



PARENT-STUDENT HANDBOOK 2020-2021



Table of Contents

Section 1: Introduction/Overview.....	5
Welcome Message.....	5
Mission Statement.....	6
Vision	6
Founding Scriptures.....	6
Statement of Faith.....	6
Section 2: Admissions	7
Admission	7
Enrollment Process.....	7
Tuition.....	8
Financial Policies.....	8
Prepayment Discounts.....	8
Multi-Child Discount.....	9
Church Leadership Discount.....	9
Georgia Special Needs Recipients.....	9
Georgia Tax Credit Program	9
Financial Aid.....	9
Section 3: General School Procedures.....	9
School hours	9
Morning Arrival and After School Programs.....	10
Car Line Procedure	10
Transportation	10
Attendance	10
Tardy Policy.....	11
Health - Forms and Procedures	12
Lice Policy.....	13
Lunch Program.....	13
Medication	12
Newsletter and School Announcements	13
Lost & Found.....	13
School Safety/Security.....	14
Visitors.....	14
Emergency/Evacuation Drills	14
Annual AHERA Notification	14
School Closings/Severe Weather	15
Support Animals.....	15
Section 4: Academics	15
Homework	15
Late Homework	15

Homework Over Breaks.....	15
Two-Test Rule	15
Secondary Exam Exemption Policy	16
Grading Scales.....	16
Progress Reports and Conferences.....	16
Student Recognitions.....	16
Celebration Chapel.....	17
Honor Roll	17
Graduation Credit Requirements	17
Media Center	18
Service.....	18
Extra-curricular Activities.....	18
Testing	19
Achievement Tests	19
Retests and Academic Probation	19
Testing Accommodations.....	19
Section 5: Student Responsibilities	19
Dress Code	19
Personal Appearance.....	20
Uniform Requirements	20
Student Responsibilities	21
Student Rules.....	22
General School Rules.....	22
Bus Rules	23
Classroom Rules	23
Social Media Rules	23
Protesting Policy	23
Demerits and Discipline	24
Playground Rules	26
Front Desk Policy	26
Section 6: Parent-School Communication	26
Parent-Teacher Conferences	26
Parent Concerns	26
Personelle Contact List	26
Adoption of the Handbook	28
Appendix A: Student Driver Permission Form	29
Appendix B: High School Course Worksheet	30
Appendix C: Secondary Anticipated Absence Form	31
Appendix D: Elementary Anticipated Absence Form	32
Appendix E: Waiver of Liability Form	32
Appendix E: Acceptance and Agreement Acknowledgement Form	35

Section 1: Introduction/Overview

Welcome Message

Dear Parents and Students,

Welcome to the HCA family. This handbook is written with care as we view the use of this handbook as a positive tool for you and for the school. I am reminded of I Corinthians 10:31, "Whatever you eat or drink, do all to the glory of God." We consider it a privilege to serve your family in whatever capacity, whether it be small or large. We look forward to being a part of the equipping process as we partner for the ultimate success of your whole family.

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.

Let's work together as we pursue our common mission of preparing Warriors for Christ.

Sincerely,

Dean Unsicker
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 academic and spiritual training 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, admission, 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)
- God created man in His own image, in the image of God He created Him; male and female He created them. (Genesis 1:27)
- in the Biblical definition of marriage between a husband and wife. (Matthew 19:5)

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	\$9,500
1st – 5 th Grade	\$10,500
6 th – 12 th Grade	\$11,800

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.

Prepayment Discounts

A 6% tuition discount (excludes deposit and other fees) is offered if paid in full on or before February 28.

A 5% tuition discount (excludes deposit and other fees) is offered if paid in full on or before March 31.

A 4% tuition discount (excludes deposit and other fees) is offered if paid in full on or before April 30.

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

A 2% tuition discount (excludes deposit and other fees) is offered if paid in full after August 1.

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 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 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): 8:00 am – 3:00 pm

Middle School (6th-8th): 8:00 am – 3:15 pm

High School (9th-12th): 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.

The school closes promptly at 3:30 pm. Any parents picking up their child after 3:30 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. Students in 3rd grade and below must be loaded into the back seat of the vehicle. For the safety of our students, students who are checking out early should check out prior to 2:50. Secondary students will not be allowed to check out during elementary carline (approximately 2:50 – 3:08). Please drop off and pick up students in the carpool line. Elementary parents who wish to park and pick up their child should wait until elementary carline ends. 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. For liability purposes, parents and siblings must provide their own transportation.

Student drivers are required to provide a copy of their driver's license and insurance as well as completed student driver forms to the front desk. 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 learning. 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. That being said, please do not send your child to school when he/she is ill.

EXCUSED ABSENCES are sickness, doctor appointment or doctor excused, death of a family member, family emergency or absence deemed excused by the administration. Work that is missed can be made up with no penalty. One extra day per day absent is allowed to turn in the work. For secondary students, any work due on the day of absence is due on the first day back. Secondary students are expected to contact their teacher and/or refer to the FACTS/SiS family portal for work missed. Consistent sick days each week will lead to a doctor's note being required for all absences.

A family trip may be considered excused if advance approval of the trip via HCA Anticipated Absence form completed 3 days before trip is obtained (student should obtain the form one week before the trip to get parent and teacher signatures. It is best if the work is completed before leaving).

UNEXCUSED absences are anything not listed above, such as a family trip not approved in advance. 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) 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 be 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. In the event of COVID-19 or other serious illness related absences, a determination will be made on a case by case basis by Administration.

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), and Spiritual Growth Week (6-12) are required events for students in the respective grades.

Please see our supplemental COVID-19 guidelines for further information on COVID related absences.

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) 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, ready to learn when the bell rings.
3. Due to their age, students K-5 arriving after 8:00am 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 “4 Free”: The first 4 unexcused tardies to 1st period in a semester are “free”. This leeway allows for traffic, etc. The 5th unexcused tardy to the start of school during a semester, and every subsequent tardy (i.e. 6th tardy, 7th tardy, etc.), results in a demerit. Two demerits result in a student not earning an exam exemption.

Health and Safety- Procedures

Please refer to our current COVID-19 procedures for alternate (temporary) policies and procedures and updated information.

Students should be kept home when he/she is ill. HCA is not equipped to provide care for children who are sick for long periods of time during the day. 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 (48 hours if flu or see COVID-19 protocol) 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.

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 FACTS SIS 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. Students may create a concession account and keep money on hand with the Lunch Coordinator. When the balance falls below \$5 a note will be sent home requesting a replenishment of funds. A locked box is located at the front desk for lunch concessions payment.

Elementary note: Students may purchase ice cream on Friday only. 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.

Kindergarten note: In addition to ice cream on Friday, Kindergarten students may purchase items from the concession stand on Wednesday only. Also, lunch for kindergarten students should not require a microwave.

Medication

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 FACTS prior to the start of school. Students may not carry their own medication at school, including over the counter medications.

Newsletter and School Announcements

Major school announcements are communicated by email, FACTS SIS, 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.

School Safety/Security

The safety of our students and staff is a priority at HCA. Our leadership team continually trains and is updated on school safety and security working with our local sheriff and fire departments. We follow the number one safety protocol that classroom doors will remain locked during the school day. All persons should enter and exit using only the main door unless instructed otherwise by a staff member. A parent or their emergency designee must sign out a non-driving student at the front office. Parent approval will be obtained before allowing a student driver to check out.

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 any reason. 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.

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.

Annual AHERA Notification

The management plan for asbestos-containing building materials (ACBM) required by the federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for our facility. The management plan is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

School Closings/Severe Weather

All school closings will be posted to social media, and announced via 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.

Support Animals

Support animals must be approved in advance by the principals and the Head of School. The animal must be certified as a support animal and the student must have a prescription from a doctor stating that the animal's presence at school is required.

Section 4: Academics

Homework

Students and parents/guardians in Kindergarten through 12th grade have access to a FACTS SIS account. FACTS SIS 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. Elementary students in 3rd – 5th grades are required to write all homework assignments in their agenda. In Kindergarten – 2nd grade, homework is communicated by the teacher in a daily folder.

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 an approved anticipated absence from school are required to turn in any homework assignments before they leave, 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 ensure 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 Break. 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 in a non-AP or Dual Enrollment course (with teacher approval) by fulfilling the following each semester:

- Attendance: Due to the COVID-19 presence, attendance will not factor into earning an exemption for the 2020-21 school year.
- Conduct: No level 2 or 3 violations and no more than ONE demerit issued.
- Grades: 90% or above in class.
- Service Hours: Complete FIVE hours with form by December 1st and complete TEN hours for the year with form by May 1st. Forms are available from the Dean of Student Services, upstairs bulletin board or front office.

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 FACTS SIS at any time to view grades, progress reports will be sent electronically every 4-5 weeks. Parent-teacher conferences are scheduled twice per year and are required for Kindergarten – 8th grade. 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 merit awards, celebration chapel and end of the year awards assemblies.

Celebration Chapel

On the last chapel 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. A student must have attended HCA the entire school year in order to be recognized for Honor Roll.

Graduation Credit Requirements

Graduation Credits for 2020-2021

Bible	4 (1 year for each HS year at HCA)
English/Language Arts	4
Mathematics	4
Science	4
History/Social Studies	4
Foreign Language	2
Health/PE	1
Electives (min 1 Fine Art or 3 rd year of a language)	<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. 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 6th – 12th grade students must take 6 courses, including on campus or online (with permission).
- 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 2 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 committee determining the selections

Media Center

The Media Center is available for elementary students. 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. Parents may check the status of their child's library account by accessing the HCA Library Link, located under Resources on the HCA webpage.

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. Secondary students are required to perform 10 hours of service per year including the summer prior to that year. No hours can be done during the school day.

Service projects are organized for students in all grade levels throughout the year. Elementary students participate in at least two service activities over the course of the year. Service days are required 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. Secondary students are required to complete 10 service hours outside of school and turn in their completed form to the Dean of Student Services. 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 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. Navy or white leggings may be worn under appropriate length skirts. Students may be denied attendance (an unexcused absence) at school and/or 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"> ▪ 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 or begins another after school activity. ▪ On Spirit Days, all tops and outerwear must be HCA spirit wear but do not have to necessarily feature the HCA logo.
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 consignment sale. ▪ Friday Spirit Wear will be available for purchase through the HCA Booster Club. (All Spirit Wear attire designs are approved in advance by administration.)
TOPS	<ul style="list-style-type: none"> ▪ Lands' End Brand Only (Preferred School #9000-9487-1) ▪ ALL shirts tucked in except girls Broad Cloth shirt. ▪ 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
BOTTOMS	<ul style="list-style-type: none"> ▪ The following colors will be allowed: Khaki (<u>TAN</u> only, not brown) 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, Capris for girls, Shorts or Skirts (both 2" 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. ▪ Skirts, Skorts, Shorts and Jumpers - MUST fit appropriately and can be no shorter than 2" above the kneecap at any time. If girls wear tights or leggings, the 2" rule remains the same. Tights must be solid white, khaki, navy, or black. ▪ On Fridays or Casual dress days, students may wear blue jeans or navy or gold athletic shorts (again, no more than 2" above the knee). Sweatpants or form-fitting athletic pants or tights/leggings are never authorized as outerwear during school. Jeans may not be ripped or torn. ▪ 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.

OUTERWEAR - including SWEATERS, CARDIGANS, SWEATSHIRTS & VESTS	<ul style="list-style-type: none"> ▪ Lands' End Brand Only (Preferred School #9000-9487-1) except Letterman Jacket ▪ During school hours, only official HCA monogrammed outerwear may be worn in school buildings. ▪ Crew Neck Cardigan, Zip Front Cardigan, Cable Sweater – Navy or Maize ▪ Sweater Vest – Navy or Maize ▪ Crew Neck Sweatshirt or Hooded Sweatshirt – Navy only (with small logo) ▪ 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 and tucked in. ▪ Fleece Vest, Jacket, or Pullover – Navy only.
BELTS	<p><u>Required for grades 1-12.:</u> 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"> ▪ No high heels. Secondary students ONLY may wear platforms and/or wedges no higher than 2". ▪ Closed toe, closed heel shoes must be worn. Athletic shoes are permitted. ▪ All students must wear athletic shoes for PE. ▪ Students are expected to wear socks with the appropriate footwear (athletic shoes, dress shoes, etc.). Socks may not be a distraction.
FRIDAY SPIRIT WEAR	<ul style="list-style-type: none"> ▪ Spirit wear consists of an HCA t-shirt or HCA hoodie. Jeans and navy or gold athletic shorts (no more than 2" above the knee) 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"> ▪ A casual day pass may only be used on a Monday unless specific permission is granted by the 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. ▪ 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./Physical Conditioning Uniforms (grades 4-9)	<p>Navy or gold t-shirt and loose-fitting shorts (no more than 2" 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. Volleyball shorts or shorts more than 2" above the knee will not be allowed.</p>

New students admitted after **July 30** will have 2 weeks from the date of enrollment 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. Students are expected to adhere to HCA’s discipline policy in and outside of school as we seek to partner with parents to build and reflect Christian character in our students.
- **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.

Student Rules

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:
 - 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.
 - All cellphones must remain in the classroom when a student leaves the class during the class period.
 - Cellphones, Apple watches, or similar devices may not be used to send or receive texts, calls, or emails during the school day.
 - Students may make calls home with teacher permission or 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.
 - For each violation, a demerit is issued. For a 1st or 2nd 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.
 - 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.

- 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.
- No student will be allowed to go out to the parking lot or his/her 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 the reputation of Horizon Christian Academy or others 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 student 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 (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 a warning, 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 4th demerit in a semester and every subsequent demerit. Additional measures include increased detention, lunch duty, possible extra-curricular probation/suspension, 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.

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). After accumulating 10 demerits, a student may be asked not to return to HCA.

Staff, parents, students and 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

- Biased, hurtful and offensive language, including racial slurs, epithets and jokes.
- Destructive act
- Dishonesty (lying, cheating, turning in other's work as the student's own. If flagrant or repeated, will be considered an honor violation.)
- 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 or pictures (including sexting), profanity, or gestures
- Subsequent violations of cell phone policy
- Failure to serve detention
- Accumulation of 4 Level 1 demerits
- 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
- Sexual activity
- Accumulation of 6 or more demerits
- 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, vapors, e-cigarettes, over-the-counter medications or other illegal or harmful substances whether it be on school property or outside school property.
- Weapons of any kind brought to the campus.
- 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. 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. "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 or student 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 receptionist (front.desk@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.

Personnel Contact List

Title	Name	Email	Phone Extension 678-947-0711
Head of School	Dean Unsicker	Dean.unsicker@hcaga.org	5101
Elementary Principal	Traci Jones	Traci.jones@hcaga.org	5106
Secondary Principal	Dr. Jenny Thomas	Jenny.thomas@hcaga.org	5217
Academic Support Program Director	Christy Chase	Christy.Chase@hcaga.org	5219
Admissions Coordinator	Cathy Ransom	Admission@hcaga.org	5100
Athletic Director	Damon Taylor	Damon.taylor@hcaga.org	5200
Dean of Academics	Lisa Stiles	Lisa.stiles@hcaga.org	5125
Business Office	Nancy Lloyd	Nancy.lloyd@hcaga.org	5124
Dean of Student Activities	Melanie Godwin	Melanie.godwin@hcaga.org	5215
Front Desk Receptionist	Cathy Ransom	Cathy.ransom@hcaga.org	5100
Facilities/Landscaping	Brett Gratz	Brett.gratz@hcaga.org	5104
Logistics Coordinator	Jean Markle	Jean.markle@hcaga.org	5102
Lunch Coordinator	Daphanie Waddy	lunch@hcaga.org	5302
School Chaplain	Steve Harmon	Steve.harmon@hcaga.org	5203
Registrar	Nancy Lloyd	Nancy.lloyd@hcaga.org	5124
School Counselor	Jaclyn Hitchcock	Jaclyn.hitchcock@hcaga.org	5214
School Nurse	Renee' Martin	nurse@hcaga.org	5127
Substitute Coordinator	Lucille Preston	Lucille.preston@hcaga.org	5015

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 Permission Form

Student Driver Permit #: _____

2020-2021

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: _____

Appendix B: High School Course Worksheet

Plan of Study & Credit Summary

Student: (Last/First) _____

Graduation Date: _____

^: meets required Hope Scholarship Rigor Requirements

* : required state course

** : HCA required

: Guidance Approval required

Summary of Graduation Requirements: 26 credits

<p>English (4 Credits)</p> <p>_____ 9th Grade Literature & Composition *</p> <p>_____ American Literature & Composition *</p> <p>_____ British Literature & Composition</p> <p>_____ Advanced Composition</p> <p>_____ AP Language & Comp ^ #</p> <p>_____ AP Literature & Comp ^ #</p> <p>_____ DE English ^ # 1101/1102</p> <p>0 Total</p>	<p>History/Social Studies (4 Credits)</p> <p>_____ World Geography</p> <p>_____ World History *</p> <p>_____ United States History *</p> <p>_____ Government * (1/2 credit)</p> <p>_____ Economics * (1/2 credit)</p> <p>_____ AP US History ^ #</p> <p>_____ AP or DE Psychology ^ #</p> <p>_____ AP Human Geography ^ #</p> <p>0 Total</p>
<p>Math (4 Credits - 1 credit beyond Alg II or Alg II/Trig)</p> <p>_____ Algebra I *</p> <p>_____ Geometry * (prerequisite Algebra 1)</p> <p>_____ Algebra II (prerequisite Geometry & Algebra 1)</p> <p style="text-align: center;">or</p> <p>_____ Algebra II/Trig # (prerequisite Geo & Alg 1)</p> <p>_____ Adv Alg & Trig ^</p> <p>_____ Statistics ^</p> <p>_____ Pre-Calculus ^</p> <p>_____ AP Calculus AB ^ #</p> <p>_____ AP Calculus BC ^ #</p> <p>0 Total</p>	<p>Science (4 Credits) (see 4 credits requirements below)</p> <p>_____ Biology*</p> <p>_____ Physical Science *</p> <p style="text-align: center;">or</p> <p>_____ Physics * ^ (prereq Alg II/Trig or Adv Alg & Trig)</p> <p>_____ Environmental Science</p> <p style="text-align: center;">or</p> <p>_____ Chemistry ^ (prerequisite Geometry & Alg 1)</p> <p>_____ Human Anatomy ^</p> <p>_____ DE Biology ^ # (prerequisite Biology)</p> <p>_____ AP Physics ^ # (prerequisite Physics)</p> <p>_____ AP Chemistry ^ # (prerequisite Chemistry)</p> <p>0 Total</p> <p>(4 Credits 1 biology*, 1 phys sci or physics *, 1 chem or enviro sci* & other)</p>
<p>Bible (4 Credits)</p> <p>_____ 9th Grade Bible **</p> <p>_____ 10th Grade Bible **</p> <p>_____ 11th Grade Bible **</p> <p>_____ 12th Grade Bible **</p> <p>0 Total</p>	<p>Physical Education & Health (1 Credit)</p> <p>_____ Personal Fitness * (1/2 credit)</p> <p>_____ Health * (1/2 credit)</p> <p>0 Total</p>
<p>Foreign Language (2 Credits same language)</p> <p>_____ Spanish 1 Other: _____</p> <p>_____ Spanish 2 ^</p> <p>_____ Spanish 3 ^ #</p> <p>_____ Spanish 4 ^ #</p> <p>0 Total</p>	<p>Electives (3.5 Credits minimum 1 fine arts)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>0 Total</p>

Appendix C: Secondary Anticipated Absence Form

HORIZON CHRISTIAN ACADEMY

2020-2021

In striving to be partners with parents and in support of families, we may excuse a planned family trip that cannot be scheduled otherwise. We ask that you and your student complete this form and return to the front desk 3 days before the first day of absence due to the family trip. The Principal will have the final decision on whether the absence is excused or not. All work/quizzes/tests should be completed before the trip or the grade will be 70% of the grade earned on any late work unless other arrangements are agreed to by the teacher.

Student's name: _____ Grade: _____

Trip information: _____

Dates missing school: _____

Teacher's signature and work needed to be done (use back if needed):

1st _____

2nd _____

3rd _____

4th _____

5th _____

6th _____

7th _____

Parent's Signature after the above signatures have been obtained:

Printed Name: _____ Date: _____

Number where you can be reached: _____

Appendix D: Elementary Anticipated Absence Form

HORIZON CHRISTIAN ACADEMY

2020-2021

In striving to be partners with parents and in support of families, we may excuse a planned family trip that cannot be scheduled otherwise. We ask that you and your student complete this form and return it to either the teacher or the front desk one week before the first day of absence due to the family trip. The Principal will have the final decision on whether or not the absence is excused. The teacher will fill out a blue absence form with required work and will communicate when all work/quizzes/tests should be completed. If missing work is not completed in a timely manner, the grade will reflect a late penalty.

Student's name: _____ Grade: _____

Trip information: _____

Dates missing school: _____

Parent's Signature: _____

Teacher's Signature: _____

Administration Signature: _____

Appendix E: Waiver of Liability Form

WAIVER OF LIABILITY AND HEALTH SCREENING AGREEMENT

Horizon Christian Academy (“HCA”) is hereby providing notice to me that it intends to reopen its school program on Thursday, August 6, 2020. I/we understand that HCA cannot protect my child/student and/or me from risks, which may be encountered as a result of my child attending the school and/or participating in any school-sponsored program. I/we realize there are natural, mechanical, and environmental conditions and hazards which independently or in combination with any activities engaged in while participating in this program may result in the exposure to certain risks including exposure to coronavirus (COVID-19), or other biological agents, virus or similar bacteriological agent, and the risk of being quarantined, or illness that may result in medical care, hospitalization or death.

I hereby state that I, on behalf of my child/student and myself, am an adult, over the age of 18, and legally competent to sign this form. I understand these inherent risks and dangers involved with participation in the school providing their services and acknowledge the existence of risks which are not obvious or predictable, and hereby intend this release to extend to injury or loss which results from both obvious or predictable risks, as well as risks that are unpredictable and not obvious and to extend to myself and my child/student, as applicable.

I hereby agree not to enter the campus of HCA nor permit my child/student to enter the campus of HCA if I/they have exhibited or been in contact with another person who has exhibited any of the symptoms currently listed by the Center for Disease Control and Prevention as Symptoms of Coronavirus within the previous 14 days.

In consideration of myself and my child/student, I/we, and any legal representatives, heirs and assigns, hereby release, waive, and discharge HCA, its officers, directors, employees, agents, and representatives from all liability for any loss or damage, and any claim or damages resulting therefrom, on account of any injury, illness or exposure to and/or contracting the coronavirus (COVID-19) or other biological agents, virus or similar bacteriological agent by me or my child/student attendance at and participation in the preschool and/or afterschool program, including any medical expenses, injury and/or death.

I agree to indemnify HCA, its officers, directors, employees, agents, and representatives from any loss, liability, damage, or cost that may be incurred due to my child/student participation in the aforementioned program, whether caused by the negligence of HCA or otherwise. I fully understand, on my behalf, and behalf of my child/student the risks associated with the aforementioned participation and assume any risk associated therewith.

This notice, release and indemnity agreement contains the entire agreement between and among the parties hereto, and the terms of this release are contractual and not a mere recital.

The parties to this agreement hereby agree that the interpretation and enforceability of this Release shall be governed by the laws of the State of Georgia.

I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by applicable laws and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I understand that by signing this agreement, I am giving up on behalf of my child/student and myself certain legal rights and remedies including the right for my child/student and/or myself to recover damages in the event of death, personal and/or bodily injury of any kind, property loss or damage, expenses of any nature whatsoever including attorney's fees, and other losses that my student(s) or that I may sustain in association with my child's participation in the program.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I SIGN THIS RELEASE VOLUNTARILY AS MY FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

Student Name

Student Name

Student Name

Student Name

Parent Name/Signature/Date

Parent Name/Signature/Date

