

# HORIZON

Appendix B

## CHRISTIAN ACADEMY

### 2023-24 Parent-Student Handbook

1270 Sawnee Drive, Cumming, GA 30040

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## Section 1: Introduction/Overview

### Welcome Message

Dear Parents and Students,

We are honored to have you as a part of the HCA family. This handbook is written with care as we view the use of this handbook as a tool to partner together. Our desire to be a God-honoring community requires mutual understandings, a community of grace, and reasonable and viable expectations of all community participants. Though we will never be able to cover every unique challenge and detail, this is our attempt to cover as much as possible.

We look forward to growing HCA together in the coming year as we pursue our common mission of preparing students to be world changers by partnering with families through Christ-centered education and community.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Shefchunas", with a stylized, cursive script.

Tom Shefchunas  
Head of School

## Mission Statement

***Preparing students to be world changers by partnering with families through Christ-centered education and community.***

## Vision

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

## Core Values

- **We commit to follow Christ's lead daily.**  
*"Then he said to them all, 'If anyone wants to follow after me, let him deny himself, take up his cross daily, and follow me.'" Luke 9:23*  
*"Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment." Matthew 22:37-38*
- **We commit to value unity and the uniqueness of every person.**  
*"Just as a body, though one, has many parts, but all of its many parts form one body, so it is with Christ. For we were all baptized by one Spirit so as to form one body - whether Jews or Gentiles, slave or free - and were all given the one Spirit to drink." 1 Corinthians 12:12-13*  
*"Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6*
- **We commit to continually improve individually and organizationally.**  
*"And whatever you do, work at it with all your heart, as working for the Lord, and not human masters." Colossians 3:23*  
*"I am sure of this, that he who started a good work in you will carry it on to completion until the day of Christ Jesus." Philippians 1:6*
- **We commit to pursue integrity individually and as a school.**  
*"Be careful to live properly among your unbelieving neighbors. Then even if they accuse you of doing wrong, they will see your honorable behavior, and they will give honor to God when he judges the world." 1 Peter 2:12*
- **We commit to parents as the primary spiritual leader of their child.**  
*"These words that I am giving you today are to be in your heart. Repeat them to your children. Talk about them when you sit in your house and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:6-7*
- **We commit to foster servant hearts.**  
*"For you were called to be free, brothers and sisters; only don't use this freedom as an opportunity for the flesh, but serve one another through love. For the whole law is fulfilled in one statement: Love your neighbor as yourself." Galatians 5:13-14*  
*"... whoever wants to become great among you will be your servant, and whoever wants to be first among you will be a slave to all. For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many." Mark 10:43-45*
- **We commit to improve our community.**  
*"And we urge you, brothers and sisters, warn those who are idle and disruptive, encourage the disheartened, help the weak, be patient with everyone." 1 Thessalonians 5:14*  
*"And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments." Matthew 22:39-40*

*"A new command I give to you: Love one another. As I have loved you. So you must love one another. By this everyone will know that you are my disciples, if you love one another." John 13:34-35*

## Statement of Faith

### WE BELIEVE...

- The Bible, as originally given by God, is divinely inspired, infallible, entirely trustworthy, and the supreme authority in all matters of life, faith, and practice.  
*1 Timothy 3:16; 2 Peter 1:21*
- There is one God, eternally existent in three persons - Father, Son, and Holy Spirit. Jesus Christ was fully God, yet fully man, born of a virgin, and lived a sinless life, performing many miracles. We acknowledge His substitutionary death, resurrection, ascension and individual mediation for us, and eagerly await His personal return in power and glory.  
*Matthew 28:19; Deuteronomy 6:4; 2 Corinthians 5:21; Isaiah 7:14; Hebrews 4:15; 1 Peter 2:24; 1 Corinthians 15:3; John 11:25; Mark 16:19; Acts 1:11*
- All people are created uniquely in the image of God to have fellowship with him but became alienated in that relationship through sinful disobedience. A reunion, called salvation, is possible only by faith in Jesus Christ, apart from works, through the regeneration of the Holy Spirit.  
*Titus 3:5; Romans 3:23; Ephesians 2:8-9; 1 Corinthians 12:12-13; Genesis 1:26*
- The Holy Spirit indwells the believer and enables us to live a holy life and to witness and work for the Lord Jesus Christ, uniting us as the Church, the Body of Christ.  
*Acts 1:8; Ephesians 1:13-14; Galatians 5:16; 1 Corinthians 12:12-13*
- Everyone will be resurrected - the believer to eternal life with God, the unbeliever to eternal separation from God.  
*John 5:28-29; 1 Thessalonians 4:13-18; Matthew 25:41; Daniel 12:2*

## Statement of Life and Conduct

HCA is committed to its institutional mission to prepare students to be world changers by partnering with families through Christ-centered education and community. Since the founding of the school in 2000, those core beliefs have formed the foundational truths from which it operates as an educational ministry.

As a Christian community, HCA distinguishes itself by its covenantal commitments guided by our statement of faith and core values with participating families and staff members. In addition, due to the complexities of the operations of a K-12 school that includes multiple denominations, we want to be clear on some of the beliefs that will guide everyday decisions, policies, and school life. Our faculty, as ministers to our community, have committed to this statement and we ask all participating families understand and be aware of it.

Our desire to be a God-honoring community requires that we seek to understand each other's perspectives, extend grace often, and hold reasonable and realistic expectations of our community's participants. It is the aim of HCA to promote Christian freedom by encouraging personal responsibility without becoming legalistic.

*"In the essentials unity, in nonessentials diversity, and in all things charity." – Meldenius*

- **Basic Assumptions** - HCA is dedicated to maintaining its identity as a Christian academic community of administration, Board, staff and student families who will:
  1. Identify themselves as Christians by virtue of the grace of God and their personal commitment to Jesus Christ as Lord and Savior.
  2. Recognize the Bible to be God's inspired, infallible, and authoritative source of Christian doctrine and precepts.
  3. Possess a desire to grow in both knowledge and behavior as a result of a commitment to the work of the Trinity in our lives.
  4. Commit to regular participation in a local church and personal faith disciplines.
  5. Understand they have become part of a non-denominational, orthodox Christian community, in which unity is to be sought while diversity within orthodoxy is to be respected and valued.
  6. Understand that the Board of Directors is HCA's final interpretive authority on the Bible's meaning and application as it relates to HCA's faith, doctrine, practice, policy and discipline.
  7. Be concerned and prayerful about the welfare of all individuals within the community.
  8. Assume responsibility for their own behavior as it reflects upon their Lord, the school community, and themselves, particularly in the area of personal freedom where discretion, moderation, and restraint must be practiced.
  9. Consider carefully the images and comments they post to social media and how it reflects on themselves and the families of HCA.
  10. Accept the biblical obligation to submit to governing authorities, whether national, local, or institutional.
  11. Recognize that everyone has sinned and fallen short of the character and design to which God has called them, and that redemption for those sins is found only through Jesus Christ our Savior and Lord.
- **Biblical Principles** – HCA's Board, administration and staff recognizes and affirms the following scriptural principles are foundational to life in our covenantal, school community:
  1. Life within the Christian community must be lived for the glory of God, daily conforming ourselves to the image of Christ, and recognizing the Lordship of Christ in all aspects of our shared work. (Matthew 22:36-38, I Corinthians 10:31, Colossians 3:9, 10, 17)
  2. An abiding love for and accountability to Jesus motivates all of our actions in this community of believers. (John 15:12-17, I John 4:7-12)
  3. The words and actions of members in this community are not solely a private matter. They are called to pray for each other, go to each other in love when dissensions or concerns arise, and hold each other accountable for the implications of their attitudes and conduct. (Matthew 18: 15-17)
  4. Attaining common goals and ensuring an orderly community life necessitates subordination of individual prerogatives. Christian freedom also includes the option of not doing some things in order to contribute to the common spiritual and emotional good of the students we serve as well as promote the betterment of Christian community of which we are a part. (I Corinthians 8:9-13, 9:19-23, 10:23-33)
  5. HCA recognizes that certain attitudes are expressly condemned in Scripture. These include, but are not limited to: greed, jealousy, pride, lust, needless anger, an unforgiving

- or rebellious spirit, harmful discrimination, and prejudice. (Galatians 5:19-21, I Corinthians 6:9-10)
6. God's Word prohibits certain behaviors. These include, but are not limited to: theft, lying, cheating, plagiarism, slander, profanity, vulgarity, any sexual activity outside of a Biblical marriage, pornography, drunkenness, immodesty, occult practices, and heresies. (Galatians 5:19-21, I Corinthians 6:9-10, I Timothy 1:9-10, Romans 1:26-27, Colossians 3: 5-7)
  7. The Bible defines marriage as a sacramental covenant between one man and one woman; God-designed human sexuality is expressed and affirmed within a monogamous, heterosexual marriage. (Genesis 2: 23-24, I Corinthians 6: 9-10)
  8. Christians are compelled by Scripture to believe that God creates life in the womb of a mother and that life, being divinely ordained, is sacred and should be protected and preserved by a Christian community. The Bible also affirms that the sexual nature and identity of a person is determined by God at conception. This God-given gender is recognized and verified by a legal document at the time of birth. (Psalms 139:13-15, Psalms 22:10-11, Galatians 1:15, Genesis 1:27)
  9. Scripture teaches that all of our actions should be God-honoring. We seek, therefore, to be selective in personal choices recognizing the influence of our decisions impacts the HCA community and the broader body of Christ. (Romans 12:2)

## Section 2: Admissions

### Admission

It is understood that being a student at HCA is a privilege and not a right. HCA seeks students and families that desire to be in a Christ-centered educational environment and students that are willing to put forth effort in their growth and improvement in all areas. We look for evidence supporting these traits in the application and during the interview process. As a covenant school, at least one parent or guardian should have a written statement of a personal relationship with Jesus Christ as their Savior and a desire for their child to grow closer in their relationship with Jesus. In addition, families must sign the Acceptance and Agreement Acknowledgement Form in this handbook, recognizing support for the school's Statement of Faith and operating policies.

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

***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.***

### Enrollment Process

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

**Step 2: Complete an online application at [www.hcaga.org](http://www.hcaga.org).**



**Step 3: Pay the \$125 non-refundable application fee.**

This fee is paid online once you have submitted your online application.

**Step 4: Submit the following documents prior to the family interview.**

Documents can be obtained for you from your current school by signing a transcript release form.

- Copies of standardized testing
- Discipline records
- Teacher evaluations and/or 2 letters of recommendation
- Current grades/transcript

**Step 5: Participate in a family interview.**

Once an application has been submitted, the Admissions Director will contact you to schedule a family interview. Though both parents are invited to attend family interviews, we ask that at least 1 parent and the prospective student be present. Following the interview, prospective students may be asked to take a math, writing and/or reading assessment.

**Step 6: HCA Admission Committee meets.**

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

**Step 7: Final decisions are communicated to prospective families.**

***Please note: If applying for financial aid, families must complete all steps of the admissions process before any financial aid may be awarded.***

**2023-24 Tuition**

- |                    |          |                                   |
|--------------------|----------|-----------------------------------|
| • Kindergarten     | \$9,150  | (\$8,650 + \$500 Enrollment Fee)  |
| • 1st – 5th Grade  | \$12,850 | (\$12,350 + \$500 Enrollment Fee) |
| • 6th – 12th Grade | \$14,250 | (\$13,750 + \$500 Enrollment Fee) |

Tuition costs include textbooks, non-athletic and fine arts activity fees, yearbook, and a student photo package. There are additional costs for uniforms, athletics, and an optional lunch program. We also ask that families prayerfully consider participating in our Annual Fund.

**Non-Refundable Fees****Enrollment Fee**

An Enrollment Fee of \$500 is due upon acceptance for each student. The Enrollment Fee is included as a part of the total tuition as noted above. The Enrollment Fee cannot be prorated and is non-refundable. Student Enrollment Fees and signed enrollment forms for returning students are due by February 28, 2023. We cannot guarantee a place for returning students after February 28th without payment and the signed enrollment forms.

## Other Fees

- New Student Application Fee \$125
- Senior Fee \$350
- International Student Fee \$2,000
- International ESL Resource Fee \$1,800
- Academic Screening (Level 2) \$75

## 412 Fees

- **Elementary**
  - SMART \$2,550
  - Reading Support \$2,500
  - Math Support \$2,500
  - Resource (both Reading and Math) \$4,500
  - Elementary Monitoring (3<sup>rd</sup>-5<sup>th</sup> grade) \$350  
Elementary Monitoring includes creating a 412 plan from existing documentation (504, IEP, Ed Psych), accommodations, and frequent check-ins.
- **Secondary**

Basic Secondary 412 Monitoring includes a 412 Plan created from professional evaluations, classroom accommodations, communication with parents, monitoring student performance (grades, homework, missing assignments), consulting with students and parents, conferences as needed and Academic Planning Conference, coordination of outside therapies, and Standardized Testing Accommodations (with appropriate documentation). Valid, recent documentation required including, but not limited to, 504, IEP, Ed Psych testing.

  - Middle School Monitoring: \$1,600  
Middle School 412 Monitoring includes the Basic Secondary Monitoring listed above, plus Study Hall class where the student is assisted by a teacher with homework, planning, study skills, projects, student check-in several times a week to go over agenda, planning, maintaining assignments, grades, etc.

Academic Progress Monitoring will be administered in the Fall and Spring in student's area of concern and communicated with families.

  - High School Monitoring:
    - High School 412 Monitoring – Level 1 - \$850  
Includes Basic Secondary Monitoring.
    - High School 412 Monitoring – Level 2 - \$1,600  
Same as Middle School Monitoring.
  - Secondary add-ons:
    - Standard Testing Lab: \$1,000  
Includes small group testing in a quiet space. Students must have this recommendation from a valid, up-to-date Ed Psych report. Students utilizing Testing Lab must first be enrolled in 412 Monitoring Program.
    - Additional Individual Testing Support: \$1,000+  
Based on level of support requested.

## **Tuition Discounts**

All discounts are netted against tuition only (excludes Fees). Total combined discounts are limited to 50% of a student's tuition.

Discounts are listed below in the order they will be applied. Each discount is applied on the net tuition due after financial aid, and after the previous discount has been applied.

### **Early Commitment Discount**

Current students can “lock-in” the 2022-23 tuition for the 2023-24 school year by paying your 2023-24 Enrollment Fee in full before February 28, 2023. The Early Commitment Discount is designed to reward families who reenroll before March 1st, thereby helping the school administration plan for our next school year.

- 2022-23 Tuition for 1<sup>st</sup>-5<sup>th</sup> Grade students: \$11,900 (\$11,400 + \$500 Enrollment Fee)
- 2022-23 Tuition for Secondary students: \$13,250 (\$12,750 + \$500 Enrollment Fee)

This discount is not available to new applicants (including Kindergarten applicants, as the tuition for Kindergarten is already heavily discounted).

### **Multi-Child Discount**

- Child 1: Pays full tuition
- Child 2: 12% tuition discount
- Child 3+: 25% tuition discount

HCA employees should refer to the Employee Manual for increased Multi-Child Discount percentages.

### **Ministry Leaders Discount**

There is a 25% discount on tuition for full-time church and parachurch ministry leaders. Eligibility is determined by the HOS and should be requested at the time of acceptance.

### **Pre-payment Discount**

A discount is offered for those wishing to prepay the full year's tuition in advance. This discount is applied on the net balance due after any financial aid and/or GSN payments are applied.

- A 6% tuition discount is offered if paid on or before February 28<sup>th</sup>.
- A 5% tuition discount is offered if paid on or before March 31<sup>st</sup>.
- A 4% tuition discount is offered if paid on or before April 30<sup>th</sup>.
- A 3% tuition discount is offered if paid on or before May 31<sup>st</sup>.
- A 3% tuition discount is offered to new families to HCA if paid within a week of acceptance if after May 31<sup>st</sup>.

## **Financial Policies**

You may either make a one-time payment in full, or choose a tuition payment plan through our automatic tuition management system (FACTS). Automatic payments can be made from a checking or savings account or from select credit cards. A transaction fee will be charged on credit card payments.

Application Fees, Enrollment Fees and International Fees are non-refundable. 412 Program Fees and Senior Fees are non-refundable after commencement of classes.

Parents are required to contact the Business Manager immediately if they are unable to pay the monthly tuition. If a parent is more than 90 days late on a tuition payment, HCA Administration may remove the student(s) from the school.

### **Tuition Refund Policy**

Application Fees, Enrollment Fees and International Fees are non-refundable. 412 Program Fees and Senior Fees are non-refundable after commencement of classes.

Parents wishing to withdraw a child from school must provide written notice to the Head of School. The notice is to indicate the expected last date of attendance and be signed and dated by the Parent(s).

- Parents withdrawing prior to the commencement of classes are entitled to a refund of all monies paid, minus Application Fees, Enrollment Fees and International Fees.
- After the commencement of classes, the tuition refund, minus any nonrefundable fees, will be determined as follows:
  - Withdraw during 1st Academic Quarter - 75% - \$1,500 Early Withdrawal Fee
  - Withdraw during 2nd Academic Quarter - 50% - \$1,000 Early Withdrawal Fee
  - Withdraw during 3rd Academic Quarter - 25% - \$500 Early Withdrawal Fee
  - Withdraw during 4th Academic Quarter – No Refund Given.

Records will not be forwarded to any school if tuition, fees, and/or fines are owed to HCA. No report cards or official transcripts will be issued until account is paid in full.

### **Financial Aid**

The vision of HCA is to be a leading private Christian school in Forsyth County in providing academic and spiritual training to develop lives that glorify Jesus Christ. As a privately-funded school, the tuition for this academic and spiritual training is what ultimately allows HCA to thrive and grow. We recognize that future leaders and world changers may be students sitting within the walls and building on this campus. We want to be a driving force in educating and mentoring these students but understand that financial constraints may be present for some families. We are aware of these challenges and have established scholarships to aid those in need.

HCA's Scholarship Committee has been established to review and discuss the information provided by third-party organizations that have assessed the financial needs of the families. All data and information shared within this committee is considered confidential. This committee understands the missions and founding principles of the school, and that HCA does not discriminate on the basis of race, color, or national origin in the administration of its educational, admission, or employment policies.

The HCA Scholarship Committee gives preferences to families in need of financial aid and decides additional awards based on merit and other considerations. The Financial Aid season runs January-May prior to the upcoming school year. A link to apply for financial aid will be available in reenrollment agreements and available through the HCA App. It is important to make sure all requested information is submitted through the portal. The committee will not award scholarships to applicants with missing information.

Students **MUST** be enrolled in order to be considered for financial aid. This requires payment of application fee (new families) and enrollment fee of \$500 per student.

No financial assistance is awarded unless a family has first applied through financial aid portal. Phase One of Scholarships will be awarded by mid-March. Additional phases will be awarded monthly. New families will have the availability to apply upon enrollment. Families will be required to have 2021 tax returns and 2022 W2/1099s when applying for financial aid.

In the event the financial aid awarded to a student is not enough to make HCA a financially feasible option for a family, the family may request a refund request of the \$500 enrollment fee. Withdrawal requests must be made within 10 days of the date financial aid award is sent to receive refund. Application fees are non-refundable.

HCA awards scholarships through various programs across the state of Georgia. The two most common accepted scholarships at HCA are through the Warrior Scholarship and Georgia Student Scholarship Organization (GaSSO). These programs are detailed below along with the specific criteria required of each applicant.

### **Financial Needs and Qualifications**

HCA does not audit or review personal financial information for current or potential families. HCA uses a third-party organization through FACTS, to collect all personal information in order to perform the analysis requirements for financial needs. FACTS sends all data to HCA in a format that prioritizes the financial need of each applicant. The HCA Scholarship Committee uses this data, along with external factors including, but not limited to, service to the school, and other factors that may be considered value added opportunities for the school.

All information presented to the Financial Aid Committee is masked, in order to preserve a fair and balanced decision for all families. Final decisions are made based on three (3) main areas of focus. This criteria includes, but is not limited to,

1. **Available funding requested by applicants.** While we wish there were unlimited funds for scholarships, our budget only allows for a limited amount. With multiple applicants each year, we are forced to make the tough decision based on the funds we have available. Please be advised, as a general rule, the committee does not award scholarships in excess of 40% of a student's tuition.
2. **All required documentation is submitted.** Consideration for financial aid requires multiple forms of financial records. This information is submitted by the applicant to a third-party organization, also known as FAST. That organization provides our committee with an overall recommendation for scholarships. The HCA Financial Aid Committee never sees the applicant's personal information. The information provided to us simply advises how much is recommended based on the financial data submitted by the applicant. FAST advises the committee when all personal financial information is submitted. The HCA Financial Aid Committee does not award aid until ALL information is submitted to FAST. In the event the committee receives an application without the required documentation, the committee will not award aid until all required information is submitted.
3. **Financial need of the families.** Once the committee receives the recommendations from FAST, the committee considers all financial needs and special requests. It is always recommended that families with extenuating circumstances, special requests, or considerations, submit a letter with their application. Please be advised that financial aid is discussed based on the family need but is awarded per student.

It is important to know that scholarships are awarded based on annual reviews. Families must apply every year under the same requirements of submitting personal financial data to be considered for financial aid. Awards are not guaranteed from year to year. Scholarship amounts may vary based on the amount of financial aid available and the number of applicants.

### **Warrior Scholarship**

HCA offers Warrior Scholarships within the school for families that need financial assistance. The school budgets an allotted amount each year that can be used for this scholarship. Families must be in good standing with the school. This is awarded based, primarily, on the financial needs of the family. Scholarships are reviewed based on the information received from FAST.

### **Georgia Student Scholarship Organization Inc. ("GaSSO")**

GaSSO is a state-registered Student Scholarship Organization ("SSO"), as well as a 501(c)(3) non-profit organization, whose function is to facilitate the process of distributing tax credits in exchange for redirected tax payments in order to distribute funds for private school tuition scholarships.

These scholarships are available to specific students as a result of the 2008 passing of the Georgia Qualified Education Expense (QEE) Tax Credit Program. The program, as detailed in Georgia House Bill 1133, which allows Georgia residents to redirect their state income tax to fund scholarships at private schools in Georgia. Under this program, individuals and corporations can make their usual state tax payments directly to an authorized non-profit organization (like GaSSO), who will then fund scholarships at private schools in Georgia, including the school recommended by the taxpayer (i.e. HCA). By law, the taxpayer cannot designate their payment to specific students for scholarship awards. In accordance with this law, HCA does not allow parents to designate their GaSSO funds to specific students. These funds are directed to HCA from the SSO and are used to distribute fairly and confidentially as required by Georgia Law. The HCA Scholarship Committee is responsible for determining which students are selected for these scholarships and how much is awarded to each student. Only families who apply through the school's financial aid program and meet eligibility requirements can qualify to receive SSO funds.

GaSSO Scholarships are processed electronically through the HCA Business Office. Families will receive an email to accept the funds which allow GaSSO to transfer them to HCA. The family is responsible for any balance due after all funding is applied. Individuals interested in redirecting their state tax payments through this program to provide scholarships for HCA are encouraged to visit <http://www.georgiasso.us> for more information.

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

### **Georgia Special Needs ("GSN") Program**

GSN funds are provided through the state of Georgia to students with specialized learning needs. This funding can be used to offset tuition costs at participating private schools in the state of Georgia. An estimated credit for expected GSN Scholarship payments will be credited to the applicant's 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. This scholarship

is paid to the parent(s) of the student. The payment is endorsed to HCA by the parent(s) and used as an additional form of tuition payment to the school. The family is responsible for any balance. Additional information is available at <https://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>.

## Section 3: General School Procedures

### School hours

Elementary (K-5 <sup>th</sup> ):	8:00 am – 3:00 pm (2:00 pm on Wednesdays)
Secondary School (6 <sup>th</sup> -12 <sup>th</sup> ):	8:00 am – 3:15 pm (2:15 on Wednesdays)
Front Desk/Business Office Hours:	7:30 am – 3:30 pm

### Arrival/Dismissal of School

#### Arrival

Morning carpool drop-off begins at 7:30 am for everyone at the main office entrance. **Supervision does not begin until 7:30 am.** Students should report to their assigned area of the gym until released to go to class at 7:50 am. All students should be in their classroom no later than 8:00 am. Students arriving late must sign in at the front office and receive a pass to be admitted to class. Non-driving students must be signed in by their guardian or authorized student driver.

#### Dismissal

##### Elementary

Dismissal of elementary students begins at 3:00 pm on Mondays, Tuesdays, Thursdays, and Fridays (MTTF), and 2:00 pm on Wednesdays, at the main office entrance. Teachers will escort their class to the designated dismissal area. All authorized individuals picking up elementary students must have a carpool-identification card displayed clearly.

Elementary students with secondary siblings will be dismissed with their siblings at 3:15 pm on MTTF, and 2:15 pm on Wednesdays at the main office entrance.

##### Secondary

Dismissal of secondary students begins at 3:15 pm on MTTF (2:15 pm on Wednesdays), in the upper parking lot. Secondary students should proceed to the pick-up line as efficiently as possible. Any secondary students who have not been picked up by 3:30 pm on MTTF (2:30 pm on Wednesdays) must report to the carpool staff on duty and should not be loitering in the parking lot.

Secondary students with elementary siblings will collect their siblings in the main lobby and exit together through the main office entrance.

Any students not picked up by 3:30 pm on MTTF (2:30 pm on Wednesdays) will need to report to the after-school program and will be charged an additional fee.

## Car Line Procedures

**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 3<sup>rd</sup> 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 pm on MTTF (1:50 pm on Wednesdays). Secondary students will not be allowed to check out during elementary carline (approximately 2:50-3:08 pm on MTTF and 1:50-2:08 pm on Wednesdays). 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 unrelated 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 or other unexcused absence may be considered excused if an HCA Anticipated Absence Form is obtained by the student at the front desk, completed by all the teachers, signed by the parent, given to the front desk 3 days before the absence and approved by the building level principal. All work/quizzes/tests should be completed prior to the absence for 100% of the grade earned. Grades on work completed after the absence will be graded at 70% of the grade earned unless other arrangements are agreed to by the teacher.



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](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. Students must be at school by 11:15 am and stay through the end of the school day (unless there is a doctor's note from a scheduled appointment) in order to participate in any extra-curricular activities that day. 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 (6th-12<sup>th</sup>), and UP Week (fka Spiritual Growth Week) are required events for students in the respective grades.

### **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 of upmost importance. Parents and students are encouraged to leave earlier than needed to arrive on time to school in case there is unexpected traffic. 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 in grades K-5 arriving after 8:00 am will need to be accompanied by an adult (or their authorized student driver) 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. Administration reserves the right to excuse tardy arrivals when events are delaying several families.
5. Multiple unexcused tardies per semester will result in the following consequences for students:
  - "Tardy to school" 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. Tardy to class is handled by the teacher.

- 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” tardies to school: The first 4 unexcused tardies to 1<sup>st</sup> period in a semester are “free”. This leeway allows for traffic, etc. The 5<sup>th</sup> unexcused tardy to the start of school during a semester, and every subsequent tardy (i.e. 6<sup>th</sup> tardy, 7<sup>th</sup> tardy, etc.), results in a discipline slip and eventual detention and demerit. One demerit results in a student not earning an exam exemption.

### Health and Safety Procedures

Students should be kept home when they are 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) 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.

**Please contact the school nurse immediately if your child is diagnosed with COVID-19, is experiencing COVID-19 symptoms, or (if unvaccinated) has been exposed to someone with COVID-19. The school nurse will determine next steps based on your child’s vaccination/immunity and the most current recommendations by the CDC and guidance from trusted medical professionals.**

### 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 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. Students may create a concession account and keep money on hand with the Lunch Coordinator. Lunch concession balances can be checked on your FACTS SIS account, under Family Billing. When the balance falls below \$5 a note will be sent home requesting a replenishment

of funds. Funds can be replenished via FACTS or check. If paying by check, a locked box is located at the front desk for lunch concessions payment. Please put “lunch concession” in the memo line.

Elementary note: Students will have one day a week that they may purchase concessions unless they have forgotten to bring a lunch. Classroom teachers will communicate concession information for each grade level. Kindergarten students should bring a lunch that does not require a microwave.

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. In order to help establish lunch procedures, we ask that Kindergarten parents do not attend lunch for the first two weeks of school.

### **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 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, the HCA App, and HCA social media outlets. A newsletter is regularly distributed throughout the year summarizing upcoming events, announcements, and school developments.

Families are encouraged to download the HCA App to access announcements, calendars, resources links, and all school related information. HCA has also integrated an emergency text alert system that will ensure important announcements relating to weather, lockdown, and emergency events are sent immediately to families. Parents must have an active mobile number on file through the FACTS system to ensure they receive the notifications.

### **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. 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. Please call ahead of time to schedule visits and receive approval from the grade-level principal ([front.desk@hcaga.org](mailto:front.desk@hcaga.org)). 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 allowed on the playground only if a staff member is present and approves. 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.

Parents are encouraged to include a valid mobile number on file through FACTS system to ensure they receive the notifications through the FACTS Emergency Alert Text System.

## 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](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.

### **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 12<sup>th</sup> 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 3<sup>rd</sup> – 5<sup>th</sup> grades are required to write all homework assignments in their agenda. In Kindergarten – 2<sup>nd</sup> 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 may 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: Cannot have more than FIVE unexcused absences.
- Conduct: No demerit issued by administration.
- Grades: 90% or above in class.
- Service Hours: Complete FIVE hours with form by the Fall Deadline and complete TEN hours for the year with form by the Spring Deadline. Deadlines will be announced in advance. Forms are available from the HCA Website or front office.

## Grading Scales

Kindergarten and 1<sup>st</sup> Grade will receive a 1, 2, 3 or 4.

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

“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 – 5<sup>th</sup> 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 both semesters of the school year. High Honor Roll is awarded to students with all A’s both semesters. A student must have attended HCA the entire school year in order to be recognized for Honor Roll.

## Graduation Credit Requirements

Graduation Credits required for 2023-24 are outlined in the High School Course Sequence (Appendix B).

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 High School 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 6<sup>th</sup> – 10<sup>th</sup> grade students must take 6 courses per semester on HCA campus.
- 11<sup>th</sup> grade students must take 6 courses per semester on HCA campus, including online dual enrollment classes.
- 12<sup>th</sup> grade students generally must take 6 courses per semester, including dual enrollment classes. Students who have accumulated more credits than traditionally achieved by the beginning of their senior year (through additional dual enrollment and/or summer classes) may be approved to take 5 courses per semester their senior year (with permission from HCA's Academic Dean and High School Principal).
- All dual enrollment classes require prior permission from HCA's Academic Dean.
- 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 in school suspensions or above 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.

## High School Transcripts

All high school level classes taken in middle school will be included on the high school transcript. This means the grade earned for the course WILL accompany the high school credit on the transcript. HCA does not award credit without a grade.

## 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 the 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.

Service projects may be 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. TEN service hours are required for our middle school and high school students to be served outside of school hours within the school community. Other service opportunities are also publicized through Bible classes or your church throughout the year. Secondary students should turn in their completed service form to the Assistant Principal. 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 will administer the Iowa Test of Basics Skills to students in K – 8<sup>th</sup> grades. These tests are usually administered in late March/early April. The CogAT is given to students in 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades. All students in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades (and invited 8<sup>th</sup> graders) take the PSAT in the fall at HCA, and 11<sup>th</sup> graders should take the SAT or ACT in January or February and again by May or June of their junior year.

### Retests and Academic Probation

Secondary 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 Academic Dean.

### 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 be 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 immodest 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 should be neat, clean and not distracting in the opinion of the administration. Bangs should not extend past the eyebrows. If dyed, hair must be a natural human hair color. Boys must maintain a neat style that does not extend past the collar in back nor over the ears on the front, 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. Elementary girls should not wear artificial nails of excessive length.

### 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>
UNIFORM 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</li> </ul>
UNIFORM 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 purchased 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 4" 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 4" above the kneecap at any time. If girls wear tights or leggings under shorts/skirts, the 4" rule remains the same. Tights must be solid white, khaki, navy, or black.</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 Jackets.</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 (with small logo)</li> <li>Only Lands' End sweatshirts or hoodies with the small HCA academic logo may be worn in the building Monday – Thursday.</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><u>Required for grades 1-12:</u> Leather or canvas, in solid color or conservative pattern. Girls may wear decorative leather or canvas belts that are not a distraction.</p>

FOOTWEAR	<ul style="list-style-type: none"> <li>No high heels. Secondary students ONLY may wear platforms and/or wedges no higher than 2".</li> <li>Closed toe, closed heel shoes must be worn. Athletic shoes are permitted. All students must wear athletic shoes for PE.</li> <li>Light up, wheelies or other distracting shoes are not permitted.</li> <li>Students are expected to wear socks with the appropriate footwear (athletic shoes, dress shoes, etc.) Socks may not be a distraction.</li> </ul>
FRIDAY SPIRIT WEAR	<ul style="list-style-type: none"> <li>Tops: All tops, hoodies, and outerwear must be HCA-branded spirit wear but do not have to necessarily feature the HCA uniform logo.</li> <li>Bottoms: <ul style="list-style-type: none"> <li>Students may wear blue jeans (no holes or rips/tears), navy or gold athletic shorts or skirts (no more than 4" above the knee), or navy loose-fitting track-style athletic pants.</li> <li>Sweatpants or form-fitting pants or tights/leggings are never authorized as outerwear during school unless otherwise approved by Administration.</li> <li>Uniform bottoms are always permitted.</li> </ul> </li> <li>Belts are not required and shirts may remain untucked.</li> </ul>
CASUAL DAY PASSES	<ul style="list-style-type: none"> <li>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 modest 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.</li> <li>Any wording on tops should be uplifting and Christian appropriate.</li> <li>Bottoms: <ul style="list-style-type: none"> <li>Students may wear jeans (no holes or rips/tears), shorts/skirts (no more than 4" above the knee), or loose-fitting track-style athletic pants.</li> <li>Sweatpants or form-fitting pants or tights/leggings are never authorized as outerwear during school unless otherwise approved by Administration.</li> <li>No wording may appear on the "seat" of the pants.</li> <li>Uniform bottoms are always permitted.</li> </ul> </li> <li>Belts are not required and shirts may remain untucked.</li> </ul>
P.E./PHYSICAL CONDITIONING UNIFORMS	Navy blue or gold t-shirt and only solid navy blue Lands' End mesh gym shorts with the HCA logo ironed on the leg. Navy blue sweatshirts/sweatpants with HCA wording are optional and may be purchased through Lands' End or the Booster Club. No other shorts will be allowed outside of the Lands' End mesh gym shorts. Athletic shoes are required.

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. Students must be in their classroom by 8:00 am. 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. Students must be at school by 11:15 am and stay through the end of the school day (unless there is a doctor's note from a scheduled appointment) in order to participate in any extra-curricular activities that day.
- **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, including cellphones or other devices used to send or receive texts, calls, or emails.
  - Secondary students: Phones, laptops, and other devices must be turned off and out-of-sight throughout the entire duration of the school day, except when needed for classroom instruction. All cellphones must be checked in at the start of every class and remain in the classroom when a student leaves the class during the class period.
  - Elementary students: Phones must be turned off and in their backpack throughout the entire duration of the school day.
  - Smart watches are not permitted for any grade during school hours.
  - 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 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 to retrieve the phone from the front desk student or a student will be required to check their phone in at the front desk when coming to school and retrieving it at the end of the day for a designated time. Further discipline will also result as outlined in the discipline section below.
  - 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 or front desk. 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).
- Cell phones with cameras are not permitted in bathrooms or locker rooms.
- Students are not to lie, cheat, steal, nor 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.

Students are not permitted to film videos on HCA campus, at HCA events, and/or that include employees/students in HCA attire to be distributed to others through social media or otherwise

(particularly “TikTok”-type videos) without prior approval from the respective Principal and all students included on the video. When in doubt it is a better choice not to post.

Staff members should not friend/follow students and vice versa on social media.

### **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.

### **Discipline**

The discipline philosophy is based on several key values. As a Christian school, HCA will not be defined by the discipline issues our students experience, but how we respond. All students will make mistakes. In the end, we are all individuals responsible for our own actions and the way we treat each other. We believe that behavior is primarily the responsibility of each student. HCA administration has created a discipline policy that gives each student opportunity for correction at each level. While attending HCA is a privilege, we also believe that every student has the right to a safe environment. Students who do not take responsibility for their own actions cannot and will not be allowed to remain enrolled at HCA. It is our sincere hope that this policy gives us all the structure to handle issues while they are still minor.

Discipline begins in the classroom with the teacher implementing several strategies to minimize classroom disruptions, including verbal and nonverbal cues, and clear and well-defined behavior expectations. If the behavior in the classroom continues in spite of these strategies, a teacher may fill out a discipline slip, ask the student to sit outside the classroom, or send the student to administration. Under this system, the student has responsibility to correct the behavior, and honesty and integrity are stressed.

#### **Consequences – Elementary (K – 5<sup>th</sup>)**

Elementary discipline is determined by the classroom teacher under the supervision of the elementary principal.

#### **Consequences – Secondary (6<sup>th</sup> – 12<sup>th</sup>)**

At the secondary level, classroom disruptions and other incidents may result in a discipline mark or marks. Incidents will be assigned a number of marks based on the level of the infraction, as determined by administration. A mark will be noted with a multi-copy discipline slip that is given to the student and principal.

Any discipline issue may result in a consequence. Possible consequences include, but are not limited to: loss of extra-curricular activities, work detail, Parent/Student conference, Detention,

Demerit, In-School Suspension (ISS), and Out-of-School Suspension (OSS) or the required creation of an Individual Discipline Plan (IDP).

### **Terms**

**Discipline Slip:** This is the physical form that a teacher fills out in order to communicate with administration and parent that there has been an issue. Administration will then decide the appropriate actions based on the infraction.

**Mark(s):** A student can earn a “mark” or several marks based on their behavior. Marks are simply used internally to keep track of a student’s cumulative discipline record. Marks are not a matter of permanent record. The accumulation of marks restarts each semester for Middle School and High School, unless the student has an IDP.

**Detention:** A student earns a detention every 3 marks. Detention will be served in the morning before school begins (scheduled through the Front Office), and a \$15 administrative fee will be charged to the student’s account for each detention.

**Demerits:** A student earns a demerit every 6 marks. Demerits are entered into FACTS and may become a matter of permanent record.

**Parent/Student Conference with Administration:** Parents and the student will be asked to meet with the principal and any other necessary staff members.

**In-School Suspension (ISS):** A student earns ISS after 10 marks. ISS is entered into FACTS SIS and WILL become a matter of permanent record.

**Out-of-School Suspension (OSS):** A student earns OSS after 20 marks. OSS is entered into FACTS SIS and WILL become a matter of permanent academic/behavioral record. Students will be required to create an IDP with his/her parents and the school prior to returning to school from OSS.

**Individual Discipline Plan (IDP):** A student may be required to create an IDP at any point during the discipline process at the discretion of the school principal or Head of School. Students will be required to create an IDP before returning from any OSS. The IDP will be created uniquely for each student based on needs. In general, an IDP is more strict and supersedes the discipline policy outlined above. IDPs may require students to undergo psychological/alcohol/drug testing as part of the agreement in order to return and remain enrolled.

### **Level 1 Offenses (1-3 marks)**

- Dress code violations (school or PE)
- Cumulative tardies to school (or class for Secondary students)
- Chewing gum/eating/drinking in class
- Disrespect (low level) to others
- Class disruptions / lack of cooperation
- No hall pass; Late to class
- Public display of affection
- Unsafe conduct or horseplay

- Accidental cell phone / electronic device violation
- Inappropriate language or gestures
- Other misconduct as determined at the discretion of the administration

#### **Level 2 Offenses (4 or more marks)**

- Multiple, accumulated level 1 warnings
- Belittling, hurtful language
- Destructive act
- Willful cell phone / electronic device / violation
- Social media violation
- 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)
- Leaving class without permission
- Obscene language or pictures (including sexting), profanity, or gestures
- Unintentional injury to another student
- Conduct resulting in being sent to the principal
- Other misconduct as determined at the discretion of the administration

#### **Level 3 Offenses (7 or more marks)**

- Multiple, accumulated level 1 or 2 offenses
- Willful disobedience
- Bullying
- Leaving school campus without permission
- Threatening bodily injury to or endangering another student
- Intentional harm to another student
- Fighting or provoking a fight on campus
- Sexual activity
- Major cyber violation (sexting, online bullying, social media violation or harassment)
- Possession or use of tobacco, vape, alcohol or drugs
- Possession of inappropriate objects that can be harmful to self or others brought to campus
- Other serious misconduct as determined at the discretion of the administration

#### **Level 4 Offenses – May result in immediate expulsion**

- Multiple, accumulated level 3 offenses
- Distribution of tobacco, vape, alcohol or drugs, including prescription medicine
- Bringing a weapon to campus
- Intentional harm to another student or staff member
- Threat or violence directed toward any staff member, volunteer, student, parent or other; harassment toward another person.
- Other acts deemed by the administration and HCA Board to be so out of accord with the standards of the school and Christian principles as to require immediate dismissal.

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

Staff, parents, students and school board members of HCA are required to report any infractions of school rules to administration in order to maintain 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.

### **Bullying (NCAB.org)**

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

What bullying is not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they are not examples of bullying unless someone is deliberately and repeatedly doing them.

**Self-reporting:** Students who take responsibility for their actions and self-report to their appropriate administrator will be commended. Where possible, administration may reduce the consequence for the offense.

### **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.

Appropriate, Christ-centered moral and ethical relationships should be maintained at all times between employees, students and parents. Students and parents should never be isolated in a one-on-one situation with a non-family member HCA employee of the opposite gender. Accordingly, parents/visitors should never be isolated in a one-on-one situation with a non-family member student of the opposite gender. It is important that our staff, students and parents do not engage in any interaction or communication that might reflect even the appearance of impropriety or make others feel uncomfortable in your presence.

### **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](mailto: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.

### **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 Parking Space #: \_\_\_\_\_ 2023-24

☐ 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

## Horizon Christian Academy Course Sequence 2023-2024

Grade	English	Social Science	Mathematics	Science	Foreign Language	Bible	Elective- 8th
8	Language Arts 8	American History 8	Pre-Algebra Algebra I**	Physical Science	None	MS Bible	All 8 <sup>th</sup> graders take Study Skills and 6 weeks of various electives offered which can include Spanish, STEM, Art, Drama, PE, Speak Up, & Life Skills.
	<b>4 Credits (American Literature &amp; World Literature required)</b>	<b>4 Credits (US Hist, World His, Gov't/Econ required)</b>	<b>4 Credits (Algebra I, Geometry, Algebra II required)</b>	<b>4 Credits (Bio, Chem OR Envi Sci, Physics OR Phy Science required)</b>	<b>2 Credits (2 consecutive years 9-12 of the same language required)</b>	<b>4 Credits</b>	Electives- 9 <sup>th</sup> -12 <sup>th</sup> PE/Health (9 <sup>th</sup> ): 1 credit Fine Art/FL*: 1 credit Elective : 0-1 credit
9	-9 English Lit & Composition	-World Geography -AP Human Geography	-Algebra I -Geometry	-Biology	Spanish I, II	Bible 9	PE (1 semester) Health (1 semester) Both are <u>required</u>
10	-World Lit & Comp -American Lit (23-24) -AP Lang	-US History (23-24) -AP US History - World History (24-25) -AP World History (24-25)	-Geometry -Algebra II -Algebra II/Trig (Honors)	-Chemistry (w/Alg II) -Envi Sci (w/Geometry)	Spanish I, II, III	Bible 10	*Electives Art Band Drama Yearbook Physical Conditioning (10 <sup>th</sup> – 12 <sup>th</sup> ) Study Hall*** (Sem 1 and/or 2) Another core, AP, or DE course
11	-World Lit & Comp -American Lit -AP Lang	-US History -AP US History -DE Psychology	-Algebra II -Pre-Calculus -AP Calculus AB/BC	Forensics -Physical Science -AP Physics -AP Biology -AP Chemistry (24-25)	-Spanish I, II, III, IV -(Spanish III, IV are considered RIGOR for selective colleges)	Bible 11	AP classes at HCA and online are for those students seeking admissions to selective schools.
12	-British Lit -Advanced Comp -DE English 101-102	-Gov't/Econ -DE Psychology -AP US History -AP World History (24-25)	-Fundamentals of Math -Pre-Calculus -AP Calculus AB/BC -AP Statistics	-Human Anatomy (24-25)	-Spanish I, II, III, IV -(Spanish III, IV are considered RIGOR for selective colleges)	Bible 12	Dual Enrollment classes (through UNG, Truett-McConnell, & Lanier Tech) can begin in 11th grade. Students must have a 3.0 and permission from the Academic Dean to enroll. Students need 26 credits to graduate

NOTE: 9<sup>th</sup>- 11<sup>th</sup> grade students must take a minimum of 6 classes every semester, which includes Bible. See \*\*\* about Study Hall.

\* All students must have one Fine Art credit (2 semesters) OR a 3rd year of Foreign Language (2 semesters) taken in grades 9-12 to satisfy graduation requirements.

\*\* This course will count towards an 8th grade student's high school GPA at Horizon, but not toward HOPE. Math teacher recommendation required.

\*\*\* Study Hall is for 0 credit and a maximum of four semester study halls can be taken from 9<sup>th</sup> – 11<sup>th</sup>; otherwise, every student takes 7 classes.

Latest Update: 05/12/2023



## Appendix C: Secondary Anticipated Absence Form

### HORIZON CHRISTIAN ACADEMY

2023-24

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):

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

4<sup>th</sup> \_\_\_\_\_

5<sup>th</sup> \_\_\_\_\_

6<sup>th</sup> \_\_\_\_\_

7<sup>th</sup> \_\_\_\_\_

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

2023-24

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: Handbook Acceptance Form

We confirm the following:

1. We have read this handbook in its entirety and agree to abide by the policies therein stated.
2. We believe in and support HCA's Mission, Vision, Core Values and Statement of Faith, and will uphold the foundational truths therein stated.
3. We understand and support the goal of HCA to be an unapologetic Christian community. We have read the Statement of Life and Conduct and agree to abide by the standards therein.
4. We understand that under Georgia Law, there is no liability for an injury or death of an individual entering the premises of HCA if such injury or death results from inherent risks of contracting COVID-19. We are assuming this risk by entering the premises of HCA.

_____ Student Name	_____ Grade	_____ Student Name	_____ Grade
_____ Student Name	_____ Grade	_____ Student Name	_____ Grade
_____ Student Name	_____ Grade	_____ Student Name	_____ Grade
_____ Guardian Name		_____ Guardian Name	
_____ Guardian Signature	_____ Date	_____ Guardian Signature	_____ Date