from the internet should not be copied or cut-and-pasted in a manner that seems as though the material was the original work of the student. This is considered plagiarism. HCA utilizes plagiarism detection software entitled *Turnitin*. Laptops must be used for school purposes only and are subject to review and examination by school personnel. All material and programs on a laptop must be Christian appropriate and not contain anything explicit or offensive to Christian values. See Appendix pp. 62-63d.

Conversation: Conversations held within the classroom and on school property are not to degrade others, and they are to relate constructively to the time and place. Within class discussion, a student may speak when he or she “has the floor.” At other times the student shall remain quiet, attentively and respectfully listening to the contributions of others. Conversations, private or public, are expected to be positive, constructive, respectful, and appropriate in the eyes of Christ. Profanity, vulgar language, and the use of the Lord's name in vain will not be tolerated. Verbal abuse, taunting, teasing, verbal degrading, written harassment, or any other show of disrespect toward another, whether playful or hostile, will not be tolerated.

Fire and Tornado Drills: All students must follow fire and tornado drill instructions in a quiet, orderly

manner.

Honor Code: Students are not to lie, cheat, steal or tolerate those who do.

Lunch and Breaks: All students are to be respectful of church and school property and guests during lunches, breaks, and visits. Students are to greet guests and adults. Students must clean up after themselves and report spills, messes, and accidents immediately. Lunches sent from home should NOT consist of primarily junk food such as chips, sodas, and candy.

Personal Items: In order to best promote the goals and purposes of the school, students are asked to refrain from bringing to school all beepers, radios, CD and/or tape players, DVD players, I pods and other digital recording devices, playing cards, non-educational reading material or material that could be considered offensive to Christian values or that distracts from the educational process. Cell phones should never be seen or heard or will be confiscated. First violation is loss of use for one day, 2nd violation is for one week, and a subsequent violation would be a Level 2 misconduct due to insubordination. Any prohibited items may be confiscated at any time. CD, DVD, or tape players may be permitted for foreign language and instructional purposes with approval by the staff. Any exceptions to this policy must be approved by a member of the leadership team (Headmaster/Principal/Dean). The school maintains the right to search any student at any time, or to search a student's book bag, desk, locker, laptop, cell phone, automobile, or any item brought on the

school premises. If it is deemed necessary to search a student, such must be approved by the administration; and, as a witness, a staff member of the same sex as the person being searched will be used.

Preparation and Participation: Each student is expected to come to class prepared. Such preparedness includes up-to-date agendas; all books, notebooks and materials needed for class; appropriate writing materials; and completed homework. Students are expected to participate in class through note taking, asking and answering questions, active listening, and respectful attentiveness. In contrast, no sleeping or putting their heads down in class will be permitted. Students are expected to invest ten minutes per grade level in academic development outside of school each school night.

Prohibited Items: Possession of, tampering with, or use of tobacco in any form, alcoholic beverages, drugs, weapons, or items used as weapons at any time on or off campus by any enrolled student at HCA is cause for immediate suspension and recommendation for dismissal.

Respect: Students are expected to show respect toward:

God and His Word: by not taking God's name in vain or using His name irresponsibly, by listening attentively when the Bible is read, and by giving respectful attention during prayer, devotion, Bible Class, Chapel, and other times of spiritual instruction. Students are expected to demonstrate

effort toward spiritual growth and in furthering their personal relationship with Jesus Christ.

Fellow Students: through consideration and courtesy. This includes the treatment of another's property (both physical and electronic) – there will be no willful or careless damage, unauthorized borrowing, or stealing. Respect also includes reputation and good name, which will prohibit gossip and slander as well as conduct, which questions the character of one's self and others. Insulting or degrading comments towards others are not acceptable. Harassment or physical abuse of others, as well as threats, will not be tolerated. Taunting and or teasing will not be tolerated. Students are not authorized to go into another student's locker or personal effects including book bag, gym bag, purse, books, vehicle, etc. at any time.

Self: by all conduct and choices. Self-respect rules out substance abuse or physical abuse of any kind. There is also to be no marking on oneself or on another person. Self-respect requires moral purity in obedience to God's moral standards. Biblical self-respect demands giving one's best effort to each task, per Colossians 3:23: "And whatsoever ye do, do it heartily, as to the Lord, and not unto men." KJV Additionally, self-respect assumes unwavering commitment to honesty and integrity, academic and otherwise. Students at HCA will not lie, cheat, or steal or tolerate those who do.

Faculty, Staff, and Administration: by respectful courtesy and obedience. Disrespect or rebellion against the authority of HCA staff or volunteers will

not be tolerated.

Horizon Christian Academy: by proper treatment and maintenance of all equipment and facilities. Computers are provided as an educational tool and are to be used for educational purposes and in ways that are consistent with Christian appropriateness. Vandalism will not be tolerated. Students will be required to make restitution for school or church property damaged through carelessness or malice.

Responsibility: In addition to being responsible for one's own actions, **all members of the HCA community (students, staff, and parents) have the responsibility to report conduct that is detrimental to the spiritual health of the school or that violates this Code of Conduct or the Biblical principles established in His Word. This is necessary whether the conduct occurs on or off school property.** We are all responsible in admonishing one another and encouraging our brothers and sisters in Christ to seek Him.

It should be remembered that the school not only hopes to contribute a great deal to the student but the student is expected to contribute towards the furthering of the goals and mission of the school, both on and off campus. A student who counteracts the goals and purposes of the school (by indifference or overt action, such as listed in above guidelines under “conduct”) or intentionally damages the reputation of the school may be asked to pursue education elsewhere. Students enrolled in the academy are expected to maintain Christian standards of conduct at school as well as in the community. Our students represent the school in all

they do and say, and they are expected to be good examples for others. Students are expected to refrain from swearing and inappropriate language both verbally and in writing, tobacco use, alcohol and narcotic use, gambling, ungodly music, fighting or threatening, all types of harassment, and any immoral and un-biblical activities both on and off campus. Students that violate the rules off-campus are subject to the same disciplinary measures as those that are committed on-campus. No student shall be admitted (or remain enrolled) if married, divorced, pregnant or has had a child (includes abortion), or involved in any immoral and unbiblical activities. God, through scripture, mandates correction or chastening for conduct which is unacceptable according to set standards. Our ultimate goal is self-correction on the part of a student truly committed to doing the will of the Father. This would include true sorrow for the misconduct and genuine desire, through God's strength, to redirect one's actions in the way of the Lord.

- I In cases where there is little or no evidence of self-correction, the teacher and staff are called upon to assist the student in this redirection process. This could include anything from a word of warning or being excused from class to being suspended from school. The form that the corrective action takes depends on the nature of the misconduct. Emphasis is placed on the student being responsible for his or her actions. Restoration to his or her proper place should come after there is a heart or attitude commitment to obey and to submit to the desires of God and to those placed in authority over him or her.

Christian Character

When any student demonstrates outstanding conduct and Christian character, meaning actions and behavior above and beyond the call of duty, whether academically, socially, spiritually, or otherwise, such conduct shall be so noted on an outstanding Christian character form and placed in the student's file. Outstanding Christian character reports do NOT cancel out misconduct reports. Outstanding conduct may also result in the student being rewarded by the staff.

Discipline

It is a parental responsibility to be engaged in the discipline of their child. Discipline encompasses correction, empathy, guidance, teaching, love, and sometimes punishment. Enrollment and attendance at HCA is a privilege granted to those who support the school's rules and total program.

A misconduct report will be written for any student who chooses to disregard the student conduct code. Each staff member will document and distribute misconduct reports and turn them in to an administrator. Incidents will be assigned a number of demerit points based on the level of the infraction. Students in grades K-12 must take the misconduct form home and have it signed by their parent and returned to the front office staff within two school days. If the form is not returned signed by the assigned date the student may receive

another point in their misconduct report. Self management issues will not receive a demerit point. Level 1 and 2 infractions will receive respectively 1 and 2 demerit points.

List of Infractions by Level and Demerit Points

Removal of demerit points for following the conduct code:

The oldest level 1 infractions will be taken off the cumulative total if the student abides by the conduct code for twenty school days with no additional level 1 or 2 infractions. This system places responsibility on the student to change the behavior first. If he or she fails to do so, then the parents and the school staff will aid the student in effective change.

Level 2 infractions will not be removed.

Level 1 and 2 infractions cumulative totals will be for the entire school year (August – May). Demerit points will not drop at the semester. An accumulation of demerit points per school year will result in the following disciplinary steps:

Accumulation of Self Management Infractions

Each self management infraction will result in a silent lunch. An accumulation of every three self management infractions will result in a counseling session with the Dean of Student Achievement and an after school study skill lesson.

Accumulation of Level One and Two Infractions

1 Demerit Silent lunch

2 Demerits Silent lunch and student meeting with administration

3 Demerits Silent lunch, no recess (Elementary), afterschool detention (Secondary), and meeting with administration and mandatory counseling.

4 Demerits Silent lunch and parent conference

5 Demerits In school suspension (ISS) and parent conference

6 Demerits Two days in school suspension (ISS) and parent conference

7 Demerits Out of school suspension (OSS)

8 Demerits Three days out of school suspension (OSS)

9 Demerits Five days out of school suspension (OSS) and probation

10 Demerits Expulsion

Accumulation of Level 2 Infractions

Level 2 infractions do not drop from a student's cumulative total. For each level 2 infractions the following consequences result:

First Level 2 1 day out of school suspension (OSS), counseling and warning

Second Level 2 3 days OSS

Third Level 2 5 days OSS and probation

Fourth Level 2 Expulsion

Staff, parents, students, school board members, and friends of HCA are required to report any infractions of school rules to the Headmaster in order to maintain spiritual appropriateness, safety, and a good reputation for the Academy. Any concerns regarding student behavior outside of school activities or school property should be reported to the parents and to the school. HCA believes that the disciplinary process should involve the students, their parents, and the school.

Serious Discipline Issues

The following offenses are considered serious enough to warrant immediate detention, suspension, or other disciplinary action up to and including dismissal:

Fighting: Minimum one-day suspension.

Threats: Minimum one-day detention.

Willful or careless destruction of school property

Conduct contrary to Biblically moral standards such as inappropriate sexual behavior; drug, alcohol and nicotine use; self-mutilation; promoting spiritual deviancy; etc.

Grounds for Dismissal

1. Substance abuse or distribution of substances such as narcotics, prescription drugs, alcohol, tobacco, over-the-counter medications or other illegal or harmful substances whether it be on school property or outside school property.
2. Threat or violence directed toward any staff member, volunteer, student, parent or other; harassment toward another person.
3. Other acts deemed by the staff to be so out of accord with the standards of the school and Christian principles as to require immediate dismissal

Self Management Issues

1. Dress code violations (school or PE)
2. Not paying attention in class
3. Homework incomplete or not done
4. Unprepared for class

Level One Offenses

1. Chewing gum/eating/drinking in class
2. Cumulative lateness to school
3. Disrespect to others
4. Disruption
5. Excessive talking in class
6. Failure to serve detention
7. Inappropriate display of affection
8. Lack of cooperation
9. Lack of respect for property

10. Late to class
11. Medication without permission
12. No hall pass
13. Not returning parent's signature
14. Unauthorized use of an electronic device
15. Unsafe conduct of horseplay
16. Violation of computer usage policy
17. Other level one offenses

Level Two Offenses

1. Destructive act
2. Fighting or provoking a fight on campus
3. Harassment (sexual, physical, other)
4. Honor Violation (Lying, Cheating, stealing, plagiarism, etc...)
5. Inappropriate display of affection
6. Inflicting bodily injury to another student
7. Immoral conduct in accordance with HCA discipline code
8. Insubordinate/refusing to obey
9. Leaving school campus without permission
10. Leaving class without permission
11. Obscene language, profanity, or gestures
12. Threatening bodily injury to another student
13. Other level 2 (Serious offences, weapons, drugs, etc...)

Corporal Punishment

We believe that corporal punishment (spanking) is both a Biblical and a parental task. No staff member or person entrusted with the care and education of the students of the school shall physically discipline a student. However, a student will be restrained if failure to do so would

jeopardize the safety of that child or other children.

Dress Code and Uniform Requirements

Our appearance should in general be modest, neat, and professional, not causing a distraction. Our appearance is a reflection upon our Lord and Savior as well as HCA and ourselves. Whether it is fair or not, we are judged and assessed by others via our appearance. The purpose of the HCA dress code is to encourage students to present themselves in a respectful and modest manner through their appearance while reducing peer pressure in this area and minimizing educational distractions.

All attire should be modest and fit appropriately. Clothing must be neat, clean, and in good repair with no holes, patches, fraying, or fringe. Hair should be neat and clean without causing a distraction. Eyes should not be concealed by hair. Boy's hair length should not reach below bottom of the shirt collar. Hair and dress requirements for associations involving athletic or fine arts competition must be followed to participate in such activities. Tattoos or body markings are not permitted. Males are not permitted to wear earrings and no student is permitted to have unusual piercings (nose rings, tongue rings, lip rings, eyebrow piercings, more than three piercings per ear, etc.). Girl's make-up should be without excess. No undergarments should be visible, waistlines must remain covered, and no lewd or revealing attire should be worn. The Uniform Committee and Headmaster will make final determinations should questions arise regarding interpretation of dress

code.

The following is a list of the approved school uniform options: The approved HCA monogrammed logo must appear on the left chest of all shirts, blouses, sweatshirts, sweaters, vests, cardigans, jumpers, and outerwear. All monogrammed items **must** be purchased from Land's End or Uniform Depot. Grades 6-12 follow secondary guidelines.

Pants, Skirts, Skorts, Shorts, Jumpers, Capri's

- Solid Khaki (tan) and Navy – Elementary
- Solid Khaki (tan), Navy, and Black – Secondary
- Plaid Jumper, Solid Khaki (tan) or Navy Jumper – Elementary girls only (**All plaids** must be purchased from Uniform Depot or Land's End.)
- Plaid Skirt or Skort
- Skirts, skorts, and shorts can be no more than 3 inches above the top of the kneecap at any time (Elementary students must wear shorts or bloomers under skirts and jumpers.)
- No denim pants, shorts, skirts, or skorts
- No sweatpants, jogging pants, or athletic pants.
- Corduroys and Cargo pants **are** acceptable.
- No designs, logos, lettering or appliques on the above except HCA monogramming

** May be purchased at store of your choice excluding plaids*

Shirts, Blouses, Turtlenecks, and Sweatshirts

- **Short or Long Sleeve Polo** (Mesh or Interlock; Regular or Feminine Cut) – White, Navy, Royal, Maize, or Chambray Blue; Secondary only: Black
- **Short or Long Sleeve Oxford or Twill***– (Secondary only) – White, Royal Blue, Navy, French Blue, Chambray Denim, or Black
 - * *Must be monogrammed or worn under monogrammed vest or sweater*
- **Three-Quarter-Sleeve Oxford** – White or Light Blue
- **Peter Pan Blouse** – (Elementary only) – White or Light Blue
- **She-Shaped Knit Peter Pan Blouse -** (Elementary only) – White or Light Blue
- **Turtlenecks*** – White, Navy, or Maize
 - **Must be worn under sweater vest, jumper, sweater, or sweatshirt*
- **Sweatshirts*** – White, Navy, Royal Blue, Maize, Gold, Black (Secondary)
 - **Must be worn over approved HCA shirts*
 - **Must be monogrammed or appliquéd (No Booster Club/Athletic Department screen printed sweatshirts **except** for Friday Casual.)*
- Short sleeved T-shirts may be worn underneath as an undershirt. The sleeves of the T-shirt may not extend past the shirtsleeves. Writing/pictures on T-shirts must not show through the uniform shirt.
- **All shirts** (except girl's Lands' End item $\frac{3}{4}$ sleeve oxford and Uniform Deport knit overblouse) **MUST** fit appropriately and be long enough to **stay tucked** into pants (front and back) even when

student bends or stretches.

- Students who do not abide by uniform requirements will receive a misconduct and loss of Friday Casual Uniform.
- Old uniform colors (red, green, maroon, pink, orange, etc) may be worn on Friday Casual ONLY.

Sweaters, Vests, and Cardigans

- **Crew Neck Sweater** – Navy, Maize, or White
- **Sweater Vest** – Navy, Maize, or White
- **Cardigan** – Navy, Maize, or White
- **Zip Front Cardigan** – Navy, Maize, or White
- **Fine Gauge Cardigan and Shell** (Land’s End only) – Navy or Maize (Both must be embroidered.)
- **Cable Hoodie Sweater** – Navy and Maize

Socks/Stockings

White, Navy, Maize, Brown, Khaki (Tan), or Black in solid colors only

Belts (Required for 3rd grade and above)

- Solid colored leather or canvas – Black, Brown, Navy, White or Khaki
- Girls may wear the approved Plaid Tie from Lands End or Uniform Depot as a belt.

Outerwear

After the school day begins, only the following official HCA monogrammed or appliquéd outerwear from an approved vendor may be worn in the school buildings. Other outerwear items may be

worn to school, but kept in the locker during the school day. No hoods may be worn on the head in school buildings.

- Fleece Vest – Royal, Navy, or Black (secondary)
- Fleece Zip Front – Royal, Navy, or Black (secondary)
- Fleece Pullover – Royal, Navy, or Black (secondary)
- Zip Front Hooded Sweatshirt – Royal, Navy, or Black (secondary)
- Pullover Hooded Sweatshirt – Royal, Navy or Maize/Gold
- HCA Monogrammed or Appliquéd Sweatshirts (No screen printed sweatshirts except on Fridays.)
- Approved Navy Blazer (Embroidery is not required but shirt underneath must be embroidered.)
- Letterman Jacket
- No hats are to be worn inside the buildings other than for approved special events.

Footwear

(Guidelines apply Monday-Friday)

- Must be closed-toe shoes (No shower shoes or flip flops allowed)
- Neutral colors required Monday-Thursday: Navy, Blue, Black, Brown, Beige, Tan, Grey, or White
- Heel must be no higher than 2 inches
- No ‘heelies’ or shoes with wheels
- Elementary students must wear athletic shoes on PE day. It is preferred that elementary students wear athletic shoes daily. Socks are required with

athletic shoes.

- Secondary students must wear athletic shoes with assigned PE uniform for Physical Education class.

Friday Casual Uniform

Students who abide by uniform requirements Monday through Thursday earn Friday casual uniform unless there is a scheduled field trip or service project. (regular uniform is required for any field trip or service project.) On Friday students may wear an HCA t-shirt or other HCA shirt with any appropriate fitting and appropriate length pant, shirt, skort, shorts, or jumper. Jeans are allowed and shirts may be untucked. Belts are not required but any color belt or socks may be worn. Any color closed-toe shoes may be worn.

Casual Day Pass

Students may occasionally earn casual day passes. These allow the student to wear modest and appropriate casual street clothes. Clothing must be neat and fit appropriately as described previously in general guidelines. Any wording on clothes should be uplifting and Christian appropriate. No wording should appear on the “seat” of pants, shorts, skorts, skirts, dresses or other attire. Casual day passes are **NOT** permitted on:

- **Wednesdays** due to Chapel
- **Field trips or service projects**

Athletic Team Uniforms

Team members in good academic standing are permitted to wear approved athletic uniforms to school on game days.

Approved Vendors*

- **Land's End** www.landsend.com Preferred School #9000-9487-1
- **Uniform Depot**
must be used for purchase and monogramming of shirts, blouses, turtlenecks, sweatshirts, sweaters, vests, cardigans, and outerwear. **Shirts/tops may not be purchased outside of approved vendors.*

New students admitted after **July 21, 2009** will have 2 weeks to obtain approved uniforms.

Section 6: Academics

Curriculum

HCA defines the meaning of curriculum as not just the textbooks but the overall learning objectives by grade and by subject. Curriculum is the planned instructional objectives delivered to the students. The professional teacher is one of the bases (foundation) of the curriculum along with the curricular objectives, textbooks, workbook, learning tools, and assessment tools. A curricular program is considered a teaching-learning process. Textbooks alone are not considered a teaching-learning process without the teacher.

HCA curriculum for college and life preparation incorporates certain publishers to aid students in the educational process. Our Bible curriculum encompasses the study of Biblical knowledge and concepts and the application of Biblical principles using the Bible as our main source (predominantly King James and NIV, but students are also allowed to bring their own personal Bibles). We also use materials through Rod and Staff at our elementary levels and a variety of Christian commentaries and works at the secondary levels. In our English studies, we use Rod and Staff, Sadlier-Oxford, SRA Reading Labs, Houghton-Mifflin, and McDougal Littell as our base materials for our language arts classes including reading, grammar, spelling, vocabulary, penmanship, and writing. For Grades K-6, HCA uses phonics programs and vocabulary skills via Sadlier-Oxford publications. Math materials used include Sadlier-Oxford for up to 6th

grade and Bob Jones Press, Glencoe, and Houghton Mifflin for 7th-12th grades. In our science program, “A Reason for Science” and A Beka is used for elementary grades, with Apologia and Bob Jones Materials used in the secondary grades. “A Reason for Science” consists of hands-on learning with experiments and projects. The Social studies program combines history with literature-based learning skills. Sonlight Publishing has excellent resources for students to learn about history through historical novels and non-fiction books for elementary grades, with Bob Jones materials used predominantly throughout our secondary grades. All texts are reviewed for Christian appropriateness and when secular texts are used, Christ is interwoven into the daily classroom activities through the teacher. Support is also given in preparing our students for the PSAT, SAT, ACT, SAT II and AP tests as well as other assessments needed by our students for college preparation and acceptance.

In selecting our learning objectives and materials used to support those objectives, including textbooks, we review what other respected Christian schools and associations recommend while we also examine national, state, and local standards and applications. We prefer to use Christian oriented texts when possible but will use a secular text if the review shows a strong reason to do so. If used, secular texts will be used from a Christian point-of-view with examinations to Biblical relevancy as appropriate.

Grading Scale

Elementary:

Kindergarten and Grade 1 will receive M for Mastered Skill, S for Superior, P for Progressing and N for Needs Improvement.

M means the student has mastered the skill being taught.

S means the student is progressing better than expected.

P means the student is progressing at expectations.

N means the student is progressing below expectations and needs improvement.

Grades 2-5 follow a 50% formative assessment and 50% summative assessment guideline.

The grading scale for Grades 2-5 is as follows:

90 – 100	A	Excellent
80 – 89	B	Above Average
70 – 79	C	Average
Below 70	F	Failure

Specials Classes for K to 5th grade will be graded as follows:

S means the student's participation is better than expected.

P means the student's participation is at expectation level.

N means the student is not participating at expectations and needs improvement.

Secondary:

The following grading scale is used for Grades 6-12:

Numerical Average	Letter Grade
<u>GPA (Grade Point Average)</u>	
93 - 100 4.00	A
90 - 92 3.75	A-
87 - 89 3.25	B+
83 - 86 3.00	B
80 - 82 2.75	B-
77 - 79 2.25	C+
73 - 76 2.00	C
70 - 72 1.75	C-
69 and below 0.00	F

Secondary follows a 40% formative assessment and 60% summative assessment guideline.

Class Requirements

Any student failing a subject for the semester will be placed on academic probation. If that student fails the next semester, then the student will be asked to withdraw. Secondary students that are in a current retest situation or are failing for the semester to date are on academic probation and are therefore prohibited from missing classes or class activities for any reason other than documented illness or

other excused absences and are not eligible for sports contests through HCA or other service, fellowship, or extracurricular activities that would cause them to miss class.

Elementary (Grades K-6)

Normal classes include Art; Bible; Computer Technology; English, which includes as grade appropriate: Phonics, Spelling, Reading, Vocabulary, Grammar, Handwriting, and Writing; Mathematics; Music; Physical Education; Science; Social Studies; and Spanish. If a student fails Bible, English, Math, Science, or Social Studies, then he/she may not be promoted.

Art, Computer Technology, Music, Physical Education, Spanish, and Library are “Specials” classes one day per week for Grades K-5.

Middle Grades and High School

(Classes and grade when taken may be modified for transferring students, student needs, scheduling conflicts, or due to school, local and state requirement changes).

Normal classes include the following:

Grade 6 – Core classes: Bible, English, Math Fundamentals, Broad Science, Broad Social Studies

Grade 7 – Core classes: Bible, English, Pre-Algebra, Life Science, World History

Grade 8 – Core classes: Bible, English, Algebra I, General Science, U.S. History with a Georgia frame of reference.

Electives for middle grades include Art; Computer

Technology; Drama; Music (Chorus, Keyboarding or Beginning Band); Physical Education; Zoology; and Spanish Explorations. Advanced Spanish is normally only available to students in 8th grade that have demonstrated achievement and good study skills especially in core English and math courses.

Sample Schedules:

9th Grade

<u>Subject</u>	<u>Credit</u>
Bible	1
World Literature	1
Algebra I or Geometry	1
Physical Science	1
Geography	1
PE/Health	1
Electives or Comp Tech	1
<hr/>	
Total Courses	7

11th Grade

<u>Subject</u>	<u>Credit</u>
Bible	1
British Lit./Comp, AP Lang.	1
Alg II/Trig, Pre-Calc	1
Chemistry	1
US History	1
Spanish II or Spanish III	1
Electives	1
<hr/>	
Total Courses	7

Electives for 9th-12th graders include Art; Computer Technology; Drama; Music (Choir, Band, or Praise Band); Newspaper/Yearbook; Physical Education; Health; AP Psychology; Marketing; Math Lab; Writing Lab. A different foreign language may be substituted for Spanish I, II, and III if the student has a GPA of 3.5 or above, has demonstrated good study skills and academic discipline, and is able to achieve academic success through an internet-based or remote learning source such as Rosetta Stone. Participation in languages using Rosetta Stone will result in an extra fee for software.

Normal Graduation Credits Required (Grades 9-12)

English/Literature	4	
Bible	4	
Science	4	
Health/PE	1	
Mathematics	4	
Computer Technology		1
History/Social Studies	4	
Electives (min 1 Fine Art)	2	
Foreign Language-Spanish	2	

GA Hope Courses Required: 18

All Math, English, Science, Social Studies, and Foreign Languages taken at the high school level (or authorized and taken in 8th grade) count toward the Hope Scholarship calculation.

Normal Total Courses: 26

Each Full Carnegie credit shall consist of 150 clock hours of instruction per year normally based upon 180 days x 50 minute classes.

Graduation Requirements

All HCA Graduates must achieve a minimum of 23 Carnegie units and students must complete a math course such as Advanced Math or Pre-Calculus that requires Algebra I, Geometry, and Algebra II as pre-requisites. Normal diplomas issued will be college preparatory and will follow the state requirements for graduation by Georgia Code Section 160-4-2-.47.

In addition to passing all of their courses, students must satisfy their service credit requirements for the year in order to be promoted to the next grade level or graduate. Requirements for grades 9 – 12 are as follows: All HCA students in Grades 7-12 are required to participate in a minimum of 7 community service projects over the course of the school year in addition to what is performed during service week. Four of these activities should be through HCA-sponsored service activities. Students must therefore complete a minimum of three service projects on their own. Each service activity must be at least two hours in length and should be comprised of a variety of activities. Students in grades K-6 should participate in between a minimum of two and six service activities over the course of the year based upon grade level. Kindergarten through 2nd grade should participate in two activities up to six in 6th grade.

All 9th-11th graders will take the PSAT in the fall.

All 11th graders should take the SAT or ACT by the end of June at the end of their junior year.

All seniors are required to take the SAT or ACT before their diplomas will be issued and will take it a second time during their senior year if the minimum score for their prospective college has not been achieved.

Valedictorians and salutatorians will normally be selected from students that have been attending HCA for a minimum of two years. GPA, numerical average, conduct, and character will be considered when choosing a valedictorian and salutatorian.

Report Cards and Progress Reports

Report Cards are issued every nine weeks for grades K-12. Report Cards are issued to students on the Friday following the end of the report period, at nine-week intervals. They are to be reviewed and signed by the parent/guardian and student and returned to the school to be filed. At the end of each semester, end of semester report cards are sent home for parent/guardian and student to review. These are signed by both parent/guardian and the student and returned to the school to be filed. Staff members are available to answer questions about grades at any time. Students and parents/guardians meet with a school representative at the end of each semester to review and update Individual Performance Plan (IPP) goals while establishing appropriate tactics for continuous improvement. In addition to the grades being sent home for

secondary students, a service log report will be sent home to be signed and returned with each grade report.

Progress Reports will be sent home every six weeks during the reporting period or at any other time the teacher deems necessary in order to keep the parents well informed of the student's progress. Parents are encouraged to use Info Direct on a regular and at least on a weekly basis to keep apprised of their student's performance.

Homework

Homework and academic investment outside the normal school day is an integral part of the school program and aids students in advancing their studies, self-discipline, and intellectual growth. Each teacher should give homework as he/she deems appropriate. Our homework and home study guideline as a school encompasses no less than a total of 10 minutes of academic investment per grade level per school day outside of school for the average student. Reinforcement, drills and practice are essential for mastering many skills, and additional at-home attention to problem areas is most beneficial. Additionally, areas of strength and interest by the student can be leveraged to assist in their overall intellectual development. Students may be given class time to finish assignments; but if any work is not finished in class, it will be sent home to be completed. Students are expected to do their best and to complete the homework. Daily assignments should normally not exceed 30 minutes per class for secondary classes. Assignments should be

streamlined so the homework focuses on the key elements for that lesson. If all homework is completed in less than the time per this guideline, the student should spend time studying in any subject that may have a relatively low grade compared to the rest of the student's schedule. Other time can be spent doing reading or creative writing, or in other academic (and spiritual growth) pursuits including Bible reading and standardized test preparation for high school students. Simultaneously, we do not want students spending an inordinate amount of time beyond this guideline on academic investment outside normal school hours. Students and parents are strongly encouraged to discuss suspected overloads with their teachers. It is our desire to find balance in the area of home study and homework.

Homework and home study cumulative time would follow a general pattern of two hours for 12th graders, 90 minutes for 9th graders, 60 minutes for 6th graders and so on. This academic discipline will assist secondary students in gaining the organization and self-discipline that they need to succeed at the next level academically. Daily assignments for an average 5th grade student should normally not exceed sixty minutes total for all subjects; for the average 3rd and 4th grader, not in excess of forty-five minutes; and for the average student in K, 1st and 2nd grades, not in excess of thirty minutes.

Homework must be turned in on time to receive maximum credit. Homework that is one day late will receive a maximum of 85% credit; two days late, 70% credit; after that, a maximum of 50% for that assignment will be recorded in the grade book.

Students receiving a misconduct for late work are still required to turn that work in by the next day or another misconduct report may be issued. Students should receive a misconduct for any late assignment unless the lateness has been excused and approved.

Students who have planned absences from school are required to turn in any homework assignments prior to their absence. Homework for any unplanned absences due to a family situation or illness must be turned in within one day for every approved absence plus an extra day. Students will lose credit for each day late. Failure to turn in an assignment will result in a misconduct report. Late assignments are still due. Failure to turn in homework timely may also preclude the student from attending extracurricular activities. Students have the duty to complete assignments and to be responsible and accountable for them.

Students missing class are required to follow up with the instructor as soon as possible to insure that class work and homework assignments are made up appropriately. Students in Grades 6-9 are required to keep an accurate and up-to-date agenda. Grades 10-12 may be required to keep an agenda on a case-by-case basis. All students should make good use of their classroom time and any additional time allocated for study time.

Computer Lab Rules

All staff, student, and visitors of Horizon Christian Academy (HCA) who utilize any portion of HCA's Computer Technology Equipment (the network) as

well as any related equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

The HCA network is an electronic communication facility including the World Wide Web, desktop computers, file servers, file sharing, network printing, and on-line services. These resources are provided to facilitate and enhance our staff's ability to work productively and efficiently as well as our students' ability to learn. In keeping with that purpose, the following guidelines are essential for ongoing operations:

1. All network and computer resources, including on-line systems, are provided to staff and students are the property of HCA. All messages composed, sent or received on the network by any means are and remain the property of HCA. There is no right to privacy on this network. All data contained within this network is the property of HCA. Nothing on the network shall be considered private property of any staff member, student, or guest.
2. Students are ONLY allowed to access e-mail with teacher approval for academic purposes.
3. Students should Staff and students are not allowed to use Instant Messaging services, Web Blogs, bulletin boards, or web based diaries of any type unless specific written permission is given by a

Director.

4. Use the internet only within the scope of their academic assignments. Students are only allowed to utilize the network and computers on HCA premises to retrieve information and run specific software applications as directed by their teachers. Students are not permitted to explore or modify the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

5. Files and correspondence stored or transmitted via the network should be regarded as having HCA letterhead stamped on them. This guideline is a caution to everyone that printed and electronic communication is a representation of HCA.

6. While connected to the network, staff and authorized students shall not respond to unsolicited e-mail that is offensive or obscene. If a staff member or student receives an e-mail from an unrecognized sender, the e-mail should be deleted without reading.

7. Students of HCA may not intentionally download or install software at any time without the prior specific written permission given by a member of the leadership team or the technology instructor.

8. HCA reserves the right to inspect, audit, and monitor all computer, network, printer, and internet access and activity for any computer or person who is using the network. This right applies to both HCA owned equipment as well as non-HCA owned equipment that is used on HCA premises. Likewise HCA reserves the right to review, audit, intercept, access and disclose any document, transmission, or media without staff's or student's permission or consent.

9. Obscene, pornographic, or similar morally questionable sites, media, or content are prohibited and have no justification for access or storage on HCA premises. Staff who inadvertently access material of this type should immediately report it to a Principal. Students should immediately report such an incident to their respective teacher immediately.

10. Fraudulent, harassing, threatening, discriminatory, sexually explicit or obscene messages or media are not to be transmitted, printed, requested, viewed, or stored on any system while on HCA premises. Staff and students whom bring non-HCA owned equipment of any type onto HCA premises implicitly agree to allow unfettered access for auditing purposes to such equipment.

11. When requested, all staff and students are required to provide all passwords to access programs and files to HCA administration or technology team.

12. Staff and students are responsible for the security of assigned computers.

13. Passwords for log-on accounts are not to be shared with another person without a Principal's approval. All staff and students are responsible for the security and confidentiality of their passwords. All computers should be logged off when not in use and at the end of each day.

14. All staff and students are required to adhere to all purchased software copyright, duplication requirements, and license agreements that are imposed by the vendor for all technology equipment on HCA's premises. Violations place the individual and the school at risk.

15. Students are permitted to bring laptops to classes and access the network for school purposes

only. Laptop use will be closely monitored and Horizon Christian Academy reserves the right to inspect the contents of any student's laptop used at Horizon Christian at any time with no notice. These spot audits will be performed all during the school year. If any inappropriate or illegal material is found, the students will face consequences deemed appropriate by the directors. Laptops should never be used for gaming or music/DVD playing or interfere with an environment conducive to academic achievement. Additionally, students should not use thumb drives with school computers.

16. A list of approved software is listed on the Horizon Christian Academy web-site.

All staff and students who use the network, HCA owned equipment, and non-HCA owned equipment on HCA premises are expected to read this policy and indicate their willingness to conform to these guidelines.

Library Rules

1. Students are only allowed to use the library under adult supervision.
2. Students must maintain quiet and orderliness so that there are no disruptions or library privileges may be revoked.
3. Library resources include books, CDs, DVDs, and videos.
4. Students in Grades K-2 may check out up to 2 resources at a time. Students in Grades 3-12 may check out up to 3 resources at a time.
5. Students in grades K-2 may check out resources for two weeks. Students in grades 3-12 may check

out resources for three weeks. Resources may be renewed once for an additional two weeks only if it has not been requested by another student.

6. Late fees will be assessed at 10 cents per day up to the replacement cost of the resource. There is a three day grace period before late fees start accruing. Collected fees are used to purchase new resources or replace resources that are lost or damaged.

7. A student may request a resource that is currently checked out. The librarian will notify the student when the resource is available and the student will have five days to pick up the resource. If the resource has not been picked up in this time period, the resource will be placed back on the shelf.

8. Resources will be checked out to students by the librarian or a library assistant using the School Dynamics software system.

9. Resources should be returned to a library return box. There are two return boxes: one in the early childhood area and one in the library. Students should not put the resources back on the shelf or give the resource to another student who would like to check it out.

10. Computers in the library are for research and educational purposes only.

Testing

Achievement Tests

Each year, HCA will administer a standardized and nationally recognized achievement test. HCA currently administers the Stanford 10 Achievement Test to students in grades K-10th. These tests are

usually administered in late March/early April. All students in 9th, 10th, and 11th grades take the PSAT in the fall at HCA, and 11th graders should take the SAT or ACT by May or June at the end of their junior year. All students in 12th grade are encouraged to take the SAT and/or ACT as needed in the fall/winter of their senior year and should take it again in the spring, if necessary, to meet the minimum requirement for their college of interest.

Retests and Academic Probation

Any student failing a test has approximately one week from the date they are notified to retake a different test on the same material. The teacher should decide on the date and time of the retest, based on the student's commitment to that date and time. Students must meet with their teacher for a tutorial prior to retest. Students failing to earn a grade of 70 or above will be on academic probation until they demonstrate competency in that area of the subject; however, only one re-test will be permitted. A student completing a retest with a passing grade will only earn a 70 for the grade. If a student does not complete a retest when scheduled and the reason for missing the scheduled re-test time is not valid, the teacher may elect to award a maximum of 50 percentage points to a late retest. Students that have three retests for a semester may lose credit for that course for the semester.

Students who fail to achieve 70% on quizzes, tests, or projects are subject to academic probation. Students on academic probation are ineligible for extra curricular activities and field trips until minimum requirements have been met. Mandatory tutorials before or after school or on Saturdays may

be required.

School Ability and Other Tests

Students will take an ability test at least once every two years from 4th grade through 10th grade, such as the Otis Lennon School Ability Test.

HCA also encourages all high school students to take a career aptitude test and requires that at least one be on file with the school by the end of the 10th grade. Options include online resources such as The Call for ages 16 and above, located at www.focusonyourchild.com/learning/thecall/ and Career Direct[®] from Crown Financial Ministries at www.crown.org. Students may take the DAT in 8th through 10th through HCA

Students with learning challenges should submit a copy of their most recent test results to HCA as a part of the application process or if a determination is made while a student is enrolled at HCA. Students with such a determination will need to file the appropriate paperwork for determination by the College Board on the PSAT, SAT, and also with ACT. An appropriate education consultant, psychologist or psychiatrist, to help HCA formulate educational or social strategies for that student, should conduct any additional testing.

Internal Tests

It is Horizon Christian Academy's policy to return tests to students within 3 school days of the test being taken. All projects and papers over 5 pages will normally be returned within 7 school days.

Books/Materials

Books and materials are issued at the beginning of the school year. All students' materials should be appropriately labeled. Hardcover books are re-used every year. Students will be assigned a book with a number and are required to return the books at the end of the school year. If any hardcover book is lost or destroyed, a student must replace the book by purchasing a new one. Students should minimize writing and marking in the textbooks. Excessive damage to textbooks may result in an extra charge appropriate with the damage. Students are expected to maintain orderliness and Christ-centeredness in their books and materials. Lockers and common areas of equipment are to be maintained in an organized and clean fashion. Our goal is to leave our work and study areas better than how we found them.

Field Trips

The various classes take trips for fellowship, service, and educational activities in the area from time to time as a part of the instructional program during the school day. Parents/guardians will be notified beforehand. The medical release form and appropriate activity authorization must be on file at the school in order for your child to participate in these activities. Entrance fees, etc. will be charged to cover expenses and are normally to be paid prior to leaving on the respective trip. **Note: siblings not enrolled at HCA cannot attend the field trips during the school day.** Guests at HCA fellowship, service activities, and field trips outside the school day must be recommended by an HCA parent or

staff member and must have Headmaster approval. HCA is not responsible for any actions or injuries during trips outside of school other than gross negligence on the part of HCA employees. Parent chaperones are a critical component to the success of these trips. Parent chaperones are to be shown respect at all times by students and have the authority to direct students as needed per our policies. Parent chaperones must have a good driving record, have their insurance card on file, and must accept that their insurance is the primary insurance for their vehicle.

Elementary Parties

Parties at HCA during the school day include Christmas, Valentine's Day, Easter, Thanksgiving, and Good Class Conduct. Room Mothers assist the teachers in the planning and implementation of the parties. Volunteering to assist during these events is important to your child. ***Please keep in mind that siblings who are not enrolled in the school should not normally attend the parties.***

Section 7: Transportation

Currently, HCA offers no official transportation to and from school. However, parents are encouraged to carpool as appropriate whenever possible. HCA strives to use the school bus for field trips, service activities, fellowship activities, and extracurricular activities whenever possible. Parent volunteers are used when needed for field trips and are required to provide appropriate proof of insurance as well as a copy of his/her driver's license while accepting that their insurance is the primary insurance in case of an accident.

Student Drivers

All student drivers must register all vehicle information with the school. Student drivers will be required to park at the designated area assigned by the school. Students are to respect all state laws on campus and elsewhere. On campus driving is a privilege. Failing to comply with campus or state regulations may result in losing driving privileges to or from campus or school-related activities.

Students desiring to drive themselves to and from school must have written permission from their parents and practice safe driving on and around school grounds. A copy of the student's driver's license and proof of insurance must be submitted to the school prior to driving privileges being granted. Driving privileges will be revoked for unsafe driving and poor conduct.

Students are NOT authorized to transport other

students to or from school or school-related activities. The only exception to this rule can be granted by permission from a Director in case of hardship or emergency and must be approved in advance.

Student Drivers and the Georgia Department of Public Safety

Effective January 1, 1998, private, public, or home school students under 18 years of age will have their drivers' licenses or instructional permits suspended if they:

- Drop out of school without graduating and remain out of school for ten consecutive school days, or
- Receive out-of-school suspensions for
- Threatening, striking, or causing bodily harm to a school employee
- Possession or sale of drugs or alcohol on school property, or
- Possession or use of a weapon on school property.

Licenses or permits will also be suspended for those under 18 who have 11 or more consecutive unexcused absences from school in any semester or combination of two consecutive quarters. Excusable absences by state definition are:

- Personal illness or attendance in school endangering a student's health or the health of others,
- A serious illness or death in a student's immediate family necessitating absence from

school,

- Celebrating religious holidays, necessitating absence from school,
- Conditions rendering attendance impossible or hazardous to student health or safety,
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school or,
- A period not to exceed one day for registering to vote.

In the event of a violation of any of these conditions, the private school administrator must complete and notarize a Certificate of Non-Compliance and send it to the public school system wherein the student resides.

If a student is subsequently reinstated in the school, the private school administrator must complete and notarize a Certificate of Reinstatement, which is given to the student. A copy, marked “COPY,” will also be sent to the public school system wherein the student resides.

A Certificate of Attendance will need to be given to 15, 16 and 17 year-old students when they apply for a driver’s license or instructional permit.

Bus Policies and Procedures

These also apply to parent and student drivers in personal vehicles.

All students are required to follow the following bus policies and procedures:

- No screaming or inappropriate noise on the bus.
- Items should never be thrown out any window or door.
- Passengers should always keep all body parts inside the bus.
- Everyone should stay seated and face the front of the bus except for Trip Leaders, Staff members, and Chaperones as necessary.
- Boys and girls are not allowed to sit together.
- Behavior and decorum should be Christ-centered and respectful.
- Certain electronic devices are not allowed on the bus (examples: I pods and other digital recording devices are not allowed since content can not be monitored; video games and computer games are not allowed unless they are pre-approved by the staff as educational and Christian appropriate; CD and DVD players are only allowed with Principal/Faculty permission in advance and must be using only Christian music or Christian-appropriate movies as approved by the staff; CDs and DVDs must be clearly marked, originals and not copies; laptops are only allowed for educational purposes)
- Students are to respect each other and their personal space. No hitting or horseplay/pranks or inappropriate touch is allowed.
- Everyone is expected to be a good steward of the bus. All trash must be picked up around your area and maintain clean. All windows are to be completely shut when leaving the bus.
- Respect for the bus driver will be enforced always.

Section 8: Emergencies

School Closings/Severe Weather

All school closings will be announced under Horizon Christian Academy on WAGA Fox 5 TV and on radio station WWEV 91.5 FM. School closings may also be announced on WSB TV (Channel 2 or 3 depending on your service), WXIA Channel 11, and 104.7 FM The Fish. We will also attempt to send a global e-mail as soon as any decision is made to close school, delay the start of the school, or end the day early. Drivers are cautioned to always maintain safety first as conditions for some of our families may be significantly different than other families. Call the front desk if you are going to be late or absent due to severe weather or traffic prior to the start of the school day unless school has been officially delayed or cancelled. The Headmaster is the only individual empowered to alter the normally scheduled school days.

Student Illness/Accidents

If a student should become ill or injured during the day, he/she should report such illness or injury immediately to a teacher. The teacher will take the student to the office or give the student a pass to the office based upon grade level. The student's parent/guardian will then be contacted to provide transportation either home, to a doctor, or to the hospital. In case of emergency, transportation will be provided, if necessary, to take the student to the hospital. All accidents requiring medical attention

will be documented on student accident forms. Currently, HCA uses student accident insurance through Church Mutual.

If a student has a communicable disease or condition and/or is evidenced with fever, strong yellowish/green discharge from the nose, vomiting, diarrhea, pink eye, lice, or other symptoms or conditions that could be transferred to other students or staff members, the student should remain home or be sent home until a doctor authorizes return to school for the students and others' health concerns.

Medication

All medications are to be accompanied with a medical release form. HCA will not administer any medication (over the counter or doctor prescribed) unless there is written permission. All over-the-counter medications, including cough drops, and all prescribed medications must be brought to the school in original containers and given to the front desk personnel upon arrival at the school, along with written parent's and/or medical doctor's permission and instructions to administer the medication to the student. Please note that all medications for students are to be brought to the front desk by the parents themselves unless the student is in high school and has a parental note. Under no circumstances should any student be carrying prescribed and/or over-the-counter medications. School administrative personnel will maintain dispensation charts. All medication that exceeds the expiration date will be destroyed.

Emergency/Evacuation Drills

Fire, tornado drills, and lock downs/evacuations are held regularly according to state and local regulations to prepare students for an emergency situation. Students are expected to follow the teacher's instructions and to leave and re-enter the building in an orderly and quiet manner. Students are to be quiet and efficiently follow all evacuation or drill procedures and to quickly follow all instructions by persons in authority.

Monthly fire drills are required by law and must be registered online. Tornado drills are required twice per year. Lock down and evacuation drills will be performed as needed. In the event of a real fire, tornado, lock down or evacuation, parents will be contacted as soon as possible under the conditions.

Section 9: Arrival/Departure

Arrival and Departure Procedures

HCA students are required to be at the school no later than 8:05 AM for secondary students and 7:55 AM for elementary students. Any student not in their seat in their homeroom/1st period class with all required materials for devotion will be considered late. **All students arriving late must sign in at the front desk and receive a pass to be admitted to the class.** Elementary students must be signed in by their parent. Any parent who needs to drop off students prior to 7:45 must receive permission from the administration.

At the end of the school day, authorized individuals (as designated on the application or by subsequent approval) must pick up students. If your child is to be picked up by someone other than the individual(s) listed on the child's application and release form completed at the beginning of the school year, HCA must have written notification in the school office before the child will be allowed to leave the school grounds. Any time a parent/guardian wishes to make changes to the release list, to add or delete individuals who are authorized to pick up the child, the changes must be done in writing and submitted to HCA. All authorized individuals picking up elementary students must have an official HCA Student Pick-up Card on clear display. See the Appendix for a map of our arrival and departure routes.

Elementary students should be picked up within 15

minutes of release (by 3:15 p.m.) unless they are waiting on a secondary sibling.

Secondary students should be picked up by 3:45 p.m. or should leave the parking lot if they are student drivers by 3:35 p.m. unless they have a chaperoned extra-curricular activity.

If you should need to arrive late or need to pick up your child before the end of the day, you must report first to the front desk for assistance. Please advise HCA prior to dismissal time if you will be delayed in picking up your child due to an emergency. It is important that you park in a visitor's parking space and not block the pick-up line. Under no circumstances should a car be in the pick-up line without a driver. If you wish to come into the building, park in the available parking spaces. Violation of this policy may result in a fine of \$10.

Students desiring to drive themselves to and from school must have written permission from their parents and practice safe driving on and around school grounds. A copy of the student's driver's license and proof of insurance must be submitted to the school prior to driving privileges being granted. Driving privileges will be revoked for unsafe driving and poor conduct.

Late Pick-up Procedures and Policies

Dismissal times are 3:00 p.m. for the elementary and 6th Grade Academy and 3:30 p.m. for the secondary school campus. Teachers are not on duty

to supervise children after school or after 3:15 p.m. (elementary) and 3:45 p.m. (secondary); therefore, children must not be left unsupervised on school grounds after these times unless actively participating in an approved extracurricular or tutorial activity with an assigned staff member or adult. Parents that have an emergency, (such as car accidents, illness, or injury) preventing them from picking up their children on time must contact the school prior to dismissal time and inform the staff of the situation. Additionally, parents should also try to make other pick-up arrangements for the child in order for the situation to be considered excused. Secondary students should not be unsupervised on the school grounds after 3:30p.m. Teachers and administrative staff will document late pick-ups as follows:

The fees for (K-6th) late-stay will be as follows:

- 3:15 p.m. – 3:30 p.m.: \$20(unless leaving with a sibling in upper grades)
- 3:31 p.m. – 3:45 p.m.: \$30
- 3:46 p.m. – 4:00 p.m.: \$40

The fees for (7th-12th) late-stay will be as follows:

- 3:45p.m. – 4:00 p.m.: \$20
- 4:01 p.m. – 4:15 p.m.: \$30
- 4:16 p.m. – 4:30 p.m.: \$40

For any student not picked up by 4:01 p.m. (K-6th), and 4:31 p.m. (7th-12th), respectively, the fee will increase \$10 for every 10 minutes thereafter.

Leaving School

All students must have written permission from

parent or guardian before they can leave school grounds and must turn in the written permission to the front desk or teacher. Early dismissal for students due to work situations will be considered on a case-by-case basis. Those students who drive to school and become ill during the day must receive permission from the parents or administration to either leave or be picked up by the parent. All students, other than student drivers, must be signed out by a parent, guardian, or a person that is listed on their pickup list, in order to leave school early. Early leave is counted as a lateness unless a student is leaving with an HCA group on an approved HCA activity.

Section 10: Parent-School Communication

Teams

HCA is structured around general student development areas in Elementary/6th Grade Academy (K-6) and Secondary (7-12). Each school has a Principal who acts as a “quarterback” who can shift and align resources to meet the needs and opportunities facing the team. The Principal is a facilitator who encourages collaboration in and among the teams as well as for each team member to grow in leadership and in their relationship with the Lord. Additionally, vertical, subject area teams are aligned through the K-12 curriculum to ensure appropriate progression and student development.

Individual Performance Plans (IPPs) and Parent Conferences

HCA requires families to participate in the establishment of an IPP prior to or at the start of the school year and on-going on a semester basis that establishes goals in the following areas: academic, spiritual, social, emotional, and extra-curricular. This plan is reviewed formally on a semester basis with a meeting between the students, parents, and school faculty and/or administration. Teachers and parents are encouraged to communicate frequently via e-mail, telephone, and face-to-face, as needed. Conferences should be requested by staff, students, or parents as needed. Students may have a

preliminary IPP and then have a formal IPP established during the 5th or 6th week of the first semester depending upon information available at the beginning of the year. Formal conferences for parents and students will generally be requested by October and IPP updates will occur in January/February as well as at the end of the Spring Semester or prior to the next academic year.

Parent-Teacher Team

The parent-teacher team consists of ALL parents and faculty members in the HCA community working collaboratively to make the school the best it can be. The full parent-teacher team is expected to meet collectively once each semester, with representatives from the staff and parents making up the parent-teacher board. The parent-teacher board meets monthly and strives to ensure that the needs of the school (students, parents, and staff) are being met.

The parent-teacher board is normally comprised of one family representing each grade level and an overall chairperson with a representative from each team, Early Childhood (K-2); Upper Elementary (3-5); Middle Grades (6-8); and High School (9-12). The normal composition of the board is up to approximately twenty members. The parent-teacher board engages in promoting the interests of HCA, enhancing communication, and encouraging participation and involvement in the school and the needs of the community.

All parents are encouraged to participate or

volunteer in the school as their time, talents, and resources allow.

Opportunities to Improve

The administration welcomes any suggestions that you might have to offer. There will be situations in the course of a year where there may be misunderstandings or complaints. If an occasion should arise, the parent should contact the staff member directly involved or vice versa. The leadership team should be notified of any situation where there is an opportunity to improve, if it is not resolved by the appropriate party. This approach follows the Biblical direction of Matthew 5:23-24, "Therefore, if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there in front of the altar. First go and be reconciled to your brother; then come and offer your gift;" and Matthew 18:15-16, "If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

There are no problems; there are only opportunities to improve. With Christ as our center, we can work together to meet all challenges. Christian cooperation, with love, empathy, and accountability, is essential for HCA's success. If we are all part of the improvement process with Christ at the center, the results will be amazing!

Section 11: Student Activities/Organizations

General Extracurricular Activities

Drama Club

The HCA drama club for 5th graders and above desires to have at least one production each school year. Plays are usually conducted at Christmas or during the spring. Students meet to rehearse and practice their drama skills for these productions. Students have an opportunity to become Thespians based upon involvement and achievement. Talent shows are normally held in the fall.

Music

Chorus, strings ensemble, band, and introduction to guitar are options for our 7th-12th graders. Some after-school time may be required in addition to our elective time during the day. Eligible elementary and secondary students are encouraged to perform at various events and competitions and normally perform at the school Christmas party and at least one other event during the year.

Art

The art club meets once per month after school for students desiring a serious pursuit of art in addition to the electives during the school day. Eligible elementary and secondary art students are encouraged to submit an entry in the ACSI arts Competition.

Athletics

Students in grades 6-12 are encouraged to participate in our interscholastic athletic program,

with 4th-6th graders eligible for intramurals. HCA currently offers girls' volleyball, football, cross-country, and soccer in the fall; boys' and girls' basketball and cheerleading in the winter; and middle school, JV/Varsity baseball, girls' soccer, golf, and tennis in the spring. Additional athletics planned for the future may include football and girls' softball. Students participating in athletics must abide by league rules and regulations as well as the HCA athletic rules and regulations. Students and Parents will be given an HCA Athletics Handbook at the beginning of the season, which reviews all rules, regulations and standards for participation. HCA encourages elementary students to participate in recreational athletics including Upwards, YMCA programs, through the county and city parks departments, and through local clubs such as the Forsyth Fusion and ASA. Parents are encouraged to participate in the HCA Athletics Booster Club to support excellence in HCA interscholastic athletics.

Youth Leadership Forsyth

Juniors are encouraged to participate in Youth Leadership Forsyth, a program designed to help youth from all schools in the county grow in their leadership skills, team skills, and community awareness and involvement. At least two students from HCA have participated in each of the last three years. Nominated students go through an application process where over one hundred applications are submitted for approximately forty slots in the program. Other leadership programs include the ACSI Leadership Conferences for High School and Middle Grades; the HCA Spiritual

Leadership Retreat for Juniors and Seniors; and Teambuilding Trips for 5th-10th grades.

National Honor Society

10th graders and above are eligible to be selected To National Honor Society based upon academics, conduct, leadership, service, and other criteria.

Elementary Dance

Creative Movement offers after school Jazz/Ballet and Jazz/Tap for K-2nd graders and 3-5th graders.

Karate

Opportunity to participate in karate after school twice per week.

School Newspaper/Yearbook

Students write, edit, and staff our school newspaper, *Horizon Times*, as well as design, market, sell advertising, and publish the HCA Yearbook.

Lego/Scrabble/and Chess Clubs

Students in grades 5-8 meet after school to learn and compete in academically enriching endeavors.

Student Council

Students seeking membership in either the middle grades or high school student council must run for election through the student body each fall and must be in good academic and behavioral standing from the previous semester and current semester. Middle grades student council plans fellowship activities and serves to communicate opportunities with the middle grades team while the high school student council plans fellowship activities, the spring formal activity, and assists in planning secondary teambuilding activities. Student council is also a forum for promoting student involvement, school improvement, and school spirit.

General Activities

Fellowship Activities

At least one fellowship activity is planned each six weeks to develop fun and friendships among our student body.

Senior Class

A senior class president is elected that helps guide the senior class in school leadership, promoting school improvement, and planning a senior class trip.

Graduation and Awards Program

At the end of the year, graduates are recognized as well as those receiving awards for excellence in each subject and area.

Service Activities

Emotionally and socially, our character development program strives to follow Matthew 22:39. The first week of school all students and faculty practice loving Christ and their fellow man through a variety of service projects. This opportunity allows us to bond together and establish group goals, teamwork, and perspective. The service activities continue on a monthly basis. Students are required to serve a minimum of 2 activities per year for K-2nd and then a subsequent one per grade level per year up to 7th grade. 7th grade and above must serve 7 activities per academic year in order to be promoted to the next level. Mission trips and any serve projects that are 5 to 7 days in length will be counted as 2 service project credits.

Section 12: Student Development

Academic Development

Our curriculum represents a strong core augmented by dedicated teachers who possess a passion for learning and a love for students. Our teachers are selected on their ability to lead and nurture students, their academic credentials, their commitment to continuous learning, and their love of Christ. Adjunct teachers who have achieved success outside of education augment our full-time teachers and assistants. Additionally, parents who have subject-matter expertise and a desire to mentor and assist in the education of children and teens are encouraged to contribute as their schedules allow.

Personalized education is accomplished through Individual Performance Plans (IPP's) that are created by the staff, parents, and the student to leverage the learner's abilities to his or her potential. The IPP's are based upon the student's assessment and previous classroom performance, student and parent goals, and staff review. Progress is monitored regularly with an IPP review held at the end of every semester or beginning of the subsequent semester. Furthermore, our small classes (we strive to provide at least a 1:12 staff: student ratio and a normal class size of approximately 15) and interactive approaches enhance interpersonal dynamics.

HCA practices learning outside the four walls of the school by including field trips and service or

relevant learning experiences, which combine disciplines into a focused practical case study or project. For example, students may see how science, math, social sciences, and English all come together on a hospital tour. Students may see how various disciplines interconnect while touring the courthouse and learning more about our legal and political processes. Students may learn more about the environment and apply mathematics and social concerns to the issue of waste management. We believe strongly in encouraging a love of learning in our students by making education as hands-on, practical, and exciting as possible. To this end, we will utilize methods to stimulate all of the senses and to build the individual strengths of our students.

In addition to these real-life experiences, we understand the importance of integrating technology into the classroom by maintaining a ratio of at least 1 computer for every 10 students. Our teaching methods will also utilize interactive CD-Rom, filtered Internet educational tools, and pertinent instructional videos. HCA will aid our students in becoming computer proficient and encourage them to pursue certifications through Microsoft and other corporate avenues.

Generally, our academic goal at HCA is to encourage every student to achieve his or her potential in every area. We believe it is extremely important to build a very strong base of skills in Bible, English, math, science, social studies, and foreign language. HCA also encourages our students to pursue excellence in at least one field or set of electives at the highest levels in secondary

education. We will work diligently to leverage strengths and minimize weaknesses.

Character Development

Our character development program strives to follow **Matthew 22:39**. Our school year begins with a missions-oriented outreach (service week), where all of our student body and staff are focused on serving Him by serving our fellow man. This opportunity allows us to bond together and establishes group goals, teamwork, and perspective and is normally held the first week of school. All HCA students in Grades 7-12 are required to participate in a minimum of 7 community service projects over the course of the school year in addition to what is performed during service week. Four of these activities should be through HCA-sponsored service activities. Service activities must be at least two hours in length and should be comprised of a variety of activities. Students in grades K-6 should participate in between a minimum of two and six service activities over the course of the year based upon grade level. Kindergarten through 2nd grade should participate in two activities up to six in 6th grade. Other components of our secondary school character development program include our Christian ethics and applications class, leadership and teambuilding trips, and an ongoing volunteer service program. Students are recognized in our awards programs at the end of the year. Our honor code emphasizes basic value principles that our students “will not lie, cheat, or steal” while our Biblical foundations guide our methods of conduct in all situations. Ultimately, HCA stresses that our students seek to exemplify

the love and life of Christ in all that they do.

Physical Development

Our physical education program exposes our students to a wide variety of activities for life-long fitness and emphasizes teamwork and commitment. Secondary school physical education is offered for students in grades 6-12. Elementary school offers physical education twice per week as a specials class and will offer organized recess and playground activities during the week as well. HCA currently offers interscholastic girls' volleyball, cross-country, boys' and girls' soccer, boys' and girls' basketball, golf, baseball, and tennis and is adding an intramural soccer and basketball program for grades 4-6.

Spiritual Development

HCA emphasizes **Matthew 22:37** through Bible classes, daily devotions, scripture verses, spiritual growth week, and life application courses. We promote an ever-closer walk with God through studying the Word and relating it to every aspect of our lives. Students and staff begin every day in devotion at the school that encompasses scripture and prayer. Every student attends a Bible class during all grades of his/her education. Daily prayer and scripture are encouraged individually as well as corporately throughout the day. Our weekly chapel service gives our staff and student body an opportunity to come together and worship Him and hear from Him as a body of believers. Spiritual leaders from churches throughout our community

are invited to lead our weekly chapel services. As our students progress, they become leaders in devotions, prayer, Bible study, praise and worship, and action groups. At the secondary levels, classes are also offered in apologetics and ethics. For secondary students, HCA dedicates one week per year, normally the week after President's Day, as spiritual growth week and arranges for spiritual leaders, small groups, pertinent topics by age group, praise and worship, and other activities that encourage students and staff to focus on their relationship with the Lord and with others.

Social Development

Social opportunities will be provided on a regular basis where fun, fellowship, and friendship are emphasized. Outings include Christian concerts, museums, significant historical sites, Christian dramas, and appropriate secular dramas.

Section 13: Additional School Policies

Information Updates

School information updates will be sent home regularly advising you of any scheduled changes, official announcements, and general school information. These are normally sent via e-mail. HCA general school news is sent out electronically each week during the school year by Monday morning. Information is normally updated on the school's website and on information boards at the school. School and teacher handouts may be distributed to students, through book bags, and are available at the front desk or through the teacher. Please consult your school calendar for important dates and call the school if you have any questions. **Parents should stop in the school and consult bulletin boards and information desks at least once per week.**

Lunch

Students may participate in the school lunch program or bring their own lunches. If a student brings a lunch from home, the student needs to keep it in an insulated bag (a refrigerator will not be available for students' lunches). Microwaves will be available to the students to warm lunches only (no more than 1-minute cook-times). Lunches and snacks brought to school should be clearly labeled with the student's first and last name. Fruits,

vegetables, and other healthy foods are encouraged. Limits should be placed on junk food and soda. Soda is not permitted for elementary students.

Parents who periodically bring in lunch for their child must have lunch available on time (during their appropriate scheduled lunch). Students will be notified of lunch schedule at orientation.

The lunch program consists of rotating takeout such as Subway, Chick-Fil-A, Moe's Southwest Grill, Slopes, Zaxby's, and Pizza. Two hot lunches will be provided per week. Parents and students can select any number of days for the upcoming month. Lunches must be paid for monthly and must be paid in advance. Milk will be offered daily.

Should students forget their lunch, the school will offer a la carte items such as frozen corn dogs, hot pockets, chips, water. These items will be for sale on a daily basis. If the student does not have the funds to pay for a la carte items at the time of purchase, we will make note of the purchase and send an e-mail to the parent letting them know of the money due. This is for emergency purposes only and students will not be allowed to use more than one IOU at a time. If a student desires to purchase a la carte items, they may do so with the appropriate funds.

We will need to collect a lunch fee of \$10.00 per student by the start of school. This fee will cover the costs for ALL STUDENTS (whether you participate in the program or not). This fee will be used to purchase trash bags, cleaning supplies,

plastic gloves, paper towels, etc. We are asking for this fee instead of asking parents to donate these supplies. This is a ONE TIME fee due at Orientation. See Appendix for Sample forms.

Parent/Student Handbook Acceptance Agreement

There is a Parent/Student Agreement form on the last page of the handbook. The form must be signed by the parents and the students. The form is required to be filed in the student's permanent records. The signed agreement is to be turned in during the first week of school. Failure to return the form may jeopardize your child from coming to school until the form is completed and submitted to the school.

Lost and Found

Items that are found lying around will be placed in the lost and found area located at the front desk. Items left in Lost and Found for more than one week may be disposed of. Students will be assessed a dollar or a clean-up task for every item left in lost and found.

Telephone

The telephone system in the school is reserved for official school business. Student use of the telephones is not permitted except when authorized by the staff. Front desk personnel will call parents as needed for illness, early pick-up issues, or any

other special needs. Students will not be permitted to use the phone for personal reasons (examples: sleepover arrangements or any other personal or social event). The phone is used only for emergencies that are deemed appropriate by administration, faculty, or staff.

Visitors and Parent Volunteers

HCA is always happy to have school visitors and volunteers. If possible, please call ahead of time to schedule visits. All visitors, including parents, must sign in at the front desk and obtain a visitor's badge, and sign out and return the visitor's badge upon leaving. Parents needing to meet with teachers are encouraged to schedule meetings in advance whenever possible. Parents needing to visit with students during the school day are encouraged to do so in a manner that minimizes disruptions.

Parents who wish to volunteer are greatly welcomed! We do request that siblings who are not enrolled in HCA do not accompany you during your participation.

Section 14: Responsibility Statements

In order for us to achieve our goals, we must keep Christ at the center of what we are doing. If students, parents, and staff pull together as partners to achieve our goals by putting Christ first, we can accomplish all things through Him. Although this is an exciting year, we will be challenged in many ways. Challenges can be met when students, parents, and staff working together toward our Heavenly Father's goals. It is important to recognize that challenges *will* arise; however, if we maintain a positive, can-do approach by working together, then the progress made will be significant. Please pray daily for the growth of your student, HCA, and everyone involved. Take time to reflect upon the following base responsibilities of each of the partners in this process:

Staff

- Provide challenging and growth-oriented opportunities for the students
- Communicate with parents and students consistently regarding performance
- Lead by example
- Be respectful, fair, and consistent
- Provide relevant and practical learning opportunities
- Encourage each student to strive for his/her potential

Students

- Be responsible and accountable; keep an accurate and up-to-date agenda
- Communicate openly and participate readily
- Complete assignments and give extra effort to learning
- Be cooperative and helpful with other students
- Do your best
- Be respectful of others as well as yourself

Parents

- Take an active role and be as involved as possible
- Make suggestions
- Communicate appropriately, openly, and honestly
- Review your child's progress periodically with him/her
- Be supportive

All Partners

- Love one another
- Listen
- Be respectful and responsible
- Be positive
- Keep Christ at the center

Adoption of the Handbook

The Horizon Christian Academy Board of Directors

has adopted this handbook, and the Board reserves the right to amend or change the handbook at any time. Since the handbook cannot address every situation that may arise, the board of directors reserves the right to make decisions that will best benefit the school community.