

PARENT-STUDENT

HANDBOOK

2011-2012

A Parent/Student Agreement form appears 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.

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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, Sojourn Hill, at 433 Canton Highway to house students in Grades 7-12. The Freedom Parkway campus now houses the elementary school and new 6th Grade Academy. Both campuses led by Headmaster Dr. Heather Marshall allowed HCA to immediately expand to accommodate approximately 600 students. Currently, HCA is still seeking 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 few years. We currently have a sister-school relationship with 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 Girls Middle School in Incheon, South Korea. This relationship is dynamic and expanding to include teacher and student exchanges.

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, attitude, 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. As a covenant school, 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: \$750 due by April 1st for the following academic year.
- Secondary: Grades 6-12 (6th Grade Academy, Middle School, and High School): \$850 due by April 1st for the following academic year.
- Two-payment plan: April 1st and May 1st (for the 2011-2012 academic year) with a processing fee of \$10 per month.
- The fee is non-refundable and non-transferable.
- Matriculation fees and tuition for 2011-2012 are anticipated to be formalized and announced by February 1, 2011.

* 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 (2011-2012 Academic Year)

- Elementary: Kindergarten-Grade 5: \$6,650 – 10 monthly payments of \$665 each
- Secondary: Grades 6-12: \$7,550 – 10 monthly payments of \$755 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 \$35 late fee.
- Returned checks will result in a \$35 return fee.
- Full payment by May 1st will result in a 5% discount.
- 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.
- Additional fees may apply for special circumstances.

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 12% off the annual tuition.

Part-Time Costs

- Part-time secondary students pay a \$50 application fee and \$100 registration fee.

- Part-time secondary students pay a \$150 per course matriculation fee.
- Three or more classes are considered full-time.
- Part-time tuition is prorated based on 110% of regular full-time tuition.
- Part-time possibilities are subject to space availability in the desired class.

Other Costs

All 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, fine arts programs, and extracurricular activities. Participation in sports will require an additional fee.

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 \$35 late fee if received after the 10th of the month, with a \$35 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.** 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 FAST. We strongly encourage any family that feels that it cannot afford the tuition to apply to FAST. Based upon an objective assessment of the family's financial situation versus the tuition requirements of the school, FAST will provide a 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 FAST. Processing fees are dependent upon the method of application and required time and method of return. Please visit the FAST website, through the link on the HCA website, or obtain an application at the front desk. Financial Aid applications should normally be submitted by the last Friday in February preceding the academic year that the aid is requested. Financial aid will be distributed based upon FAST recommendations and the comparison of the aggregate amount of determinations versus the aggregate amount allocated by the HCA Board. Applications after the last Friday in February will be reviewed on a first-come, first-serve basis as funds are available considering both the HCA application date and the FAST 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 FAST assistance are expected to contribute time and talents toward the fundraising efforts for future financial aid funds.

Georgia SSO

During 2008, the Georgia state legislature enacted into law the Georgia Goal Scholarship Program. Under this program, the state set aside \$50 million for scholarships to be awarded to students attending private schools. Any person who has a Georgia state tax liability can make a contribution to a qualified Student Scholarship Organization. If you would like more information regarding this program you may contact the front office at each campus.

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. Poor 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 only allowed in the computer lab with adult supervision. No instant messaging, Web blogs, E-mail, 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. Logins 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.

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, attentive and respectfully listen 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, Ipods 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 the Principal. 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; as a witness, a staff member of the same gender as the participant in the search. The school is not responsible for lost or damaged items.

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 (including cyber bullying i.e. text, email, Facebook, Twitter, etc.), and any immoral and unbiblical 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 that 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.

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. Level 1, 2, and 3 infractions will receive respectively 1, 2, and 3 demerit points.

List of Infractions by Level and Demerit Points

Removal of demerit points for following the conduct code:

The oldest level 1 infraction will be taken off the cumulative total if the student abides by the conduct code for twenty school days with no additional 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 and 3 infractions will not be removed.

Cumulative infraction 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 Infractions

Demerit Benchmarks

- 3 Personal improvement contract.
- 5 Parent, administration, student meeting
- 8 Probation
- 10 Dismissal

All demerits will result in a consequence. Possible consequences include, but are not limited to, student behavior contract, after school detention, loss of extra-curricular activities, work detail, ISS, and OSS.

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.

Grounds for Immediate 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.

Examples of leveled offenses appear as follows:

Level One Offenses

- | | | |
|-------|--------------------------------------|--------------------------------|
| 1. | Dress code violations (school or PE) | * <i>Self-Management Issue</i> |
| 2. | Homework incomplete or not done | * <i>Self-Management Issue</i> |
| 3. | Unprepared for class | * <i>Self-Management Issue</i> |
| 4. | Cumulative lateness to school | * <i>Self-Management Issue</i> |
| ----- | | |
| 5. | Chewing gum/eating/drinking in class | |
| 6. | Disrespect to others | |
| 7. | Disruption | |
| 8. | Excessive talking in class | |

9. Lack of cooperation
10. Lack of respect for property
11. Late to class
12. Medication without permission
13. No hall pass
14. Not returning parent's signature
15. Failure to participate in Study & Organizational Skills (SOS)
16. Unauthorized use of an electronic device
17. Unsafe conduct of horseplay
18. Violation of computer usage policy
19. First violation of cell phone policy
20. Other level one offense

* Dress code violations (school or PE), incomplete homework, being unprepared for class, and cumulative lateness to school are considered to be **self-management issues**. In an attempt to correct behavior via the development of self-management strategies, these offenses will merit participation in **Study and Organizational Skills (SOS)**. Each self-management offense will result in two days' participation in SOS, to be held every Tuesday and Thursday morning from 7:30 a.m. to 7:50 a.m. **After-school detention** sessions will be held on Mondays from 3:05 p.m. to 3:50 p.m.

Level Two Offenses

1. Destructive act
2. Harassment (sexual, physical, cyber, other)
3. Inappropriate display of affection
4. Insubordinate/refusing to obey
5. Leaving class without permission
6. Obscene language, profanity, or gestures
7. Threatening bodily injury to or endangering another student
8. Subsequent violations of cell phone policy
9. Failure to serve detention
10. Other level two offenses

Level Three Offenses

1. Fighting or provoking a fight on campus
2. Harassment (sexual, physical, cyber, other)
3. Honor Violation (Lying, Cheating, stealing, plagiarism, etc...)
4. Inflicting bodily injury to another student
5. Immoral conduct in accordance with HCA discipline code
6. Leaving school campus without permission
7. Other level 3 (serious offenses)

Administration reserves the right to reclassify any level based on the severity of the offense.

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.

The following is a list of the approved school uniform options:

SCHOOL UNIFORM POLICY FOR 2011/2012

1. General Guidelines

GENERAL	<ul style="list-style-type: none"> ▪ The approved HCA monogrammed logo MUST appear on the left chest of ALL tops and outerwear to be worn during school hours, except on Spirit Days. ▪ Uniform items to be worn Monday through Thursday must be purchased from the Lands' End Uniform catalog. (Other similar vendors such as IZOD brand are acceptable for bottoms. See "Bottoms" below.) ▪ Uniforms must be worn from the time the student arrives on campus until the student leaves campus after school. ▪ Clothing must be neat, clean, and in good repair with no holes, patches, fraying, or fringe. ▪ Students who do not abide by the uniform requirements will receive a misconduct and the loss of Friday Spirit Wear. ▪ Grades 6-12 may follow any secondary options. ▪ 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.
FIT	<ul style="list-style-type: none"> ▪ ALL shirts listed in the "TOPS" section of the STANDARD UNIFORM REQUIREMENTS (with the exception of the Lands' End ¾ sleeve oxford) must remain tucked into bottoms (front and back) even when the student bends or stretches. (Grades K – 2 are exempt from this requirement). ▪ White t-shirts and camisoles may be worn as an undershirt -- no lettering or graphics. Sleeves of any undershirt should not be visible. ▪ Shorts, skirts, skorts, and jumpers can be no shorter than <u>2 inches above the top of the kneecap</u> at any time. ▪ Elementary students must wear shorts under skirts and jumpers. Leggings of any length are not permitted. ▪ No underclothes may be visible at any time.
APPROVED VENDORS	<ul style="list-style-type: none"> ▪ The Lands' End Uniform catalog is the approved vendor for uniform items unless otherwise noted. Preferred School #9000-9487-1. (Other similar vendors such as IZOD brand are acceptable for bottoms. See "Bottoms" below.) ▪ Uniform items may also be purchased during a school uniform sale. ▪ Friday Spirit Wear will be available for purchase through the HCA Booster Club.
HATS	<ul style="list-style-type: none"> ▪ No hats, hoods, or head covering of any kind are allowed at any time inside the school during school hours.
HAIR	<ul style="list-style-type: none"> ▪ Hair must be neat and clean without causing a distraction. ▪ Eyes and eyebrows must not be concealed by hair at any time. ▪ Boy's hair must not reach top of shirt collar. ▪ Extreme hairstyles, such as Mohawks or unnatural hair coloring, are not permitted.
FACIAL HAIR	<ul style="list-style-type: none"> ▪ Sideburns shall not extend past the middle of the ear. No other facial hair is allowed.
JEWELRY	<ul style="list-style-type: none"> ▪ All jewelry must be of modest taste. ▪ Males are not permitted to wear earrings. ▪ No student is permitted to have unusual piercings of any kind (i.e., multiple ear piercings, nose, tongue, lip, eyebrow rings, or piercings, etc.)
COSMETICS	<ul style="list-style-type: none"> ▪ Make-up and accessories should be minimal and non-distracting in appearance.
TATTOOS	<ul style="list-style-type: none"> ▪ Tattoos or body markings of any kind are not permitted.

2. Standard Uniform Requirements

TOPS	<ul style="list-style-type: none"> ▪ Lands' End Brand Only (Preferred School #9000-9487-1) ▪ Short or Long Sleeve Polo - White, Navy, Maize, Royal Blue, Light Blue. Secondary Option: Black ▪ Short or Long Sleeve Oxford or Twill - White, Navy, Royal Blue, Light Blue, French Blue. Secondary Option: Black ▪ Three Quarter Sleeve Oxford - White or Light Blue ▪ Peter Pan Knit Top - White or Light Blue ▪ Turtlenecks* - White, Navy or Maize <p><i>*Monogrammed Turtlenecks are acceptable only as a layer under sweaters, sweater vests, jumpers, or sweatshirts.</i></p>
SWEATERS, SWEATSHIRTS, VESTS & CARDIGANS	<ul style="list-style-type: none"> ▪ Lands' End Brand Only (Preferred School #9000-9487-1) ▪ Crew Neck Sweater - White, Navy, or Maize ▪ Sweater Vest - White, Navy, or Maize ▪ Cardigan or Zip Front Cardigan - White, Navy, or Maize ▪ Fine Gauge Cardigan and Shell - White, Navy, or Maize ▪ Cable Hooded Sweater - White, Navy, or Maize ▪ Crew Neck Sweatshirt - White, Navy, or Maize ▪ Hooded Zip Front or Hooded Pullover Sweatshirt - White, Navy, or Maize
BOTTOMS	<ul style="list-style-type: none"> ▪ The following colors will be allowed: Khaki (tan only) and Navy blue. Secondary students may also choose to wear black bottoms. Bottoms may be purchased from vendors other than Lands' End and IZOD. These vendors are suggestions. No "skinny" pants or "skinny" jeans are ever permitted. Bottoms must be modest and loose fitting. (See Sect. 5 "Bottoms" for Friday casual wear.) ▪ Pants, Shorts, Capris - Solid Khaki (Tan), Navy, and black (for secondary students only). ▪ Skirts, Skorts, Jumpers - Solid Khaki (Tan), Navy or Hunter/Classic Navy Plaid ▪ All bottoms MUST fit appropriately and can be no shorter than 2 inches above the kneecap at any time. ▪ Navy, white, or tan shorts must be worn under any skirt or jumper and must not be visible when standing. Leggings of any length are not permitted.
OUTERWEAR	<ul style="list-style-type: none"> ▪ During school hours, only official HCA monogrammed or appliquéd outerwear may be worn in school buildings (screen-printed items will be grandfathered in for the 2011-2012 school year). This outerwear list provides the sole options that may be worn during the school day. (Screen-printed sweatshirts or hoodies are acceptable only on Fridays effective 2012-2013 school year.) ▪ Non-uniform outerwear must be kept in lockers during the school day. ▪ Fleece Vest, Jacket, Hoodie, or Pullover - Navy. Secondary Option: Black. ▪ Squall Parka - Navy ▪ Blazer – Navy (Embroidery is not required, but shirt underneath must be embroidered.) ▪ Letterman Jacket
BELTS	<p><u>Required for 3rd grade and above:</u></p> <ul style="list-style-type: none"> ▪ Solid Color Leather or Canvas - Black, Brown, Navy, or Khaki ▪ Girls Option - Hunter/Classic Plaid D-Ring
SOCKS/STOCKINGS	<ul style="list-style-type: none"> ▪ White, Navy, Maize, Brown, Khaki (Tan) or Black (ankle height or higher, not below the ankle). Socks must be matching solid colors. ▪ White Athletic Socks must be worn as part of the PE Uniform.
FOOTWEAR	<ul style="list-style-type: none"> ▪ <u>Closed toe, closed heel, hard sole shoes</u> must be worn with socks at all times during the school day. ▪ Footwear <i>solid</i> colors are Navy, Black, Brown, Beige, Tan, Gray, or White. ▪ Heel height on any shoes must not exceed 2 inches. ▪ Elementary students must wear athletic shoes on PE days and are the preferred daily option. ▪ Secondary students must wear athletic shoes as part of their PE uniform. ▪ A list of prohibited footwear includes, but is not limited to; shower shoes, flip flops, slippers, house shoes, shoes with wheels, boots of any description, TOMS-type brands, and Crocs-type brands. ▪ Boots may be permitted ONLY on severe weather days following approval announced in advance by Administration.

3. Physical Education

PHYSICAL EDUCATION	<ul style="list-style-type: none"> PE Uniforms are mandatory for all PE Classes beginning with students in Fourth Grade and throughout all Secondary Grades.
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4. Athletic Team Uniforms

GENERAL	<ul style="list-style-type: none"> See 2011-2012 Parent-Athlete Handbook for more details.
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5. Spirit Wear

GENERAL	<ul style="list-style-type: none"> Students in good academic standing and who have conformed to the Standard Uniform Policy Monday through Thursday of each week may earn the opportunity to wear Spirit Wear on Friday of the week. This privilege is waived should the student be participating in a scheduled field trip or service project as Standard Uniform is required on these occasions. Items must be proper fitting and conform to Overall Guidelines and Additional Requirements listed below except where noted. If not participating in Spirit Wear, students must adhere to the Standard Uniform Requirements.
TOPS	<ul style="list-style-type: none"> Any HCA logo T-Shirt, Shirt, or Sweatshirt is allowed including prior year uniform colors or items that have been embroidered, appliquéd, or screen printed. Shirts may remain untucked.
BOTTOMS	<ul style="list-style-type: none"> Any pant, skirt, skort, shorts, or jumper, including jeans may be worn. (“Skinny” jeans, other “skinny” denim, or “skinny” pants, or leggings are not allowed.) Athletic wear, including but not limited to basketball shorts and sweat pants, etc. are not an acceptable Spirit Wear option. Bottoms shall fit properly (not too tight or too loose) and have no visible holes, patches, nor reflect extreme fashions.
BELTS	<ul style="list-style-type: none"> Belts are not required, but if a belt is worn, the directive listed in the Additional Requirements in Section 2 above must be followed.

6. Casual Day Passes

GENERAL	<ul style="list-style-type: none"> Students may occasionally earn casual day passes. These allow the student to wear <u>modest</u> and appropriate casual clothes. Casual Day Passes may only be redeemed on <u>Thursdays</u> and may <i>not</i> be used on Field Trips or Service Projects. Clothing must be neat and fit appropriately as described in the Overall Guidelines. Any wording on tops should be uplifting and Christian appropriate. No wording may appear on the “seat” of pants, shorts, skorts, skirts, dresses, or other attire.
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“...equip you in every good thing to do His will, working in us that which is pleasing in His sight, through Jesus Christ, to whom be the glory forever and ever.” (Heb. 13:21, NAS)

New students admitted after **August 1, 2011** 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 ACSI at our elementary levels and a variety of Christian commentaries and works at the secondary levels. In our English studies, we use 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 Purposeful Design 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. We utilize Holt McDougal and Houghton Mifflin with 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

Kindergarten and Grade 1 will receive a 1, 2, or 3.

- 1 means the student *exceeds* expectations and is working *beyond* grade level.
- 2 means the student *meets* expectations and is working *on* grade level.
- 3 means the student *does not meet* expectations.

The grading scale for *Grades 2-12* 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.

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-5)

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

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

6th Grade Academy

The 6th Grade Academy students will generally have additional electives and leadership opportunities that may include Band, Yearbook, Newspaper, Safety Patrol, and special community service projects. (See core subject information below under "Middle Grades and High School.")

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, Broad Science, Broad Social Studies

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

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

Electives for middle grades may include Art, Computer Technology, Drama, Music (Chorus, Guitar, Strings Ensemble, Keyboarding or Beginning Band), Physical Education, Zoology, and Spanish Explorations. Advanced Spanish is normally only available to students in 8th grade who have demonstrated achievement and good study skills, especially in core English and mathematics courses.

Sample Schedules:

9th Grade

<u>Subject</u>	<u>Credit</u>
Bible	1
Literature and Composition	1
Algebra I, Geometry, or Algebra II	1
Physical Science	1
World History	1
PE/Health	1
Computing in the Modern World	1
Total Courses	7

11th Grade

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

Electives for 9th-12th graders may include Art, Computer Technology, Drama, Music (Choir, Band, Guitar, Strings Ensemble, or Praise Band), Newspaper/Yearbook, Physical Education, Health, AP Psychology, Marketing, Math Lab, Math SAT Prep, Writing Lab, English SAT Prep, Digital Photography, and Debate. 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 HCA ONLINE (an internet-based course). Participation in languages using HCA ONLINE must be based on teacher recommendation and preapproved by administration. Such programs will result in an extra fee for the online course.

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	<u>2</u>
HCA GRADUATION CREDITS	26

Graduation Requirements

All HCA Graduates must achieve a minimum of 26 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. College preparatory diplomas will normally be awarded and will follow the state requirements for graduation by Georgia Code Section 160-4-2-.48.

In addition to passing all courses, students must satisfy service credit requirements for the year in order to be promoted to the next grade level or graduate. Requirements for grades 7 – 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, rigor of courses, conduct, and character will be considered when choosing a valedictorian and salutatorian.**

GA Hope Scholarship 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.

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 3-12 are required to keep an accurate and up-to-date agenda. 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 HCA's Computer Technology Equipment (the network), as well as, any related equipment at the school must abide by 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. 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. Students are required by HCA to model these standards in cyber-world communications outside the scope of the school day. Negative remarks written about the school, by a student or a staff member, will not be tolerated.

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 nationally normed and recognized standardized achievement test. HCA currently administers the Tera Nova 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 the 12th grade are encouraged to take the SAT and/or the 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 entrance requirement for their college of interest.

Retests and Academic Probation

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 take retest within a week of receiving notice of failing grade. 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. Students can only take one re-test per quarter.

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 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 1st 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.

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 to be paid prior to leaving on the respective trip. **Note: siblings not enrolled at HCA cannot attend 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 administrative 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 is allowed on 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)
- Cell phones must be turned off at all times.
- 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 may 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 Insurance Company.

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 shall 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.

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 based on crisis management plan.

Campus evacuation based on Crisis Management Plan. In the event of a campus evacuation, elementary students will evacuate to the Kroger parking lot on Freedom Parkway; secondary students will evacuate to the Ingles parking lot on Hwy. 20.

Section 9: Arrival/Departure

Arrival and Departure Procedures

HCA students are required to be at the school no later than 7:45 AM for secondary students and 7:55 AM for elementary students. Students may be dropped off as early as 7:30 am. However, a staff member must be present. 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.

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.).

Secondary students should be picked up by 3:05 p.m. or should leave the parking lot if they are student drivers by 3:05 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 do 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, poor conduct and excessive tardies.

Late Pick-up Procedures and Policies

Dismissal times are 3:00 p.m. for the elementary and 6th Grade Academy and 2:50 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 3:05 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 3:05 p.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:

- 3:05p.m. – 3:20 p.m.: \$20
- 3:21 p.m. – 3:35 p.m.: \$30
- 3:36 p.m. – 3:50 p.m.: \$40

For any student not picked up by 4:01 p.m. (K-6th), and 3:51 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 administrators who act as a “quarterback” who can shift and align resources to meet the needs and opportunities facing the team. The administrators are facilitators who encourage 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.

Parent Teachers Communication

When concerns or issues arise, the parent should attempt to resolve them directly with the teacher. Should parent’s concerns not be appropriately addressed or resolved, parents should consult the principal. Further concerns are to be directed to the Headmaster then to the HCA Board of Directors.

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 periodical 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 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. Administration 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 program and at least one other event during the year. Music classes and band are available as specials for students in grades K-6.

Art

The art club meets 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 United Futbol Academy. 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 6th-12th grades.

National Junior BETA Club

6th – 9th graders are eligible to be selected to the National Junior BETA Club based upon academics, academic excellence, strong character, leadership skills, and a willingness to serve.

National Honor Society

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

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.

Math Club

To engage students in math within a competitive forum.

DECA

Prepares high school students emerging as leaders and entrepreneurs for careers in marketing, finance, hospitality and management.

International Club

The purpose of the International Club is to provide an opportunity for international students to gather socially in a relaxed, nonacademic atmosphere and to contribute to the community by sharing their cultures and their time in helping others.

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.

Elementary After School Programs

Students in grades K-6 have the opportunity to participate in many activities, such as: Dance, Karate, Baseball, Art, Arts & Crafts, Piano, Chorus and various clubs.

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 regular basis throughout the year. Students are required to serve a minimum of 2 activities per year for K-5th, and Sixth grade and above must serve 7 activities per academic year in order to be promoted to the next level. At least four (4) of the activities **must be** activities offered through HCA. Three (3) service credits must be achieved prior to the end of the 1st semester in December, and the 2 additional credits (total 5) by the end of March, and the remaining credits must be earned no later than the 1st week of May. 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

Individual Performance Plans

Personalized education is accomplished through an Individual Performance Plan (IPP), which is a collaboration among staff, parents, and student to leverage the learner's abilities to his or her potential. A formal parent/teacher/student review is held each semester. Furthermore, our low student teacher ratio and interactive approaches enhance interpersonal dynamics of the classroom.

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, academic credentials, commitment to continuous learning, and love of Christ. 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 or volunteer as their schedules allow.

Our goal at HCA is to encourage every student to achieve his or her potential in the area of academics, spiritual, social/emotional, and extra-curricular every area. Our elementary school provides our students an opportunity to build strong academic foundations in Bible, English, Math Science and Social Science as well as in team building and communication-- preparing them for the rigor of AP and college preparatory classes taught at our secondary school.

Curricular resources used are located in a spreadsheet in the back of this application packet.

Character Development

Our Character Development program strives to follow Matthew 22:39. HCA stresses that our students seek to exemplify the love and life of Christ in all that they do. 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 community. This opportunity occurs during the first week of school and allows us to bond together, establish group goals, develop teamwork strategies, and gain perspective. Secondary students are required to participate in a specific number (based on grade level) of service projects per year. Service activities should be at least two hours in length and should be comprised of a variety of activities. Other components of our Character Development program include a Values and Ethics Practicum, Leadership, Teambuilding and Volunteer Service program.

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 to students grades 7-12. Elementary school offers Physical Education class twice a week as well as daily organized recess activities. Extra-curricular activities include girls volleyball, cross country, JV/varsity boys soccer, varsity girls soccer, JV and Varsity boys and girls basketball, middle grades basketball, golf, baseball, tennis, and football.

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 is catered by Heart Smart Lunch Box.

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.

A lunch fee is included in the matriculation fee. This fee covers 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.

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

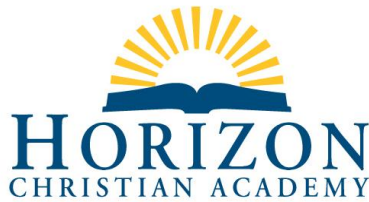
- Be responsible and accountable; keep an accurate and up-to-date agenda
- Communicate openly and participate readily
- Complete assignments and give extra effort to learning
- Be cooperative and helpful with other students
- Do your best
- Be respectful of others as well as yourself

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 2011-2012 Parent-Student 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. Because 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.

I/We, _____(please print), parents/guardians of the students named below. We acknowledge that we have read the Horizon Christian Academy 2011-2012 Parent-Student Handbook, reviewed same with our children/students, and agree to abide by the terms and conditions of the handbook as stated herein.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

We, the parents/guardians of the following students, agree to hold our students responsible for their own actions and agree to support the HCA staff, faculty, and administration.

Student Name (Print)	Student Signature	Grade	Date
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Student Name (Print)	Student Signature	Grade	Date
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Student Name (Print)	Student Signature	Grade	Date
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Student Name (Print)	Student Signature	Grade	Date
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