



**PARENT-STUDENT
HANDBOOK
2016-2017**



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Section 1: Introduction/Overview

Welcome Message

Dear Parents and Students:

A new school year presents new growth opportunities for our school and students. The Horizon Christian Academy (HCA) leadership team presents this handbook as a tool to assist families in making this school year as successful as possible for you and your child.

HCA was founded in Cumming, Georgia in 2000 with a focus on serving the North Forsyth community by providing a quality K-12 Christian college-prep program that serves the surrounding community. With a 33-acre campus, we look to reach a growing number of families in the years to come.

I look forward to working with your family this year as we partner together to pursue our mission of preparing Warriors for Christ.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Bennett". The signature is written in a cursive, flowing style.

Gary Bennett
Head of School

Mission Statement

Preparing Warriors for Christ by partnering with families to provide a Christ-centered educational environment.

Vision

To apply meaningful, stimulating, Biblically-focused education to develop strong, confident men and women, who are committed and passionate about furthering the Kingdom of God.

HCA does not discriminate on the basis of race, color, or national origin in the administration of its educational policies, of its admission policies, or employment policies.

Founding Scriptures

- ❖ **Colossians 3:23** – Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, ... (NIV)
- ❖ **Matthew 22:37** - Jesus replied: “‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ (NIV)
- ❖ **Matthew 22:39** – And the second is like it: ‘Love your neighbor as yourself.’ (NIV)
- ❖ **Philippians 4:13** – I can do all this through him who gives me strength. (NIV)

Statement of Faith

WE BELIEVE...

- the Bible to be the only inerrant, authoritative Word of God. (II Timothy 3:15; II Peter 1:21)
- that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Matthew 28:19)
- in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 10:33; Isaiah 7:14; Hebrews 4:15; John 2:11; I Corinthians 15:3; John 11:25; Mark 16:19; Acts 1:11)
- that for the lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (Romans 5:8-9)
- that salvation is by grace and faith alone. (James 2:14)
- that faith without works is dead. (James 2:20)
- in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14)
- in the resurrection of the saved and the lost-the saved to eternal life and the lost to eternal damnation. (John 5:28-29)
- in the spiritual unity of all believers in our Lord Jesus Christ. (Galatians 3:26-28)
- prayer is an integral part to our HCA family as we seek the Lord’s blessing and guidance. (Ephesians 6:18)
- in the Biblical definition of marriage between a husband and wife. (Matthew 19:5)
- that regular attendance at church strengthens our relationship with our Lord Jesus Christ. (Hebrews 10: 24-25)

Section 2: Admissions

Admission

It is understood that being a student at HCA is a privilege and not a right. 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 or guardian 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. In addition, families must sign the "Acceptance and Agreement Acknowledgement Form" in this handbook, recognizing support for the school's Statement of Faith and operating policies.

Weekly tours are conducted for prospective families and visitors. HCA encourages prospective families to submit applications and conduct family interviews by mid-March. Additional tours are arranged in April through June based on grade availability.

Enrollment Process

_____ **Step 1:** Attend HCA Admissions Open House/Individualized Tour

_____ **Step 2:** Submit completed application packet with application fee (\$100)

_____ Application _____ Current Immunization Record (GA Form 3231)

_____ Transcript Release Form _____ Eye, Ear, Dental Form (GA Form 3300)

_____ Copies of Standardized Testing _____ Copy of Birth Certificate

_____ Discipline Records _____ Letters of Recommendation (2)

_____ Teacher Evaluations

_____ **Step 3:** Participate in family interview/student assessment

(Appointment Date & Time: _____)

Applications must be on file in the Admissions Office before appointments for testing, interviews and financial aid can be made

_____ **Step 4:** HCA Admission Committee meets

Admissions decisions are determined by the Admissions Committee's evaluation of several factors: the completed application, current school transcripts and evaluations and the interview. It is the responsibility of the parent to ensure that all required information has been submitted to the Admissions Office. A student's file must be complete before it can be reviewed by the Admissions Committee.

_____ **Step 5:** Final decisions are communicated to prospective families.

Tuition

Total Tuition:

Kindergarten – 5th Grade \$9,100

6th – 12th Grade \$10,300

Tuition Deposit: A non-refundable tuition deposit of \$1,500 for all students is due upon acceptance. The tuition deposit is included in the total tuition and is not an additional fee.

Financial Policies

Payment Dates: You may choose either a one-time payment or monthly installment payments. Monthly tuition payments must use our automatic tuition management system with three payment date options available (as listed below):

- The 1st of each month
- The 15th of each month
- Payments split into two payments on the 1st and the 15th.

Automatic payments can be made from a checking or savings account or from select credit cards.

(Note: a transaction will be charged to the cardholder on credit card payments)

Because teacher salary obligations are based upon the number of enrollment agreements, a student withdrawing early or enrolling late through October 1st will be responsible for full tuition payment obligations.

In case of a withdrawal, the family financial obligation to HCA continues to the end of the term listed on the enrollment agreement. A withdrawal form must be signed by the parent/guardian 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.

If your account is in arrears over 90 days, your child may be withdrawn from the school.

No report cards or official transcripts will be issued until your account is paid in full.

Tuition Discounts

A 6% tuition discount (excludes deposit and other fees) is offered if paid on or before March 31.

A 5% tuition discount (excludes deposit and other fees) is offered if paid on or before April 30.

A 4% tuition discount (excludes deposit and other fees) is offered if paid on or before May 31.

A 3% tuition discount (excludes deposit and other fees) is offered if paid on or before July 31.

Multi-child Discount

12% discount for second child, 25% discount for third child, 100% discount for additional children (all discounts are applied to remaining tuition after tuition deposit)

Church Leadership Discount

A 25% discount (excluding deposit and other fees) is available for all full-time pastors. An application for this discount must be submitted at the time of acceptance.

Georgia Special Needs Recipients

An estimated credit for expected Georgia Special Needs (GSN) Scholarship payments will be credited to your account based on 90% of the most current Special Needs Scholarship Award Sheet available when the Enrollment form is issued. The credit will be adjusted based on actual GSN scholarship payments received. The family is responsible for any balance.

Georgia Tax Credit Program

The Georgia Private School Tax Credit offers financial aid benefits for students attending HCA. Individuals interested in donating to this program are encouraged to visit <http://www.georgiasso.us> for more information. By law, SSO (Student Scholarship Organization) funds cannot be designated to any specific student/donor. Only families who apply through the school's financial aid program and meet eligibility requirements can qualify to receive SSO funds.

Financial Aid

HCA offers financial aid assistance based on individual family needs and the availability of resources. To make informed determinations of financial aid awards, families must apply using the FAST aid assessment program. Instructions regarding this application process are communicated to the school community in newsletters during the months of January through March prior to the enrollment deadlines for the upcoming school year. No financial assistance is awarded unless a family has first applied through FAST. If the award is not accepted along with payment of deposit within a stated deadline, the proposed award will be distributed to other eligible families.

Please note that there are no discounts or refunds on application fees, tuition deposits, Senior fees, 4:12 program, and International fees.

Section 3: General School Procedures

School hours

Elementary (K-5): 8:05am – 3:05pm

Middle School (6th-8th): 7:52am – 3:15pm

High School (9th-12th): 7:55am – 3:15pm

Front Desk/Business Office Hours: 7:30am – 3:30pm

Morning Arrival and After School Programs

Students may arrive on campus no earlier than 7:30am. Early morning drop-off is located in the gym, beginning at 7:30am each day.

In addition, there are a variety of club activities that are offered for elementary students during the after school program. Students will have a choice of activities in which to participate and in accordance with their grade level.

The school closes promptly at 3:30pm. Any parents picking up their child after 3:25 pm. will pick up their child from afterschool care and will be charged an additional fee for the late pick up.

Car Line Procedure

Handheld cellphones and devices may not be used while driving/moving in the pick-up/drop-off area to protect the safety of everyone on campus. Drivers whose car is in 'park' may use handheld devices. Please be aware of your speed at all times when arriving to and departing from the campus. The speed limit is 10 miles per hour. We appreciate your effort in keeping our students, parents, and staff safe.

Transportation

Bus transportation is provided and required for student athletes as they travel to games and practices off campus. It is also provided for class/club activities such as state competitions, Teambuilding, and field trips.

Student drivers are required to provide a copy of their driver's license and insurance as well as completing all student driver forms. Please reference appendix A. Students may not transport other students in their vehicles without submitting request forms signed by both driver and passenger families (with the consent of administration). Students may lose driving privileges by violating any safe driving practices on campus (e.g., texting while driving, speeding, or violating policies listed above).

Attendance

Regular attendance at school is very important to the success of students. Horizon Christian Academy will follow the Georgia Compulsory Attendance Law found in Chapter 1003 of the Georgia Statutes. Parents must contact the school if a student is absent and give the reason for the absence. Written excuses must be turned into the office upon the student returning to school. Excused absences will include personal illness, death of a family member, and other absences pre-approved by Administration. Absences over two days require a doctor's note. 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.

HCA student participation is required at annual events that define our school environment. Events and activities such as Christmas and Spring concerts (grades K-5, and 6-12 band members), Teambuilding (6-12), Spiritual Growth Week (6-12), and Catalyst Conference (12) are required events for students in the respective grades. These events are highlighted on the school calendar available online.

Tardy Policy

The following policy has been instituted to encourage timeliness and discourage classroom interruptions. An email (FrontDesk@HCAGA.org) serves as "written" documentation.

1. Arriving to school safely is always more important than timing. Nonetheless, there are consequences for repeated tardiness.
2. All students are expected to arrive and be seated in their classrooms and ready to learn when the bell for their respective class rings.
3. Due to their age, students K-5 arriving after 8:05am will need to be accompanied by an adult to the front desk to sign in.
4. Excused Tardy Slips are only given when a student is late due to medical/dental appointments or extenuating conditional circumstances. Please make every effort to schedule appointments around school hours. If you are going to be late due to traffic or other unforeseen events, please notify the office. The Administration reserves the right to excuse tardy arrivals when events are delaying several families.
5. Multiple unexcused tardies per semester will result in the following consequences for **Secondary** students:
 - “Tardy” only applies to arriving in the first 15 minutes of the start of the school day. An unexcused arrival to school more than 15 minutes after the start of school is an absence for the period(s) missed and results in a demerit for an unexcused absence and/or greater consequences depending on the reason for the absence.
 - “3 Free”: The first 3 unexcused tardies to 1st period in a semester are “free”. This leeway allows for traffic, need to get gas, etc.
 - The 4th unexcused tardy to the start of school during a semester, and every subsequent tardy (i.e. 5th tardy, 6th tardy, etc.), results in a demerit.
 - “3 Free”: also applies to the first 3 unexcused tardies to any classes after first period, i.e. 2nd-7th periods. The 4th unexcused tardy in a semester to 2nd-7th periods, and every subsequent tardy (i.e. 5th tardy, 6th tardy, etc.), results in a demerit. For example, if a student was late to every 2nd-7th period class one day, that would result in “3 free”, and 3 demerits for the 4th, 5th, and 6th tardies of the semester. The circumstances of a tardy may result in greater consequences.

Visitors

HCA is happy to welcome 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 to obtain a visitor’s badge and sign out 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 asked to do so in a manner that minimizes disruptions.

Please keep children under your supervision when visiting campus for special events. Children are not allowed on the playground unless a staff member is present. While on the playground the children must listen to the teacher on duty even if a parent is present. Pets are not allowed on campus without administrative consent.

Regular volunteers may be required to complete the volunteer application and subsequent background check form.

Health - Forms and Procedures

Please do not send your child to school when he/she is ill. HCA cannot provide care for children who are sick. If your child becomes ill while at school, the office will contact a parent to pick up your child. A parent, family member, or your designee will need to make arrangements to pick up your child as quickly as possible. We will have your child resting at the front desk area until your arrival. Please arrange a system with family members who can be notified in case an emergency or sickness arises.

Children need to be “symptom-free” for at least 24 hours before returning to school. If your child is prescribed medication, such as an antibiotic for infection, he/she must have been on the medication for at least 24 hours prior to returning to school. Please apply the Golden Rule in considering other families upon your child’s return. Whenever necessary, the office may request a written doctor’s note verifying that the child is healthy and able to return to school.

Children needing any kind of medication while at school must check into the office with their parents on the morning of their return. The office must have the Doctor’s prescription and the medicine contained in the original container in order to dispense any prescribed medication per Georgia law. A medication slip needs to be filled out in the office and both the medication and slip will remain in the office for proper disbursement at the time indicated by the physician. Parents are required to update medical information in RenWeb prior to the start of school.

Lice Policy

Consult with your child’s healthcare provider, health department, or pharmacist for treating instructions for following an effective head-lice treatment. Students will be asked to provide a “letter of clearance” from a professional before being allowed back in the classroom.

Lunch Program

You may choose to purchase lunch through our lunch program on a monthly basis. The lunch menu is available to view and place orders online through RenWeb and is due by the 20th of the preceding month. Refunds are not issued if the student is absent. Students may also purchase items from our daily concession stand at an additional cost.

Newsletter and School Announcements

Major school announcements are communicated by email, RenWeb, and HCA social media outlets. A newsletter is regularly distributed throughout the year summarizing upcoming events, announcements, and school developments.

Lost & Found

We encourage families to label all clothing and loose valuable items with their child’s name. Unlabeled items that are found will be placed in the Lost & Found area located in the school office area. Lost & Found items may be donated if not claimed within a school quarter.

Emergency Procedures

School Closings/Severe Weather

All school closings will be submitted by the Head of School under “Horizon Christian Academy” on local TV and radio stations. We will also attempt to post to RenWeb, social media, and send a global e-mail and text message alert 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. Please email (FrontDesk@HCAGA.org) or 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.

Emergency/Evacuation Drills

Fire/tornado drills and lock-down/evacuation drills are held regularly according to state and local regulations to prepare students for an emergency situation. 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 are registered online. Tornado drills are performed at least 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 our crisis management plan. Crisis management plan details are reviewed at the “Back-to-School” Orientation.

Section 4: Academics

Biblical Integration

In general, it is the teacher and not necessarily the books and resources that make curriculum ‘Christian.’ A Beka, Bob Jones, ACSI, Sonlight, and Rod and Staff literature stories are wonderfully written with value lessons already woven in, but there are still many other stories (as in novels) that should not necessarily be left out of Christian school curriculum because of their source. Being sensitive to God’s Word, teachers apply it to all aspects of their teaching, thus setting a pattern for students to use throughout their lives as they read and research the myriad of materials available to them. It is also helpful for a teacher to take material that is popular with children or young adults and, in studying it together, reflect God’s perspective upon it. Biblical principles and Scripture will be integrated in all subjects whether or not a “Christ-centered” publisher is used.

Homework

Students in Kindergarten through 12th grade have access to a RenWeb account. RenWeb is a computer based program where all assignments, homework, and grades are posted and may be accessed by an issued password for parents/guardians and a separate password for the student.

Late Homework

- Homework must be turned in on time to receive maximum credit. Homework that is late will receive reduced credit in accordance with course syllabi/policies. Failure to turn in homework in a timely manner may also preclude the student from attending extracurricular activities.

- Students who have planned absences from school are required to turn in any homework assignments the day of their return unless other arrangements have been made with the teacher. Homework for any unplanned absences due to a family situation or illness should be turned in within one day for every approved absence plus an extra day.
- 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.

Homework over Breaks

HCA generally does not assign homework over the following school breaks: Fall, Thanksgiving, Christmas, Easter, and Spring Breaks. AP courses may assign homework with approval from the Principal. Dual Enrollment courses will have homework over breaks since those courses are based on the college academic calendar.

Two-Test Rule

Secondary students are only required to take two scheduled tests in a day. If a third test is assigned for the same day, the test that was scheduled latest may be postponed one day at the student's option. Quizzes, homework, labs, papers and projects do not count as a "test" for this rule. If a student is absent during a scheduled test, that absence negates the rule.

Grading Scales

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

- 1 means the student shows limited progress.
- 2 means the student shows ongoing progress.
- 3 means the student shows consistent achievement.

"Specials" Classes for Kindergarten through 5th grade will be graded as follows:

- E means the student's participation is excellent.
- S means the student's participation is satisfactory.
- N means the student needs improvement.

The grading scale for **Grades 2-12** is as follows:

Letter Grade	Explanation	Percentage	Grade Point Average	
			College Prep/Honor/ Tech Prep	Advanced Placement/ Dual Enrollment
A	Excellent	90-100	4.0	4.5
B	Above Average	80-89	3.0	3.5
C	Average	70-79	2.0	2.5
F	Failing	Below 70	0	0

Progress Reports and Conferences

While parents can sign in to RenWeb at any time to view grades, progress reports will generally be sent electronically every 4-5 weeks for Elementary, and 9 weeks for Secondary. Parent-teacher conferences are scheduled twice per year; however, a conference may be requested whenever the parent or teacher deems it necessary.

Student Recognitions

Students at HCA are recognized for their achievements in the areas of academics, leadership, service, athletics, and citizenship. These events include Honor Roll Breakfasts and end-of-year awards ceremonies.

Celebration Chapel

On the last Wednesday of the month, elementary students are recognized for birthdays, Christian character awards, and faith milestones such as baptisms and decisions for Christ. Parents and visitors are always welcome to attend this event.

Honor Roll

Students are recognized each semester for their academic achievements by earning Honor Roll. Honor Roll is awarded to students with all "A's" and "B's". High Honor Roll is awarded to students with all "A's".

Graduation Credit Requirements

Graduation Credits for 2016-17 School Year

<u>College Preparatory Diploma</u>		<u>Honors Diploma</u>	
Bible	4 (1/yr at HCA)	Bible	4 (1/yr at HCA)
English/Literature	4	English/Literature	4
Mathematics	4	Mathematics	4
Science	4	Science	4
History/Social Studies	4	History/Social Studies	4
Foreign Language	2	Foreign Language	3
Health/PE	1	Health/PE	1
Electives	3	Electives (min 1 Fine Art)	4

HCA Graduation Credits 26 Credits

HCA Honors Diploma* 28 Credits

*The HCA Honors Diploma requires earning at least a "B" or above in at least four credits at the college level (AP courses and Dual Enrollment courses). At least one of those four courses must be an AP course.

All HCA Graduates must achieve a minimum of 26 credits. College preparatory diplomas will normally be awarded and will exceed the state requirements for graduation by Georgia Code Section 160-4-2-.48 that only requires 23 credits.

The Secondary Principal, upon recommendation from the Academic Advisor, may waive/modify these requirements in exceptional circumstances as long as the student meets the minimum state requirements for graduation.

- All 11th graders should take the SAT or ACT by the end of June in 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 be selected from students that have been attending HCA for a minimum of two years. The following criteria will be emphasized:
 - Primary consideration: Highest GPA and rigor of courses
 - Extra-curricular participation during junior and senior years
 - No level 3 demerits during junior and senior years; exemplary behavior overall (*Additional factors such as attitude, leadership, and Christian character will be considered by the 3-person admin committee determining the selections*)
 - Students must have a cumulative GPA of 3.5 or higher to graduate with Honors

Media Center

Any book that is borrowed from the school library is the responsibility of the student. Overdue books may prevent students from borrowing other books until returned.

Service

HCA prioritizes service to the community. We look to partner with local organizations and consistently provide a “pulse” of service to meet the needs of our neighbors. Our service program encourages students to seek opportunities to serve others as “hands and feet” of God.

Service projects are organized for students in all grade levels throughout the year. Service days are identified on the school calendar for our middle school and high school students to serve within the school community. Other service opportunities are also publicized through Bible classes throughout the year.

Elementary students participate in at least two service activities over the course of the year. Secondary students generally have 2-4 service days or half days organized by HCA during the year. Secondary students may be given graded assignments that require reflection on their service and/or scriptural guidance on service. In addition, students will be recognized with awards for levels of service hours at intervals such as 25, 50, 75, and 100 verified service hours. In most cases, written communication from a parent satisfies as verification. Students serving on mission trips can generally be credited with up to 8 service hours/day on mission. Before receiving recognition for service hours, a student must submit a reflection paper in accordance with that grade levels requirements and standards.

Extra-curricular Activities

There are many different extra-curricular activities offered for our Horizon Christian Academy students in athletics, fine arts, and academic competitions. Information on how and when to sign up for these activities will be provided at Orientation Day, Curriculum Night, and through email notices from the

pertinent department. Physicals for athletes must be completed prior to participation in a sport. Other athletic policies and procedures are outlined in both general sports meetings prior to season play and in the HCA athletic handbook. School policies also govern student behavior during extra-curricular events such as athletic competitions (whether students are participating as athletes or attending as fans) and building level activities (such as dances, lock-ins, and field trips). Biblically-appropriate behavior is expected at all HCA events. The privilege of representing HCA and participating in extra-curricular activities may be limited due to concerns with a student's academic performance, behavior, or misconduct.

Testing

Achievement Tests

Each year, HCA will administer a nationally normed and recognized standardized achievement test. HCA currently administers the Terra Nova Achievement Test to students in grades K-8. 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.

Retests and Academic Probation

Students can only take one retest per semester per subject. The teacher decides on the date and time of the retest, usually within a week of receiving notice of a failing grade. A student completing a retest with a passing grade will only earn a maximum score of 70.

Students who fail to maintain a 70% average in all classes are subject to academic probation and may be kept on academic probation until grades rise above 70%. Placement on academic probation may result in suspension or limitation of HCA extracurricular participation at the discretion of the Principal and/or Dean of Students.

Testing Accommodations

Students with learning accommodations should submit a copy of their most recent test results and/or evaluations to HCA as a part of the application process, or kept on file if an evaluation is conducted while a student is enrolled at HCA. Students with recommendations for testing accommodations will need to file the appropriate paperwork for determination by the College Board on the PSAT, SAT, and also with ACT.

Section 5: Student Responsibilities

Dress Code

HCA's uniform and dress code has been adopted to foster the learning environment and school pride. We also hope it will develop habits of modesty, respect, accountability, and reduce peer pressure. Students in grades 3-12 are required to wear a belt with uniform shirts or polos. Male shirts must be tucked in at all times, except on Spirit Wear or Casual dress days. Clothing must be neat, clean, and in good repair with no holes, patches, rips, tears or frays. Form-fitting or skin tight clothes, such as 'skinny' jeans, stretch pants, 'yoga pants' or compression shorts are not acceptable as outerwear during the academic day, to include any special dress days. Students may be denied attendance (an unexcused

absence) at school and HCA events for clothing and/or appearance that is deemed inappropriate by HCA faculty.

Personal Appearance

As Warrior leaders in the community, several guidelines are established for our students' personal appearance. Hair that extends past the eyebrows, more than three inches from the head, or causes an educational distraction in the opinion of the administration is not allowed. If dyed, hair must be a natural human hair color. No student is permitted to have any tattoos or piercings, except for earrings for a girl. No hats, hoods, or head coverings of any kind are allowed inside the school during the academic day, except in accordance with special dress days and as allowed by the classroom teacher. Girls' jewelry and make-up must be worn in modest taste. Boys may not wear earrings. Boys hair and sideburns may not extend past the ears. Boys must be clean-shaven and maintain a neat hair style that does not to extend past the collar.

Uniform Requirements

LOGO REQUIREMENTS	<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. (On Spirit Days, all tops and outerwear must be HCA spirit wear, but do not have to necessarily feature the HCA logo). ▪ Monogrammed uniform items to be worn Monday through Thursday must be purchased from the Lands' End Uniform catalog or items currently approved by the administration that are sold by the Booster Club. ▪ Uniforms must be worn from the time the student arrives on campus until the student leaves campus after school.
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. ▪ Uniform items may also be purchased during a school uniform sale. ▪ Friday Spirit Wear will be available for purchase through the HCA Booster Club.
TOPS	<ul style="list-style-type: none"> ▪ Lands' End Brand Only (Preferred School #9000-9487-1) ▪ Short or Long Sleeve Polo - Navy, Maize ▪ Short or Long Sleeve Oxford or Twill - White, Light Blue ▪ Three Quarter Sleeve Oxford - White or Light Blue ▪ Peter Pan Knit Top - White or Light Blue
SWEATERS, CARDIGANS, SWEATSHIRTS & VESTS	<ul style="list-style-type: none"> ▪ Lands' End Brand Only (Preferred School #9000-9487-1) ▪ Crew Neck Cardigan, Zip Front Cardigan, Cable Sweater – Navy or Maize ▪ Sweater Vest – Navy or Maize ▪ Crew Neck Sweatshirt – Navy only ▪ Hooded HCA jackets may only be worn on Friday Spirit Days or Casual Dress Days. ▪ Long sleeve shirts (for warmth) under a short sleeve polo must be solid Navy Blue or White.
BOTTOMS	<ul style="list-style-type: none"> ▪ The following colors will be allowed: Khaki (<u>Tan</u> only) and Navy Blue. ▪ Jumpers may also be purchased in Khaki, Navy or Hunter/Classic Navy Plaid. Plaid items must be purchased from Land's End Uniform Catalog. ▪ Tan or Navy classic fit Pants, Shorts, Capris. Bottoms must be modest and fit appropriately. "Skinny" jeans/pants and form-fitting pants are not permitted. ▪ Skirts, Skorts, Shorts and Jumpers - MUST fit appropriately and can be no shorter than 2 inches above the kneecap at any time. If girls wear tights or leggings, the 2-inch rule remains the same. Tights must be solid white, khaki, navy, or black. ▪ On Fridays or Casual dress days, full length loose-fitting navy blue or gold sweats may be worn. Athletic shorts are only authorized on very infrequent special occasions. Tight sweatpants or form-fitting athletic pants or tights are never authorized as outerwear during school.

OUTERWEAR	<ul style="list-style-type: none"> ▪ During school hours, only official HCA monogrammed outerwear may be worn in school buildings. ▪ Fleece Vest, Jacket, or Pullover – Navy only. ▪ Letterman Jacket
BELTS	<u>Required for grades 3-12.:</u> Leather or canvas, in solid color or conservative pattern.
SOCKS	<ul style="list-style-type: none"> ▪ Socks should be in neutral colors and not distracting to classroom.
FOOTWEAR	<ul style="list-style-type: none"> ▪ No high heels. Platforms and/or wedges should be no higher than 2 inches. ▪ Closed toe, closed heel shoes in a neutral color. Athletic shoes in conservative colors are also permitted. ▪ All students must wear athletic shoes for PE.
SPIRIT WEAR	<ul style="list-style-type: none"> ▪ Spirit wear consists of an HCA t-shirt or HCA hoodie. Jeans are permitted. Belts are not required and shirts may remain untucked. (Khaki pants and khaki shorts are always permitted)
CASUAL DAY PASSES	<ul style="list-style-type: none"> ▪ Students may occasionally earn casual day passes. These passes may only be used on a Monday unless specific permission is granted by the Dean of Students or Principal. These allow the student to wear <u>modest</u> and appropriate casual clothes. ▪ Casual Day Passes may not be used on Field Trips or Service Projects. ▪ Clothing must be neat and fit appropriately. No wording may appear on the “seat” of the pants. Any wording on tops should be uplifting and Christian appropriate.
P.E. Uniforms Applicable to grades 4-9	Navy t-shirt and shorts with the HCA wording (navy blue sweatshirts/sweatpants with HCA wording are optional) P.E. uniforms may be purchased through Lands’ End.

New students admitted after **July 30, 2016** will have 2 weeks to obtain approved uniforms.

Student Responsibilities

Responsibilities are things we do for ourselves and things we do for the good of others. The following are important responsibilities:

- **Come To School:** Attendance is expected unless emergency situations arise. Consistent, timely attendance allows students to be aware of announcements, participate in school wide events and assemblies, and engage in daily classroom instruction. Missing class time creates extra work for both the teacher and student as make-up work must be completed.
- **Complete All Classwork and Homework.**
- **Take Care of School Property:** All students should respect the rights and property of others.
- **Engage in Activities and Serve in Ways That Help Our School Foster a Christian Environment:** Embrace opportunities to be “salt and light” (Matthew 5) within the student body.
- **Adhere To the School Discipline Policy:** As noted in the admissions process: “It is understood that being a student at HCA is a privilege and not a right. 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.” Guidelines detailed in our discipline policy are established to assist students in pursuing growth.

- **Treat Others the Way You Want to be Treated:** 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. This charge lays the foundation for acceptable and appropriate conduct at HCA.

General School Rules

- Students must have permission and a hall pass from the teacher to leave the classroom.
- Verbal abuse, taunting, teasing, verbal degrading, written harassment, or any other show of disrespect toward another, whether playful or hostile, will not be tolerated.
- Cellphones, iPods, and electronic devices:
 - Elementary students are not permitted to use electronic devices during the school day, unless granted permission by the faculty.
 - Secondary students are not permitted to use electronic devices during the school day except in the following 3 situations: 1) at Secondary lunchtime, 2) in the main lobby, 3) with specific permission from a faculty member and in the presence of that faculty member. Students may make calls home at the front desk through the use of a hall pass.
 - For each violation, a demerit is issued. For a 1st or 2nd violation, a student is allowed to retrieve their phone from the front desk at the end of the day. 3rd and subsequent violations require a parent or guardian to retrieve the electronic device. Faculty are not expected to make decisions on whether an unauthorized use of a cellphone/device was a ‘good’ or ‘bad’ use, to include communications from parents. Cellphones/devices used without permission will be confiscated and turned over to an administrator. In accordance with HCA policy, some teachers will allow or ask students to use their electronic devices during an academic endeavor.
- Students are not to lie, cheat, steal, or tolerate those who do.
- All students are to be respectful of the campus and guests.
- In part because the campus is a private property for K-12 education, a student does not have a ‘right to privacy’ from the faculty for personal items brought on campus. The school maintains the right to inspect or search any student’s book bag, locker, laptop, cell phone, electronic device, automobile, or any item brought on the school premises.
- Inspections or searches of a student or their belongings will be conducted to protect a student’s dignity and with prior administrative approval whenever possible. Staff members of the opposite sex should never inspect or search a student unless an immediate danger to people at school is reasonably expected.
- Students that violate the rules off-campus may be subject to the same disciplinary measures as those that are committed on-campus. No student shall be admitted (or remain enrolled) if married, divorced, conceives a child, pregnant, or has had a child (includes abortion), or involved in immoral and unbiblical activities. Conduct, to include conduct on social media, that causes

harm to Horizon Christian Academy's reputation in the community may be grounds for discipline, to include expulsion.

Bus Rules

- Behavior and decorum should be Christ-centered and respectful.
- Everyone is expected to be a good steward of the bus. All trash must be picked up around your area and walkway free of obstruction. All windows are to be completely shut when leaving the bus.
- Follow the instructions of the chaperone and bus driver.

Classroom Rules

Students receive a syllabus outlining individual class rules and course expectations during the first week of classes. Computer/technology lab rules are outlined in a separate technology usage policy.

Social Media Rules

Students are not permitted to post messages during the school day unless they receive permission by a staff member. All social media communication by students and parents/guardians referencing HCA and its community should be uplifting and positive – gossip and negative online postings cause tremendous difficulties for any school system. Parent/guardian concerns should be addressed in the more effective manner listed in the “Parent Concerns” protocol section (detailed at the end of this handbook).

Demerits and Discipline

Classroom disruptions and other incidents may result in a child receiving a misconduct report. Incidents will be assigned a number of demerit points based on the level of the infraction. Students may be provided a misconduct form and required to have it signed by their parent and returned to an appropriate building administrator the next school day. If the form is not returned signed by the assigned date, the student may receive another demerit in their misconduct report.

Elementary discipline is determined by the classroom teacher under the supervision of the Principal. At the **Secondary** level (6th-12th), an accumulation of demerit points per semester will result in the following disciplinary steps:

1-3/semester: At the discretion of the teacher or the administration, possible consequences include lunch duty, detention, apology, or other items.

4/semester: Detention for the 4th demerit in a semester and every subsequent demerit. Additional measures include increased detention, lunch duty, suspension (ISS or OSS) meeting with administration and/or a personal improvement plan. Students with 4 or more demerits in a semester may be removed from student leadership positions.

6+/semester: Meeting with administration, possible extra-curricular probation/suspension, suspension (ISS or OSS), personal improvement plan or other consequence at the discretion of the administration.

All misconduct and demerits may result in a consequence. Possible consequences include, but are not limited to: student behavior contract, detention, loss of extra-curricular activities, work detail, In-School Suspension (ISS), and Out-of-School Suspension (OSS).

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

Level 1 Offenses

- Dress code violations (school or PE)
- Cumulative tardies to school
- Chewing gum/eating/drinking in class
- Disrespect (low level) to others
- Disrupting class
- Lack of cooperation
- Lack of respect for property
- No hall pass; Late to class
- Not returning parent's signature
- Unsafe conduct or horseplay
- Violation of computer usage policy
- Violation of cell phone/electronic device policy
- Other misconduct as determined at the discretion of the administration

Level 2 Offenses

- Destructive act
- Harassment (sexual, physical, cyber, other)
- Inappropriate display of affection (may be level 1 or 2)
- Insubordinate/refusing to obey
- Leaving class without permission (may be level 1 or 2)
- Obscene language, profanity, or gestures
- Subsequent violations of cell phone policy
- Failure to serve detention
- Other misconduct as determined at the discretion of the administration

Level 3 Offenses

- Leaving school campus without permission
- Threatening bodily injury to or endangering another student
- Inflicting bodily injury to another student
- Fighting or provoking a fight on campus
- Honor Violation (lying, cheating, stealing, plagiarism, etc...)
- Other serious misconduct as determined at the discretion of the administration

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

Grounds for Immediate Dismissal include, but are not limited to:

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

Playground Rules

We ask that students please observe the following rules to protect their safety:

- Students are to be monitored at all times by at least one faculty member.
- No pushing, shoving, or horseplay.
- Sliding only feet first.

Front Desk Policy

For the safety of your child, please notify the office **in writing** should someone other than the primary parent and/or guardian pick up your child. It would be most helpful if you would include the person's name and a brief physical description in the authorization letter.

For early dismissal requests, notification of absence or late arrival, please contact the front desk via phone message or email (FrontDesk@HCAGA.org) prior to the start of the day.

- If you are sending money as payment for lunch or tuition, please place it in a sealed envelope which is clearly labeled with the student's name and "Front Desk."
- Students in grades 6-12 are encouraged to be responsible for bringing necessary items to school. If you must bring forgotten items/backpacks/etc. to school, please drop them off at the front desk. Students will be called out of class between periods to pick up belongings.
- Please do not call or text your student during the school day. In the event of an emergency, please contact the front desk, and we can locate your child to communicate any necessary messages or have your child call home.
- Please avoid distracting conversation in the front desk/main entrance area.

In the event of a change of mailing address, phone number, or email address, please provide the changes to HCA as soon as possible.

Section 6: Parent-School Communication

Parent-Teacher Conferences

Parent-Teacher conferences are an element of our school's communication policy. HCA expects families to participate in conferences that establish and assess goals in the following areas: academic, spiritual, social, emotional, and extra-curricular. Teachers and parents are encouraged to communicate frequently via e-mail, telephone, and face-to-face, as needed.

Parent Concerns

For parent concerns, our school encourages an "open-door" policy. Quarterly parent "Coffee with Administration" and other events provide opportunities for parents to share praises and concerns regarding HCA. Conflict resolution at HCA is shaped by Christ's words in Matthew 18:15-16. When concerns or issues arise, the parent should attempt to resolve them directly with the teacher, staff member, coach, or other parent. Should parents' concerns not be appropriately addressed or resolved, parents should consult the Principal. Further concerns are to be directed to the Head of School. It is the school's desire to resolve all matters using this process.

In the rare occasion that the completion of the Matthew 18 process does not result in satisfactory resolution of the matter at hand, a family's concerns may be brought to the attention of the school's Board of Directors. Families that desire to appeal to the board at this stage of the process are required to request an opportunity to appeal through a written request submitted to the Board Chairman via the school's Executive Assistant (katie.blevins@hcaga.org). Upon receipt of this request, the Board Chairman will arrange to include the concern in the next board meeting's agenda.

All communication including posts on social media by students and parents/guardians referencing HCA and its students should be uplifting and positive. HCA expects parent volunteer leaders to be positive "voices" promoting the school both within and outside the school community.

Adoption of the Handbook

The Horizon Christian Academy Board of Directors has adopted this handbook, and reserves the right to amend or change the handbook at any time. Because the handbook cannot address every situation that may arise, the Head of School and Board of Directors reserve the right to make decisions that will best benefit the school community.

Appendix

Appendix A: Student driver form

Appendix B: High School course worksheet

Appendix A: Student Driver Form

**Student Driver Permit #: _____
Student Driver Permission Form 2016-2017**

Copy of proof of insurance

Copy of driver's license

Student's Name: _____ Grade: _____

Parent Names (print) _____

Student's Address: _____

Student's Phone #: _____ Parent's Phone #: _____

Names of siblings _____

who may ride with student driver:

List all vehicles the student may drive:

Make _____ Model _____ Color _____ Tag #: _____

Make _____ Model _____ Color _____ Tag #: _____

Make _____ Model _____ Color _____ Tag #: _____

Parent and Student's Responsibility:

Participants in school functions must take HCA provided transportation unless specific permission is granted by an Administrator. Student drivers comply with all state laws, including laws about transporting passengers. Additionally, other than siblings, students attending school functions may only transport other students if specific permission is granted by a parent. I understand that violating this may result in my loss of the privilege of driving to or from school functions. I understand that my signature on this permission form releases HCA from all liability due to accidents, injuries, and damage to my vehicle or others vehicles or damage to school property. I am insured to cover any and all circumstances that may occur while driving to and from all school functions. I and my family accept all responsibilities for my driving decisions and the impact they may have on me and others. Any changes in driving status must be reported to the school immediately, regardless of consequence.

Student's Signature

Date

Parent's Signature

Date

List all driving violations within the last 2 years: _____

Have you ever been convicted of a felony Offense: Yes ____ (explain below) or No ____

explain: _____

Appendix B: High School course worksheet



Plan of Study & Credit Summary

Student:(Last/First) _____

Graduation Date: _____

Total Credits to Date

English	0	Personal Education & Health	0
Math	0	Foreign Lanaguage	0
History/SS	0		
Science	0		
Bible	0		
Electives	0	Total Credits to Date	0

(^ meets required Hope Scholarship Rigor Requirements)
 (* required state course)
 (** HCA required)

Summary of Graduation Requirements: 26 credits

English (4.5 Credits) 9th Grade Literature & Composition (* required state course) Writing Lab (**HCA required) 1/2 credit (effective 9th graders 2013-14) American Literature & Composition *(required state course) British Literature & Composition Advanced Composition AP Language & Composition ^ (with Guidance approval) AP Literature & Composition ^ (with Guidance approval) 0 Total		Guidance Approval	History/Social Studies (3.5 Credits) World Geography (**HCA Required) 1/2 credit (effective 9th graders 2013-14) AP Human Geography (may be taken in place of W. Geog with Guidance approval) World History (* required state course) United States History (* required state course) Government (* required state course) 1/2 credit Economics (* required state course) 1/2 credit AP Comparative Governments ^ (may be taken in place of Govt/Econ & Guidance approval) AP Psychology ^ (with Guidance approval) 0 Total		Guidance Approval
Math (4 Credits - at least one credit beyond Algebra II or Algebra II/Trig) Algebra I Geometry (prerequisite Algebra 1) Algebra II (prerequisite Geometry & Algebra 1) or Algebra II/Trig (prerequisite Geometry & Algebra 1 & approval) Adv Alg & Trig ^ Statistics ^ Pre-Calculus ^ AP Calculus AB ^ (with Guidance approval) AP Calculus BC ^ (with Guidance approval) 0 Total		Guidance Approval	Science (4 Credits) (see 4 credits requirements below) Biology* Physical Science or Physics ^ (prerequisite Algebra II/Trig or Adv Alg & Trig) Enviromental Science or Chemistry ^ (prerequisite Geometry & Algebra 1) Human Anatomy ^ AP Biology ^ (prerequisite Biology) (with Guidance approval) AP Physics ^ (prerequisite Pre-Calculus with Guidance approval) AP Chemistry ^ (prerequisite Chemistry) (with Guidance approval) 0 Total (4 Credits 1 biology* & 1 phys sci or physics * & 1 chem or enviro sci* & other) (* required state course)		Guidance Approval
Bible (4 Credits) (**HCA required) Journey of Truth 9th Grade Bible Knowing Truth 10th Grade Bible Applying Truth 11th Grade Bible Servant Leadership 12th Grade Bible 0 Total			Physical Education & Health (1 Credit) Personal Fitness (* required state course) 1/2 credit Health (* required state course) 1/2 credit 0 Total		
Foreign Lanaguage (2 Credits same lanaguage) Spanish 1 Other: Spanish 2 ^ Spanish 3 ^ (with Guidance approval) Spanish 4 ^ (with Guidance approval) 0 Total		Guidance Approval	Electives (3 Credits minimum 1 fine arts) _____ _____ _____ 0 Total		

