

Huntsville Christian Academy Handbook

Statement of Faith

These things we believe and teach:

- The entire Bible is the inspired Word of God. It contains the instructions for living our lives pleasing unto Him. It is the absolute authority for morality as defined by God.
- In the beginning, God made the heavens and the earth. It was a literal creation, not evolution of any kind. The creation involved six days and God rested on the seventh day, the Sabbath.
- God created man from the dust of the earth. He breathed life into his nostrils and man became a living soul. Man was perfect and in union with God until sin entered the world through deception and disobedience. Through the sin of one, all mankind became guilty and sinful, breaking the union with God.
- God provided a way for man to become united with Him again. God became flesh and dwelt among men on the earth for approximately 33 years. He lived among sinful men, yet He was not sinful. He became the Messiah and Redeemer for all men who will accept His condition for salvation. His condition involves repentance from sins and acceptance of His free gift of grace, and obedience to His commandments.
- Jesus paid the sin debt for all mankind by His own life. He was born of the virgin named Mary. He suffered a cruel death on an execution stake. He was buried in a tomb. After three days, He was resurrected unto life again. Later, He physically ascended into Heaven from where He came. He promised to return again to gather those whom He has called righteous through His own blood.
- There is only one way to salvation (restoration with God). It is found in the words of Jesus of Nazareth, "I am the way, the truth, and the life. No man comes to the Father except through me." John 14:6
- One who physically dies without accepting the terms of God's restoration is hopelessly and eternally lost with no further opportunity to find God's grace. God, Himself, will judge and punish all who rejected His free gift of salvation and chose to continue with rebellion against Him.
- The Bible teaches us to live a life separated unto God. This is called sanctification. We are His representatives to all mankind; therefore, we are called to live a life of obedience to His instructions as recorded in His Word.

Admissions Policy

INTERVIEW: Families that are interested in enrollment are encouraged to explore our webpage at www.gohca.com. Upon reading our Faith Statement, education philosophy, and financial schedules located on the school webpage, the next step would be to schedule an interview with the Director. After the interview, your child may be invited to visit the classroom for a day to help determine if HCA is a good fit for your family's needs.

Non-Discrimination Policy

HCA does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, athletics, or any other school administered programs.

Arrival and Dismissal

Office Hours

Regular office hours are from 8:00 AM to 4:30 PM, Monday-Friday. Please conduct all business during these hours.

School Hours: 8:00 AM to 3:00 PM

Please do not use the dismissal time to discuss school problems with your child's teacher. Parents who need to speak to teachers should pull out of the dismissal line and park, come inside, and wait.

Each family will be issued a number to display in the vehicle window for student pick-up. If another party is to pick up your child, please give them a number for their window and make sure that person is on your pick-up list. If not, notify the office.

All students staying after school (detention, cheerleading, etc.) MUST stay inside the building until their ride comes in to sign them out. No student will be allowed to leave the building and go out to a vehicle waiting in the parking lot. This policy is for the safety of your children. Parents will need to be waiting in the front lobby or go to a designated area for students to be dismissed.

FINANCIAL POLICIES

Tuition/Fees

Tuition is based on an annual budget of expenses. It is mandatory that tuition be paid in full and on time. Payment for tuition can either be monthly by Automatic Withdrawal only, semi-annually by post-dated checks for June 1 and Dec 1 only, or annually. All Tuition/Fees must be at a Zero balance before any academic credit is issued.

Early Withdrawal

Each student is subject to the entire fees and tuition as noted on the Financial Contract, regardless of the reason for withdrawal/dismissal. The only exception will be if a student withdraws to move farther than 50 miles from HCA. In this case, a \$500.00 termination fee may be paid and the remaining balance of tuition will be excused, except for what is owed at the time of withdrawal. HCA has a "No Refund" policy on tuition and fees. This also includes early withdrawal, suspension, or expulsion.

STANDARDS OF CONDUCT

Since our conduct is a reflection of our character, we want our students to be well trained. Each student will bear the responsibility for his/her own conduct. The following is a list of behavioral standards expected of each student:

Courtesy

Students are expected to treat everyone with proper respect and to show proper deference to those in authority. Conduct such as talking back, sarcasm, complaining, gossiping, etc., will result in disciplinary action and could lead to detention or corporal correction.

Classroom Behavior

Students are expected to conduct themselves in the classroom in a manner that is not disruptive

or drawing unnecessary attention to themselves.

Cheating

This will not be tolerated! Anyone caught cheating will be dealt with quickly and firmly and could result in corporal correction or suspension. Repeat offenses may be subject to dismissal.

Stealing

Students are not allowed to intrude into other's possessions. This includes borrowing without permission. Students have their own private desks and no one (other than staff) is allowed to remove anything from it. Stealing could result in corporal correction, suspension, or dismissal.

Vandalism

Each student has the responsibility to take care of school property. Anyone who intentionally vandalizes any part of the property or building will be liable for all damages and subject to corporal correction or dismissal.

Language

Our language should always be uplifting and not offensive or disrespectful. The use of slang or street language will not be allowed at school. Belittling other students is not acceptable. A valuable slogan to remember is "To Belittle Is To Be Little."

Physical Contact

There is a six-inch rule that applies to all students. Simply put, it means that no intentional physical contact with other students is permitted, except when appropriate, as determined by the school staff.

Worldly Pursuits

Since our students reflect both our school and our Lord, it is necessary for each one to abstain from all appearances of evil. This applies while at school and away from school. Any student that is found to be out of harmony with the goals and standards of HCA, regardless of whether the activity takes place at or away from school, is equally subject to discipline for those actions, up to and including expulsion. The Christian life is not a game with one set of rules for church and school, and another for everyday life.

Immoral Activities

Students are not to be involved in the practice or the appearance of homosexuality, pre-marital sex, or pornography. These activities are in direct violation of God's Word and the principles taught here at HCA. The Administration has the right to expel any student involved in such activities on or off campus. HCA supports the Biblical position of abstinence with respect to all sexual activities outside of marriage. A female student will not be permitted to attend school if she becomes pregnant, or a male student if he is responsible for a pregnancy.

Drug and Alcohol Use

The use of any alcohol and/or illegal drug use is forbidden. Having any possession of alcohol and/or illegal drug, at any time, as well as the appearance or actual consumption of the mentioned items will not be tolerated and the Administration has the right to expel any student involved in such activities on or off campus. HCA may administer random urine drug tests to students in Grades 7-12. If a student is suspected of drug use, the school has the right to ask the parents to have a doctor administer a drug test on their child and submit the results to the school. The cost of such testing will be the responsibility of the parents. The student can be withheld from class until testing is complete and the results given to the school. If drugs are found the student will immediately be dismissed.

DISCIPLINARY POLICIES

Basically, discipline is the parent's responsibility. Without discipline, the learning environment is chaotic and non-productive. By enrollment, the parent/guardian is delegating the responsibility of discipline to the school during school hours. It is extremely important for the parents and school to cooperate when it comes to disciplining a child. Since not all offenses warrant the same discipline, the following are examples of graduated discipline procedures:

Homework

If a student fails to complete all assigned goals during the school day, he/she is required to finish them at home. A signed homework slip must be returned to school the next day along with the completed assignment. Both are due at 8:00 AM. If homework is not completed, detention may be issued as determined by classroom policy. The student will not be allowed to begin on current goals until all homework is completed.

Detention

Per individual classroom policies, teachers may issue a detention for offenses, including, but not limited to: incomplete homework, negative attitude, and violations of classroom rules and/or school policies. If a detention has been issued, a detention slip will go home with your child the day prior to serving the detention for you to review and sign. Detentions will be served in the classroom from 3:00-3:30. Parents will need to be waiting in the front lobby for students promptly at 3:30 or student will be sent to After care for supervision. Aftercare fees will apply.

Corporal Correction

When a student's behavior is too serious for a detention, corporal correction may be administered. Prior to corporal correction, parents will be notified and given an opportunity to come administer the correction. If HCA Staff administers corporal correction, all corporal correction will be in private with a staff member present as a witness. No more than three swats will be given (per occurrence). Parents will receive a written report of the correction. Students will not be physically restrained and if they refuse to cooperate fully, then parents will be called immediately to come and handle the situation.

Suspension and Expulsion

Suspension means a child is dismissed from school for a specified period of time but may return after requirements are met. Expulsion means a student is dismissed from school and has no option to return. A suspension could occur when it is believed by the administration that all reasonable efforts to correct a problem have been tried unsuccessfully. A suspension could be given from one day to two weeks. An expulsion could occur if the student is ever involved in, or brings to school alcohol, drugs, weapons, or in any way threatens or brings harm to any student or staff, or is defiant/rebellious. However, the school is not limited to these reasons alone. This includes offenses committed on or off school campus.

Personal Property

Under no circumstances are any of the following allowed on campus: electronics, cellular phones, gum, tobacco, alcohol, drugs, and weapons. All books/magazines must be approved by the school administration. We have the right to search for contraband items on the student, and in pockets, purse, desk, book bag, or automobile. A search may be conducted without the students' or parents' consent. The enrollment of your child constitutes parental consent to such searches. If alcohol, tobacco, drugs, or weapons are found, the student(s) could be immediately dismissed. For other items found, the student will be subject to discipline and the items taken from them.

Attendance

There are 175 school days in our school year. Students are expected to be present each day. If it is necessary for the student to leave school other than at the normal times, clearance with the school office must be obtained and the student signed out. The student will be considered absent when he/she comes to school after 11:30 AM or leaves before 11:30 AM. Tardy begins at 8:06am. Three unexcused tardies equal one unexcused absence. Each student is allowed a maximum of 20 personal days absent. An unexcused day is defined as any absence without a medical doctor's

excuse. With a valid excuse from a medical doctor, the absence is not counted as an unexcused absence. Excused absences are limited to a Doctor's note within two school days of returning to school. Notes will not be accepted after two days. Over twenty personal days absent will result in detainment in chronological grade and no credit will be given for work completed. At this point, we will report the excessive absences to the proper authorities. Students must come to summer school to make up the missed days to avoid being retained. Also, a student must be present a total of 3.5 hours to be counted at school for that day.

Early Dismissal

If a student is to leave early, the parent/guardian must come into the office and sign the student out. If the parent/guardian cannot come, then a written note signed by the parent/guardian is required. Excessive early dismissals may require a conference with administration.

Medication and First-Aid

The school is equipped with basic medication and first-aid supplies. The student is not allowed to have ANY medication or drugs of any kind, with the exception of an inhaler with a Doctor's permission, in his/her possession or vehicle or on school property. All medication must be checked in at the front office when the student arrives at school. Medication will be administered as directed by the parent/guardian. All medications to be given are to be in the original container. If the medicine is prescription, we must have a Doctor's permission with the medicine. Over the counter medicines need a written consent from the parent. Any medication change must also have the written release as well. If a student becomes ill at school, the parent/guardian will be called to pick up the student. We ask parents not to send their child to school if he/she has a fever or is sick.

Please note:

All medication (prescription/nonprescription) should be brought into the office by an adult. No student is to have in his/her possession any medication. EXCEPTION: Students who must carry inhalers or Epi pens on their person, as prescribed by their physician.

Controlled substances such as Ritalin will be counted by office personnel upon receipt of medication.

All medication – both prescription and nonprescription - must have a medication release form completed and on file in the office prior to medication administration by office personnel. All medication must be in the original prescription container and properly labeled, and the bottle is to have the same information as the medical release form. Most pharmacists will give an extra bottle for home use, if asked.

Nonprescription medication must be in the original container with the student's name written on the container and be accompanied by a signed medical release form. An adult should pick up unused medication. Medication not picked up will be disposed of by office personnel the day after school ends for summer break. Students with potential life threatening illnesses/conditions (asthma, seizures, allergic reactions where an Epi pen is needed, hemophilia, diabetes, cardiac conditions, and any other the doctor recognizes as life threatening) should have an emergency plan on file at the school. Please notify the office if an emergency plan is needed.

Student Vehicles

Those students who wish to drive their own vehicle to school may do so (with administration and parental approval) if they have a valid driver's license. The student must park in the designated area and leave his/her vehicle immediately upon arrival at school and not return to the vehicle until dismissal. HCA must have a written note from the parent/guardian giving permission for the student to drive to school. Also, if other students are riding to school, a note from both parents/guardians is required. Speed limit on school grounds is 5 MPH. HCA is not responsible for loss or damage to a vehicle or its contents while on school property.

ACADEMIC POLICIES

Grading Scale

Each student will work in prescribed curriculum in each of the core subjects, plus electives. At the conclusion of each Unit, a test will be given to measure the knowledge attained. The minimum score accepted is 90% on Units through Level 3 and 80% thereafter. If less than the minimum is reached, a repeat Unit, at a cost of \$5.00 each, will be required to assure the contents are mastered.

***However, if a Unit is passed, but the student/parent desires to have the book repeated for further mastery, it will be allowed, but the original grade will be the recorded score.** The grading scale is: 80-83=D, 84-87=C, 88-93=B, 94-100=A.

Curriculum

We use curriculum provided by School of Tomorrow and Alpha Omega Publications. It is individualized and custom-tailored for each student. Students work at their own pace and level so they can perform well. Twelve School of Tomorrow PACEs in each subject completed in a year is considered a full year's work. Ten Alpha Omega Publications Units in a subject completed in a year is considered a full year's work. High school students and students transferring to another system must complete 12 PACEs or 10 Units in each core subject to be promoted to the next chronological grade. It is strongly recommended that students who do not complete the required PACEs or Units in each subject attend summer school.

Transfer

Students who transfer to another school must have completed at least 12 ACE Units/10 AOP Units in each core subject to be promoted to the next chronological grade.

Graduation Requirements

All seniors must complete all requirements assigned before participating in the graduation ceremony. All high school students and parents should obtain an up-to-date credit requirement and academic projection.

College Entrance

Graduates are required to make a minimum score on the ACT/SAT as required by the college/university of their choice. Example: Calhoun College requires a minimum score of 16 on the ACT to be admitted into their college.

EXTENDED CARE

Hours/Cost

Hours for extended care are 6:30 AM to 7:25 AM and 3:00 PM to 5:30 PM. Parents who wish to use our Extended Care Program may do so for an additional fee. Students who are dropped off before 7:25 AM or not picked up by 3:15 PM will be charged a fee. Students must be registered to be in Before Care or After Care. A \$35.00 Family Registration fee is due at enrollment into the Extended Care Program. No drop in or occasional use allowed.

Late Pick-Ups

Pick-ups after 3:15 PM of a non-registered A/C student will be charged \$15.00.

Pick-ups after 5:30 PM of a registered or non-registered A/C student will be charged \$15.00 per quarter hour or any part thereof.

Half Days

Half Days are from 8:00 - 11:30 am. A student must be in school a minimum of 3 hours to be counted present on a Half Day. Any student not picked up by 11:50 AM on Half Days will be charged a \$50.00 Late Pick-up fee.

School Closing

All weather related and non-scheduled closings will be notified via HCA text notification system. All parents are encouraged to sign up for this free service. To sign up, send a text message to 81010.

In the message box, type this message: @1994hca. This will set your phone up to receive text messages from HCA.

Visitors

Parents are always welcome to visit during the day. We ask that you check in with the front office to receive a pass. If the parent/guardian wishes to see the principal and/or teacher, an appointment should be made in advance.

School Parking Lot

At **ALL** times drop-off and pick-up traffic is to enter the parking lot on the north entrance and exit the south entrance. There are arrows on the pavement to help in the flow. Do not enter through the exit. When in the pick-up line at dismissal, please pull up as far as you can. Lines have been painted to help in this. Remember to drive carefully and slow on the school grounds and around the loop. This is for obvious reasons, so no child gets injured.

Birthday Parties

It is the policy of HCA that anytime invitations to parties are given out at school, every student in the class will be included. If you choose not to invite the entire class, invitations should be mailed individually and not handed out at school.

Fire, Tornado, and Safety Drills

Drills will be conducted periodically. Teaching and practicing safety is something that we believe is extremely valuable.

Field Trips

When field trips are taken, parents are always welcome to attend. We may charter a bus or use HCA's bus so everyone can ride together, and also for liability purposes. Every student is required to attend field trips because this is part of our learning process. Students are not permitted to "take the day off" by staying home. If a student does not qualify for the field trip, he/she can remain at school that day.

Progress Reports

Every quarter we have parent conferences to discuss the progress of the student. Parents are required to come to the school for this conference. This is the only way a progress report is given.

Bible

We use the New King James Version of the Bible for our teaching and Scripture memory. Students may bring their own Bible of the same version if they prefer, or we will issue one to them.

Chapel

Everyday our students participate in a worship experience. We sing, pray, read the Scripture, pledge to the flags, teach the Bible, and encourage students to pattern their lives after Jesus. Our main purpose is to help each student find a personal relationship with our Lord. Parents are invited.

Pledges

Each day everyone participates in the following pledges:

1. *American Flag* - I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
2. *Christian Flag* - I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe.
3. *Bible* - I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.

CONCLUSION

It is our desire to be extremely clear about our school, policies, objectives, and intentions. It is impossible to put into print every possible situation that might arise and, therefore, we reserve the right to modify this handbook at any time without notice. It should be noted that we will always strive for fairness and in doing so we must include an "exception policy." This means an exception in the policy for one is not meant as an exception in the policy for anyone else. If you should have any concerns or questions regarding our policies or principles, please call for an appointment to discuss it with the Director.