



# **PARENT-STUDENT HANDBOOK 2018-2019**



# Table of Contents

<b>SECTION 1: INTRODUCTION/OVERVIEW.....</b>	<b>4</b>
Welcome Message.....	4
Mission Statement.....	5
Vision.....	5
Founding Scriptures.....	5
Statement of Faith.....	5
<b>SECTION 2: ADMISSIONS.....</b>	<b>6</b>
Admission.....	6
Enrollment Process.....	6
Tuition.....	7
Financial Policies.....	7
Tuition Discounts.....	7
Multi-Child Discount.....	7
Early Commitment Discount.....	7
Church Leadership Discount.....	8
Georgia Special Needs Recipients.....	8
Georgia Tax Credit Program.....	8
Financial Aid.....	8
<b>SECTION 3: GENERAL SCHOOL PROCEDURES.....</b>	<b>8</b>
School hours.....	8
Morning Arrival and After School Programs.....	8
Car Line Procedure.....	9
Transportation.....	9
Attendance.....	9
Tardy Policy.....	10
Visitors.....	10
Health - Forms and Procedures.....	11
Lice Policy.....	11
Lunch Program.....	11
Newsletter and School Announcements.....	12
Lost & Found.....	12
Emergency Procedures.....	12
School Closings/Severe Weather.....	12
Emergency/Evacuation Drills.....	12
<b>SECTION 4: ACADEMICS.....</b>	<b>12</b>
Homework.....	12
Late Homework.....	12
Homework Over Breaks.....	13
Two-Test Rule.....	13
Secondary Exam Exemption Policy.....	13
Grading Scales.....	13
Progress Reports and Conferences.....	14
Student Recognitions.....	14
Graduation Credit Requirements.....	14
Media Center.....	15
Service.....	15
Extra-curricular Activities.....	15

Testing.....	16
<b>SECTION 5: STUDENT RESPONSIBILITIES .....</b>	<b>16</b>
Dress Code .....	16
Personal Appearance .....	16
Uniform Requirements .....	17
Student Responsibilities.....	18
Protesting Policy .....	20
Demerits and Discipline .....	20
Playground Rules .....	22
Front Desk Policy.....	22
<b>SECTION 6: PARENT-SCHOOL COMMUNICATION .....</b>	<b>22</b>
Parent-Teacher Conferences .....	22
Parent Concerns.....	22
Adoption of the Handbook .....	23
<b>APPENDIX A - STUDENT DRIVER FORM.....</b>	<b>24</b>
<b>APPENDIX B - HIGH SCHOOL COURSE WORKSHEET .....</b>	<b>25</b>
<b>ACCEPTANCE AND AGREEMENT ACKNOWLEDGEMENT FORM .....</b>	<b>26</b>

## 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 style with a large, sweeping initial "G".

Gary Bennett  
Head of School

## Mission Statement

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

## Vision

HCA will be the leading private Christian school in providing the academic and spiritual training ground to develop lives that glorify Jesus Christ.

***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)
- that God created mankind in his own image, male and female. (Genesis 1:27)
- 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)



## Tuition

### **Total Tuition:**

**Kindergarten – 5<sup>th</sup> Grade      \$9,800**

**6<sup>th</sup> – 12<sup>th</sup> Grade                      \$11,000**

Enrollment Fee: A non-refundable Enrollment Fee of \$1,500 for all students is due upon acceptance. The Enrollment Fee 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 1<sup>st</sup> of each month
- The 15<sup>th</sup> of each month
- Payments split into two payments on the 1<sup>st</sup> and the 15<sup>th</sup>.

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 1<sup>st</sup> 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 Enrollment Fee and other fees) is offered if paid on or before March 31.

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

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

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

A 2% tuition discount (excludes Enrollment Fee and other fees) is offered if paid after July 31.

## Multi-Child Discount

12% tuition discount for second child; 25% tuition discount for third child; 100% tuition discount for additional children (discount excludes Enrollment Fee and other fees).

## Early Commitment Discount

By paying your Enrollment Fee (\$1,500 per student) in full before April 1st, you can "lock-in" the current years tuition schedule for the next year, avoiding the tuition increase for the next year. The Early Commitment Discount is designed to reward families who enroll or reenroll before April 1st, thereby helping the school administration plan for our next school year.

## Church Leadership Discount

A 25% discount (excluding Enrollment Fee and other fees) is available for 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 the Enrollment Fee 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 Enrollment Fees, Senior fees, 4:12 program, and International fees.*

## Section 3: General School Procedures

### School hours

Elementary (K-5): 8:00 AM – 3:00 PM

Middle School (6<sup>th</sup>-8<sup>th</sup>): 8:00 AM – 3:15 PM

High School (9<sup>th</sup>-12<sup>th</sup>): 8:00 AM – 3:15 PM

Front Desk/Business Office Hours: 7:30 AM – 3:30 PM

### Morning Arrival and After School Programs

Students may arrive on campus no earlier than 7:30 AM. Early morning drop-off is located in the gym, beginning at 7:30 AM each day. Students should report to their assigned area of the gym until released to go to class around 7:50 AM.

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 3:30 PM. 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 parked 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, and the philosophy of HCA is to prioritize full-time on campus. 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.

**EXCUSED ABSENCES** are sickness, doctor appointment or doctor excused, death of a family member, family emergency or absence deemed excused by the administration. A family trip may be considered excused if advanced approval of the trip via HCA form completed 3 days before trip (student should obtain a week before the trip to get parent and teacher signatures).

**UNEXCUSED ABSENCES** are anything not listed above, such as, a family trip not approved in advanced, consistent sick days each week will lead to a doctor's note being required for all absences. All work should be made up but at a grade penalty of 70% of the earned grade on work due that day.

Written excuses must be turned into the office upon the student returning to school. An email describing the reason for absence ([FrontDesk@HCAGA.org](mailto:FrontDesk@HCAGA.org)) serves as "written" documentation that the parent is aware the student is absent; however, it does not necessarily constitute an excused absence. In order to participate in an extra-curricular activity, the student must in attendance at school by 11:15 AM. Absences over three 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-

8), 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 online.

## Tardy Policy

The following policy has been instituted to encourage timeliness and discourage classroom interruptions. An email describing the reason for tardiness ([FrontDesk@HCAGA.org](mailto:FrontDesk@HCAGA.org)) serves as “written” documentation that the parent is aware the student is tardy, however does not necessarily constitute as an excused tardy.

1. Arriving to school safely is always more important than timing. Nonetheless, there are consequences for repeated tardiness. If a student driver is tardy, the parents will be contacted. Excessive tardiness could result in loss of driving privileges for a period of time determined by HCA administration.
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 8:00 AM will need to be accompanied by an adult to the front desk to sign in.
4. Excused or unexcused tardy slips will be issued when a student arrives late to school. A tardy is considered excused when a student is late due to medical/dental appointments (and brings in a note from the medical professional), or extenuating conditional circumstances. Illness will generally not be excused if late to school less than 15 minutes. 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 front office. The administration reserves the right to excuse tardy arrivals when events are delaying several families.
5. Multiple unexcused tardies per quarter will result in the following consequences for **all** 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 unexcused absence with grade penalty for the period(s) missed and may result in a demerit (for secondary students) for an unexcused absence and/or greater consequences depending on the reason for the absence.
  - For elementary students, missing more than 2 hours of the school day is considered a half-day absence. For every 5 tardies, Elementary students will be issued a one-day absence. Excessive absences may be handled as a disciplinary situation depending on the circumstance.
  - Secondary “3 Free”: The first 3 unexcused tardies to 1<sup>st</sup> period in a semester are “free”. This leeway allows for traffic, need to get gas, etc. The 4<sup>th</sup> unexcused tardy to the start of school during a semester, and every subsequent tardy (i.e. 5<sup>th</sup> tardy, 6<sup>th</sup> tardy, etc.), results in a demerit. Two demerits result in a student not earning an exam exemption.

## 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 and submit their driver’s license to obtain a visitor’s badge. Visitors must also 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. All visitors/volunteers should be modestly and appropriately dressed during the duration of their visit.

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 will 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 and fever-free for at least 24 hours before returning to school, without the use of Ibuprofen or other over-the-counter medications. 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 with lice will be sent home and 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 20<sup>th</sup> 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.

Elementary note: Students may purchase ice cream on Friday. Please do not send carbonated or caffeinated beverages for lunch. Parents may eat with students after first checking in at the main office for a visitor's pass.

## 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 front hallway. Lost & Found items will 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](mailto: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. In the event of an emergency, please refrain from contacting the school so that HCA personnel may designate all attention to any issue at hand.

## Section 4: Academics

### Homework

Students and parents/guardians in Kindergarten through 12th grade have access to a RenWeb account. RenWeb is an online portal 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.

### Secondary Exam Exemption Policy

Secondary students may be able to earn one exam exemption per semester (with parent and teacher approval) by fulfilling the following each semester:

- Attendance: Five or fewer absences in the class. Four or fewer tardies to school.
- Conduct: No level 2 or 3 violations nor more than ONE demerit issued.
- Grades: 90% or above in class.
- Service Hours: Complete FIVE with form by December 1<sup>st</sup> and complete TEN with form by May 1<sup>st</sup>. Forms are available from the Dean of Student Services, upstairs bulletin board or front office.

### Grading Scales

Kindergarten and 1<sup>st</sup> 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 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 (for students on our honor roll for the first three quarters) 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 year 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 2018-2019

Bible	4 (1 year for each HS year at HCA)
English/Language Arts	4
Mathematics	4
Science	4
History/Social Studies	4 (3.5 for the graduating classes of 2019)
Foreign Language	2
Health/PE	1
<u>Electives (min 1 Fine Art or 3rd year of a language)</u>	<u>3</u>

HCA Graduation Credits: 26 (Please see high school course worksheet – Appendix B)

\*The HCA Honors Diploma requires earning a B or above in at least four credits at the college level (AP and Dual Enrollment courses). At least one of those for courses must be an AP course. Students must have a cumulative GPA of 3.5 or higher to graduate with Honors.

All HCA Graduates must achieve a minimum of 26 credits. College preparatory diplomas will normally be awarded and will follow the state requirements for graduation by Georgia Code Section 160-4-2-.48 that only require 23 credits. The Secondary Principal, upon recommendation from the Academic Advisor, may waive or 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 through senior year
  - No level 3 demerits during junior and senior years
  - Secondary consideration:
    - Extra-curricular participation during junior and senior years
    - School leadership
    - Additional factors such as attitude, leadership, and Christian character will be considered by the three-person admin committee determining the selections

## 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, high school 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 mission trip 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.

Elementary class activities, parties, and field trips are for the students; permission for siblings to attend may only be granted at the teacher's discretion, depending on the nature of the activity. Please do not leave any siblings unattended in the classroom. On field trips, parents and chaperones may follow the HCA bus, and are expected to follow all field-trip guidelines. All HCA students are expected to depart and return to any off-site event on the provided HCA transportation.

## **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 (minimize distraction) and school pride. We also hope it will develop habits of modesty, respect, accountability, and reduce peer pressure. Students in grades 1-12 are required to wear a belt with uniform shirts or polos and 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, leggings, 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 or causes an educational distraction in the opinion of the administration is not allowed. If dyed, hair must be a natural human hair color. Boys must maintain a neat style that does not extend past the collar, and sideburns may not extend past the ears. Boys must

also be clean-shaven. No student is permitted to have any tattoos or piercings, except earrings for girls. Boys may not wear earrings. 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 and HCA administration. Girls' jewelry and make-up must be worn in modest taste.

## Uniform Requirements

LOGO REQUIREMENTS	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Uniforms must be worn from the time the student arrives on campus until the student leaves campus after school or begins another after school activity.</li> <li>▪ On Spirit Days, all tops and outerwear must be HCA spirit wear but do not have to necessarily feature the HCA logo.</li> </ul>
APPROVED VENDORS	<ul style="list-style-type: none"> <li>▪ The Lands' End Uniform catalog is the approved vendor for uniform items unless otherwise noted. Preferred School #9000-9487-1.</li> <li>▪ Uniform items may also be purchased during a school uniform consignment sale.</li> <li>▪ Friday Spirit Wear will be available for purchase through the HCA Booster Club. (All Spirit Wear attire designs are approved in advance by administration.)</li> </ul>
TOPS	<ul style="list-style-type: none"> <li>▪ Lands' End Brand Only (Preferred School #9000-9487-1)</li> <li>▪ ALL shirts tucked in except girls Broad Cloth shirt.</li> <li>▪ Short or Long Sleeve Polo - Navy, Maize</li> <li>▪ Short or Long Sleeve Oxford or Twill - White, Light Blue</li> <li>▪ Three Quarter Sleeve Oxford - White or Light Blue</li> <li>▪ Peter Pan Knit Top - White or Light Blue</li> </ul>
BOTTOMS	<ul style="list-style-type: none"> <li>▪ The following colors will be allowed: Khaki (<u>TAN</u> only, not brown) and Navy Blue.</li> <li>▪ Jumpers may also be in Khaki, Navy or Hunter/Classic Navy Plaid. Plaid items must be purchased from Land's End Uniform Catalog.</li> <li>▪ Tan or Navy classic fit Pants, Capris for girls, Shorts or Skirts (both 2 inches or less above kneecap), Bottoms must be modest and fit appropriately. Form-fitting pants/leggings nor elastic ankle "jogger pants" are not permitted. No rips or holes.</li> <li>▪ 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.</li> <li>▪ On Fridays or Casual dress days, students may wear blue jeans or navy or gold athletic shorts (again, no more than 2 inches about the knee). Sweatpants or form-fitting athletic pants or tights/leggings are never authorized as outerwear during school.</li> <li>▪ Wearing of sweatpants or athletic shorts on Monday-Thursday is not allowed unless otherwise approved by administration for HCA athletic team "game days" according to season.</li> </ul>
OUTERWEAR including SWEATERS, CARDIGANS, SWEATSHIRTS & VESTS	<ul style="list-style-type: none"> <li>▪ Lands' End Brand Only (Preferred School #9000-9487-1) except Letterman Jacket</li> <li>▪ During school hours, only official HCA monogrammed outerwear may be worn in school buildings.</li> <li>▪ Crew Neck Cardigan, Zip Front Cardigan, Cable Sweater – Navy or Maize</li> <li>▪ Sweater Vest – Navy or Maize</li> <li>▪ Crew Neck Sweatshirt or Hooded Sweatshirt – Navy only</li> <li>▪ Hooded HCA jackets may <b>only</b> be worn on Friday Spirit Days or Casual Dress Days.</li> <li>▪ Long sleeve shirts (for warmth) under a short sleeve polo must be solid Navy Blue or White and tucked in.</li> <li>▪ Fleece Vest, Jacket, or Pullover – Navy only.</li> </ul>
BELTS	<p><b>Required for grades 1-12.:</b> Leather or canvas, in solid color or conservative pattern. Girls, however, may wear decorative leather or canvas belts that are not a distraction.</p>
FOOTWEAR	<ul style="list-style-type: none"> <li>▪ No high heels. Platforms and/or wedges should be no higher than 2 inches.</li> <li>▪ Closed toe, closed heel shoes must be worn. Athletic shoes are permitted.</li> <li>▪ All students must wear athletic shoes for PE.</li> <li>▪ Students are expected to wear socks with the appropriate footwear (athletic shoes, dress shoes, etc.)</li> </ul>

SPIRIT WEAR	<ul style="list-style-type: none"> <li>▪ Spirit wear consists of an HCA t-shirt or HCA hoodie. Jeans and navy or gold athletic shorts (no more than 2 inches above the knee) are permitted. Belts are not required and shirts may remain untucked. (Khaki pants and khaki shorts are always permitted).</li> </ul>
CASUAL DAY PASSES	<ul style="list-style-type: none"> <li>▪ Students may occasionally earn casual day passes. These passes may only be used on a <b>Monday</b> 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, in the spirit of the HCA dress code. Passes must be turned in to the teacher/principal the day they are used.</li> <li>▪ Casual Day Passes may not be used on Field Trips or Service Projects.</li> <li>▪ 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.</li> </ul>
P.E. UNIFORMS (GRADES 4-9)	<ul style="list-style-type: none"> <li>▪ Navy or gold t-shirt and loose-fitting shorts (no more than 2 inches above the knee) with the HCA wording (navy blue sweatshirts/sweatpants with HCA wording are optional) P.E. uniforms must be purchased through Lands’ End or the Booster Club.</li> </ul>

New students admitted after **July 30** 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. MS/HS students are responsible for requesting any work missed from the teachers.
- **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, tablets, and electronic devices:

- o Students are not permitted to use electronic devices during the school day, unless granted permission by the faculty. Phones must be turned off and out-of-sight throughout the entire duration of the school day.
- o Students may make calls home at the front desk with the use of a hall pass. Parents should not expect a text to be read or responded to until the end of the school day.
- o For each violation, a demerit is issued. For a 1<sup>st</sup> or 2<sup>nd</sup> violation, a student is permitted to retrieve their phone from the front desk at the end of the day. Third and subsequent violations require a parent or guardian to retrieve the device.
- o Faculty are not expected to make decisions whether an unauthorized use of a cellphone/device was acceptable or not, including communication with 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.
- o No earbuds or listening devices, whether in use or not, should be worn during the school day (except for approved educational purposes).
- 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.
- Student drivers will not be allowed to go out to their car during the school day.
- 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). Harassing others or taking unwarranted photos/videos of faculty members or peers is strictly prohibited.

## Protesting Policy

We encourage students to be mindful of cultural and social developments in the world around them, based on the appropriateness for their age group. HCA believes discussions regarding controversial issues begins at home. Students are encouraged to bring prayer requests to class regarding items of social/cultural/political concern, as we believe that prayer is the starting point for change and progress. Since HCA prioritizes the limited academic instructional time allocated each year, organized protests and demonstrations that remove students out of the classroom are not permitted. The school will, however, budget time for annual participation in mission-appropriate organized activities such as See You at the Pole and the National Day of Prayer as identified by administration.

## 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.

Elementary discipline is determined by the classroom teacher under the supervision of the Principal. At the **Secondary** level (6<sup>th</sup>-12<sup>th</sup>), 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. On the second demerit, the student will no longer be able to earn an exam exemption.

**4/semester:** Detention for the 4<sup>th</sup> 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](mailto:FrontDesk@HCAGA.org)) prior to the start of the day. Please note that text messages from parents/guardians will not serve as adequate permission for student dismissal.

- 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 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 to the front desk between periods to pick up belongings. Parents should not deliver items into the classroom without administrative approval.
- Should you need to contact your student 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, especially during class changes or elementary dismissal.

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 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 receptionist ([cathy.wisner@hcaga.org](mailto:cathy.wisner@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 reserves the right to make decisions that will best benefit the school community.

## Appendix A - Student Driver Form

### Student Driver Permit #: \_\_\_\_\_ Student Driver Permission Form 2018-2019

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.

**Please note: Students are not allowed to go to any car during the school day.**

\_\_\_\_\_  
**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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



