

Hope Christian Academy

Parent/Student Handbook

2023 - 2024



K5 - 12th Grades

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INTRODUCTION

The Hope Christian Academy Handbook serves students in grades K5 - 12th. We use Bob Jones University curriculum. It is our belief children should be taught not only academically but also spiritually, therefore the Bible is integrated into every subject taught at HCA. Also included in our program are: sports, electives, National Honor Society, Key Club, Student Government Association, dual enrollment opportunities, Spanish, journalism, S.T.E.A.M. Fair, elementary specials, and more.

HISTORY

Hope Christian Academy was founded in 2001 under the direction and support of Hope Baptist Church of Theresa, Florida. Former Pastor Dr. E.V. Coons had a vision for a Christian school that would be a witness to the world and provide an excellent education to the students that would eventually attend the school. The school originated with 10 preschool students and now boasts over 200 students in three divisions: Early Education, Elementary, and Jr./Sr. High. Due to the Lord’s blessing, the school has seen tremendous growth since its inception in 2001.

FACILITIES

Hope Christian Academy consists of several buildings on campus. We are blessed to have the use of the Hope Baptist Church educational building and fellowship hall (cafeteria). Additionally, we utilize the Redding Building, gymnasium, the church sanctuary, and 15 portable buildings on a spacious 20-acre campus.

SCHOOL BOARD

Dr. Larry Strickland, Pastor(Ex-Officio)

Bud Tippet, Member

Linda Hartley, Member

Doyle White, Member

ADMINISTRATION TEAM

HEAD OF SCHOOL Terry Denmark

EARLY EDUCATION
Infants - K4 & YPK
Theresa Frazier

EDUCATION
K5 - 12TH
Rachel Morgan

FINANCE
Marcia Lee

FOOD SERVICES
Jeff Cockayne

**PUBLIC RELATIONS/
DEVELOPMENT**
Virginia Denmark

IDENTIFYING STATEMENTS

VISION STATEMENT

To reflect God's unchanging LIGHT in an ever-changing world.

PHILOSOPHY OF EDUCATION

Hope Christian Academy's philosophy of education is fixed solidly on the inspired, infallible, inerrant, eternal Word of God. The goal of Hope Christian Academy is to develop attitudes and behaviors consistent with biblical principles. Hope Christian Academy uses the King James Bible and considers it the perfect textbook, applicable to all life matters. Students pray and engage in Bible study and memorization on a daily basis. We look to God's Word, the basis of all Truth, for instruction and wisdom. The entire Hope Christian Academy staff is committed to Jesus Christ. Our ambition is to base everything we do on the transforming power of the Gospel of our Lord and Savior Jesus Christ. Teachers seek to integrate God's Word into every subject taught. Hope Christian Academy believes that a proper relationship between family, church, and school is essential in educating the "whole child." Education is primarily the responsibility of the parents. Hope Christian Academy exists to assist the home and church in the fulfillment of the biblical mandate, to "train up a child...Proverbs 22:6." Our ambition is to impart knowledge that will impact students intellectually, emotionally, physically, and spiritually.

MISSION STATEMENT

Hope Christian Academy, in partnership with the community, purposes to academically equip and spiritually prepare students to become Christian leaders willing to serve their community, church, country, and the Kingdom of God for His glory.

BIBLE

We use the King James Version (KJV) of the Bible exclusively at Hope Christian Academy. To ensure consistency in scripture memorization, the KJV Bible is used in all classrooms, devotions, chapel services, counseling sessions, correspondence, and other areas where the Bible is used or quoted. Bible study is recognized at Hope Christian Academy as fundamentally important and is a required subject. Knowledge of biblical truths leads to a more complete education. The Bible gives direction for this life and the only hope for the life to come.

Students study the Bible each day of the week and attend a weekly chapel service on Wednesday. Chapel services enhance our Bible teaching as we hear God's Word preached by local pastors with like-faith, worship in song, spend time in prayer, and take part in special worship programs.

STATEMENT OF FAITH OF HBC & HCA

1. We believe the Holy Bible is the inspired, inerrant, infallible Word of God.
2. We believe that the Godhead is made up of three persons: that these three persons are referred to in the Bible as God, the Father; God, the Son; and God, the Holy Spirit.
3. We believe Jesus Christ was both the Divine and Human; that in order to accomplish this the Virgin Mary, by the Power of the Holy Ghost, conceived, and brought forth a son, and that this Son was, in fact, the Son of God; that, in this manner, the Word became flesh.
4. We believe Jesus Christ came into the world to redeem men from their sins; that, in order to do this, He, the Perfect and Sinless One, had to pay the penalty of man's sin, death; that His blood is the only atonement for man's sin; that man is reconciled to God by Jesus Christ's shed blood, offered as a Divine Sacrifice for sin; that through His death on the cross, redemption from sin and its consequence was provided for all men.
5. We believe that man was originally created in the Image of God, and perfect in every respect; that through man's willful disobedience to the command of God, man fell from his perfect state and became a sinner, or transgressor, in the sight of God; that, as a consequence of this, the whole human race, by birth and choice, are sinners before God and are in need of a Savior.
6. We believe that fallen man is saved only by the merits, or righteousness, of Jesus Christ, provided in His death, burial and resurrection; that we become recipients of the salvation provided in Jesus Christ when we repent of our sins, and personally, by faith believe the Gospel of Jesus Christ is the Power of God unto salvation to everyone that believeth.
7. We believe that a person must be "born again" to become a child of God. When a person is saved through faith in Jesus Christ as Lord, he/she is born of God into the family of God forever; and he/she is eternally safe, or secure, in his/her relationship with God.
8. We believe that Christian Baptism is the immersion in water of a believer in the name of the Father, Son, and Holy Ghost. Baptism shows forth our faith in the crucified, buried, and risen Savior, our death to sin, and resurrection to a new life in Christ.
9. We believe that the Lord's Supper proclaims Jesus' death for our sins, His resurrection from the dead, and His second coming; this ordinance of the Lord's Supper should be observed by all believers of the Church after careful and prayerful self-examination; the elements used in this Supper should be unleavened bread and juice from the fruit of the vine.
10. We believe that the Church is a congregation of baptized believers, associated by covenant in Faith and fellowship of the Gospel, observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights, and privileges invested in them by His Word, that its only scriptural officers are Pastors and Deacons whose qualifications, claims and duties are defined in the Epistles of Timothy and Titus.
11. We believe that the first day of the week is the Lord's Day and that it is to be used as a day to assemble together for fellowship and worship of God; that, according to the New Testament record this was the day the early Church observed.
12. We believe the Civil Government is of Divine appointment. All members are expected to obey the civil government except when such laws conflict with the Word of God.
13. We believe that when Christians die, they immediately go to Heaven into the presence of Christ. The body is buried or disposed of in some manner, but the spirit and soul go into the presence of Christ to remain until the resurrection of the just.
14. We believe that when the unsaved die, their body is buried or disposed of in some manner, but the soul and spirit go to a place of torment and agony called Hell. Here they await the Resurrection, at which time they shall be judged and cast bodily into the Lake of Fire and Brimstone, which is the second death.
15. We believe that Jesus Christ was bodily raised from the dead on the third day, and He ascended into Heaven where He now sits at the right hand of God making intercession for the Saints. The resurrection of Christ guarantees the resurrection of every person in their own order. There are two resurrections: The Resurrection of the Just and the Resurrection of the Unjust. These two resurrections are separated by a space of time of one thousand years. The first resurrection is unto life and the second is unto death.

16. We believe that the coming of Christ for the Church is imminent. When He appears, the saved dead shall be raised, and the living Christians shall be "changed, in a moment, in the twinkling of an eye." All who are saved shall be caught up together to meet the Lord in the air. This is the first phase of His second coming. Approximately seven years later, Christ will come to this earth with His Saints to put down all authority and power and to reign and rule this earth for one thousand years and King of Kings and Lord of Lords. His first coming is for His Saints, and the second coming is with His Saints.

17. We believe in the autonomy (independency) of each Baptist Church. Each Church is self-governing and is not responsible to any other Church or group of Churches for its actions or policies. A Baptist Church may associate itself with other churches, or in a group, or association, or convention, or any other way it wishes, but this is voluntarily done on the part of the individual Church.

18. We believe that the "State" should not interfere with the operation of the Church. This is the only way freedom of worship can be fully implemented and guaranteed. Baptists should be individually loyal to the State and fully support it, but as free men who have the right of opinion and power of ballot, they permit no dictation from the State in matters of faith and practice. We stand unqualifiedly (without limitation) for religious liberty and insist that our members be outstanding citizens.

19. We believe that every Christian should be personally involved in the spreading of the Gospel locally and should financially support those whom God calls to carry it elsewhere into the world. Every Christian should be involved in the worldwide Christian ministry.

20. We believe that God calls every Christian to tithe and give an offering. The tithe is the minimum any Christian should give, but that every Christian should purpose in his own heart as to what he/she will give as an offering (above the tithe). We believe that the tithe and offering should be given cheerfully and that our giving should be done in the light of the admonition of the Lord. Our tithes and offerings are only one aspect of our total stewardship as a Christian.

21. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen 26:8-9; Lev. 18:1-30; Rom1:26-29; I Cor. 5:1; I Cor 6:9; I Thess. 4:1-8; Heb. 13:4)

22. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

OUR HOPE FOR YOU

Do you have HOPE of going to heaven when you die? You can!

H Stands for Heaven

Heaven is a real place and God wants you to go there when you die. "For God so loved the world that He gave His only begotten Son, that whosoever believeth in Him should not perish but have everlasting life." John 3:16

O Stands for Opportunity

God is offering you eternal life now! To receive eternal life, you must:

Realize that you are a sinner. "For all have sinned...." Rom 3:23

Repent of your sin and trust in Jesus. "Except ye repent, ye shall likewise perish." Luke 13:3

Receive Jesus as Lord. "As many as received Him, to them gave HE power to become the sons of God..." John 1:12

Request Jesus to save you. "For whosoever shall call upon the name of the Lord shall be saved." Rom. 10:13

P Stands for Promise

God promises to forgive you and save you. "In whom we have redemption through His blood, even the forgiveness of sins." Colossians 1:14

E Stands for Eternity

You will spend eternity in either Heaven or Hell. "Whosoever was not found written in the book of life was cast into the lake of fire." Revelation 20:15 "For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord." Romans 6:23

OUR PRAYER FOR YOU

Our prayer is that through the teaching of God's Word at HCA, your family will gain the knowledge to have HOPE of eternal life. If after reading this you have accepted Christ as your Savior, please let us know so that we can pray for you.

If you would like more information about God's free gift of eternal salvation, please contact any staff member at HCA.

PLEDGES

Students will pray and pledge to the following flags each morning.

-PLEDGE TO THE 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.

-PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One brotherhood, uniting all Christians in service and love.

-PLEDGE TO THE 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, and I will hide its words in my heart that I might not sin against God.

SCHOOL SPONSORSHIP, ACCREDITATION AND AFFILIATION

Hope Christian Academy is owned by and is a ministry of Hope Baptist Church of Theresa, Inc. and is accredited through Florida League of Christian Schools (FLOCS), (ILOCS).

ADMISSION POLICIES AND PROCEDURES

Hope Christian Academy is open to anyone interested in securing a Christian education, from kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Hope Christian Academy rules. It must always be understood that attendance at Hope Christian Academy is a privilege not a right. This privilege may be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment. All students and applicants will be evaluated for enrollment annually.

HCA STUDENT INTEGRITY AND COOPERATION STATEMENT

HCA STUDENTS REPRESENT THE SCHOOL AT ALL TIMES, BOTH ON AND OFF CAMPUS. IT SHOULD BE UNDERSTOOD THAT CONDUCT WHICH BRINGS DISHONOR TO THE STUDENT, THEIR FAMILY, THE REPUTATION OF THE SCHOOL, AND MOST IMPORTANTLY THE LORD JESUS MAY RESULT IN DISCIPLINARY ACTION BY AND/OR EXPULSION FROM THE SCHOOL. THE SCHOOL RESERVES THE RIGHT TO DISMISS ANY STUDENT WHO DOES NOT COOPERATE WITH THE EDUCATIONAL PROCESS OR WHOSE ATTITUDES AND ACTIONS ARE NOT IN HARMONY WITH THE SPIRITUAL ATMOSPHERE NURTURED AT HCA.

STATEMENT OF NON-DISCRIMINATORY POLICY OF STUDENTS

Since all people are created in the image of God, Hope Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the academy. It does not discriminate on the basis of race, color, national or ethnic origin in admission policies, scholarship or loan programs, and athletic and other school administered programs. Hope Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Hope Christian Academy administration and to abide by its policies.

ENROLLMENT AND ADMISSIONS PROCEDURES

TRANSFER STUDENTS

Student records, discipline reports, and transcripts will be evaluated, and students will be placed in the appropriate classes or grade level based on the information obtained from the previous school. Students who transfer mid-year will be evaluated on in-progress courses. HCA reserves the right to conduct pre-admission testing and student/parent interviews. Students must enroll by the first day of their senior year to qualify for class valedictorian or salutatorian.

ADMISSIONS

Admissions/Enrollment takes place only after the student and his/her family has determined that they are in agreement with the HCA Statement of Faith, as well as the contents of the HCA Student Handbook, the "Prospective Student" process has been completed, and the Admissions Team has authorized enrollment. Being a student at Hope Christian Academy is a privilege not a right. This privilege may be forfeited by any student whose conduct, attitudes, or lack of progress, in the opinions of the teachers and administration, make it unwise for that student to remain at HCA. In addition, at which time the parents find that they do not agree and are not willing to cooperate with HCA's policies and rules, it may be advisable for them to withdraw their student.

REGISTRATION AT HCA

The number of enrollment opportunities granted annually at HCA is limited on the basis of available space. The enrollment process often referred to as "registration" is designed to provide an advantage to our returning families who are allowed to enroll for a short period of time before "registration" is opened to the public. Registration for all families will be based on the following:

- Students are admitted on the basis of available space, academic ability, past school records, and behavioral history.
- Hope Christian Academy participates in various scholarship programs that are available for students who reside in the State of Florida. There are stipulations set forth by the State of Florida regarding the distribution and awarding of some scholarships. Some of these stipulations include but are not limited to, income eligibility, application deadlines, yearly standardized testing requirements, and attendance guidelines. These stipulations are written in law and cannot be modified or deleted.
- In addition to these stipulations, HCA has set certain limitations on the number of McKay scholarships that will be accepted each year. A student may be denied if we feel we cannot provide the services a student needs to succeed. Once this limit has been met, enrollment for McKay Scholarship recipients will be closed.
- Scholarships are limited in number by the state and HCA. Having an award letter or an intent confirmation number does not guarantee enrollment at HCA.

PROSPECTIVE STUDENT SCREENING

- Enrollment application for prospective new students in Kindergarten (K5): available via Director of Education.
- Prospective new students in first through twelfth grade will complete a screening process. The screening process will include a review of academic, attendance, and behavioral records from the student's current school, and entrance exam administered at HCA (math and reading) if needed.
- A review of the above records will determine whether a student has met the academic, attendance, and behavioral criteria needed to enroll at HCA.
- Parents will be notified of their student's acceptance via email, phone, or letter. In some cases, parents will be asked to have a conference with the administration. In these cases, acceptance will not be granted until the school, student, and family have met and agreed upon any and all conditions of enrollment. These conditions may be due in part from the results of the entrance exam, previous school discipline records, limitations on the scholarships, and/or the student/parent conference.

ENROLLMENT

Students that have met the 'prospective student' criteria will be eligible to enroll at HCA. The following information is required before your child can begin classes at HCA.

- The HCA Parent and Student Handbook must be read, and the included agreement statement signed and dated by the parents and student.
- All enrollment documentation completed and returned to the school office.
- A copy of your child's immunization records or waiver. *Required by law before your child is admitted to class.*
- A copy of a physical that is not more than one year old. *Required by law before your child is admitted to class.*
- A copy of your child's birth certificate.

DETERMINING RE-ENROLLMENT

A student may be denied re-enrollment for reasons including, but not limited to:

1. A parent's lack of cooperation or support of programs, policy, or personnel.
2. A child's conduct is detrimental to the well-being of the other students or our teachers.
3. The child's behavior or academic needs demands more time and attention than we feel is reasonable to expect from our school.
4. Delinquent account.

FINANCIAL INFORMATION

PAYMENT PLANS

You may pay in full, pay bi-annually, or sign up for a 10, 11, or 12 month payment plan. Tuition is due on the 15th of every month. Accounts must be in good standing before students are allowed to enter classes.

12 month plan begins in June

11 month begins in July

10 month plan begins in August

REGISTRATION FEE

Registration fee is due with your enrollment paperwork.

BOOK FEES

Book fees vary by grade per student and are subject to change. Book fees are due September 30. These are actual costs the school incurs when your student's books are ordered.

TECH FEE

A tech fee will be charged to cover the use of Chromebooks in the classroom (as applicable).

GRADUATION FEES - K5: \$65 12th grade: \$200. These fees cover the cost of the cap, gown, diploma, etc. used in the graduation ceremonies.

TESTING FEES

Students participate in Standardized Testing annually with an associated cost of \$40 per student.

TUITION PAYMENTS

Payments may be made directly to the school office, mailed to the school, placed in the tuition box in the Early Education front office, or via Brightwheel. We accept cash, check, credit or debit cards. A \$35 fee is charged for checks that do not clear the bank.

COMMUNICATION FEE

\$30 per student covers our communication portals through MySchoolWorx and Brightwheel.

EARLY WITHDRAWALS OR DISMISSAL

Withdrawal papers must be signed, and outstanding balances paid before records are released to another school or parent. Records/grades are NOT available for release the same day the student withdraws. Students attending one day of any month will owe the full month's tuition. If a family has multiple children attending HCA, and only one withdrawal, any refund due will be automatically credited to the remaining students' accounts.

LATE CHARGES

All payments for tuition or any other charges are due by the 15th day of each month. A late fee of \$20 will be added to any account with a balance due after the 15th of the month. Statements concerning outstanding balances and upcoming charges, if applicable, will be available through Brightwheel. Any account that becomes 30 days past due may result in the student's MySchoolWorx account locked. Any account that becomes 60 days past due may result in the student's dismissal from HCA. Any student that is dismissed from HCA due to non-payment must be re-registered and pay the appropriate fees.

CHECK FEES

A fee of \$35 will be charged for checks that do not clear the bank. After two returned checks, the method of payment required will be cash, credit card, money order, or cashier's check.

RECORDS RELEASE

Report cards will not be released at the end of the grading period if a student's account (tuition, book fees, before care, after care, hot lunch, sports, lost books, outstanding fundraising monies, etc.) has a balance. HCA does not accept post-dated checks. Any and all academic records and transcripts will be held until any and all outstanding balances are satisfactorily met. Checks must clear the bank before records will be released.

ACADEMICS

Hope Christian Academy has a strong academic program that lends itself to excellence in education. Our students are taught using various curricula which aid our teachers to increase reader comprehension and help students to think critically.

PROBATIONARY PERIOD

All new students admitted to HCA are on academic probation for a 9-week period. Our classrooms are rigorous and demanding. All students, regardless of previous academic ability will have an adjustment period. Our teachers strive to make this period a successful one and will do all they can to help new students "catch up" and/or adjust. If the teacher, administration, and/or parent find that a student is unable to maintain passing grades during this probationary period, the following options will be given to the parent: Remove the child from the class and place in the next lower grade or withdraw the student from HCA.

ACADEMIC PROBATION AND DISMISSAL

Students receiving two F's, one F and two D's, or four D's on a progress report or report card will be placed on academic probation. The student will remain on probationary status until he shows significant improvement in grades as posted on the next progress report or report card. If failure to demonstrate improvement exists, a conference will be held with administration, teachers, parents, and the student (grades 6-12). The outcome of the conference will determine the student's continued status at HCA. If, in the opinion of the faculty, the student has given up academically (i.e. refuses to do homework, exhibits an "I don't care" attitude, fails to study for tests and quizzes, or work on projects, etc.), the school may choose to recommend withdrawal and/or prevent re-enrollment of the student. Academic probation WILL impact athletic and extra-curricular activity. If HCA teachers or staff suspect a possible learning challenge, the parent may recommend the student be tested for the sake of the child's academic future and specific learning needs.

SENSITIVE TOPICS (BEGINNING IN 6th GRADE)

The curriculum we use will discuss topics such as abortion and homosexuality. These subjects will be taught in a biblical manner based on God's Word. All students are expected to participate in the lesson on the date it is scheduled. Should you have a question about a particular topic, please make an appointment with the Director of Education.

HONOR ROLL - Students may earn "A" or "A/B" honor roll each quarter. The "A" honor roll means a student has earned all "A's", and "A/B" honor roll means a student has not earned less than a "B" in the grading period. Penmanship is not included. Students earning "A" honor roll will be mentioned in the local paper.

Grading Scale & GPA

Letter Grade	Percent Grade	Standard Course (Un-weighted) Quality Points (GPA*)	Honors Course (Weighted) Quality Points (GPA*)	College Course (Weighted) Quality Points (GPA)
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	0-59	0.0	0.0	0.0

*GPA points are based on Bright Futures course weighting scale. Grade Point Averages (GPA) are calculated by adding the quality points and dividing by the number of attempted credits.

REPORT CARDS AND INTERIM REPORTS

Report cards and interims will be posted on MySchoolWorx. Log in to your MySchoolWorx account to view your reports. If you are unable to access your account to view your reports, you can request a printed copy in the front office.

GRADES

Grades are available online, in real time, 24 hours a day to those with accounts that are not delinquent. Grades will be changing constantly as teachers input information into their grade books. We use an online grade book called MySchoolWorx.

ACADEMIC HONORS FOR SENIORS

Academic Honors are based on Grade Point Average (GPA) earned for all high school courses in which a credit was obtained. The HCA Valedictorian will be chosen from the highest GPA, and the Salutatorian will have earned the second highest GPA in the class. Honors recognition will be given to those students who graduate with a GPA of 3.0 or higher: Cum Laude - GPA 3.0 - 3.49, Magna Cum Laude - GPA 3.5 - 3.99, Summa Cum Laude - GPA 4.0 or higher.

GRADUATION REQUIREMENTS

Contact the Director of Education for graduation requirements as they change yearly. All graduating student accounts must be paid in full by deadline, or they will not be permitted to walk with their class and/or receive their diplomas.

Seniors at HCA are required to complete one online credit course within the mandatory 24-credits, a minimum of 30 volunteer hours, attain CPR certification prior to graduation, and complete a half semester in Personal Finance.

COMMUNITY SERVICE (9th-12th)

Hope Christian Academy requires a minimum of 30 community service hours to be completed at HCA. Opportunities to serve at HCA are (but are not limited to): working in a classroom, working at athletic events, tutoring, aftercare, cleaning, maintenance, sports team manager, set up and tear down for events, etc. Contact the Director of Education for the community service form. Transfer of community service hours will be evaluated on a case-by-case basis. Those wishing to apply for a Bright Futures Scholarship must complete 30-100 hours of community service. For more information about the Bright Futures program visit <http://www.floridastudentfinancialaid.org/ssfad/bf/>.

GRADE CLASSIFICATION

Promotion in high school is based on the number of credits obtained in the designated courses. In order to be classified at the subsequent grade level, students must have earned the number of credits or met the requirements listed below:

6TH - 9TH GRADES

For a student to be promoted to the next grade level, the following conditions must be met: Student must pass 5 classes with 60% or higher - classes include Bible, English, Science, and Social Studies.

SOPHOMORE

Have previously obtained 5 credits minimum, one each in English and Math

JUNIOR

Have previously obtained 11 credits minimum, one each in English and Math

SENIOR

Have previously obtained 17 credits minimum, one each in English and Math

*Graduates must have obtained 24 credits and a cumulative 2.0 GPA

DROPPING OR ADDING COURSES

Students wishing to drop or add a course must complete a Drop/Add Request Form (available in the Education Department) by the posted deadline. Any other requests for drop or add will not be entertained until the semester change. Dropping or adding a course is at the discretion of the HCA staff.

TEACHER TUTORING

Teachers in K5-12th grades can offer after-school tutoring on days that are convenient for them. Students may be tutored one-on-one or in groups. Please note the following guidelines in reference to tutoring:

1. The teacher will set the day and time tutoring is offered.
2. The teacher will determine which subjects to tutor.
3. The teacher will determine if a student needs to be dismissed from tutoring for lack of effort, lack of parental support, or failure to complete homework as assigned.

Students not picked up by the end of the tutoring session will be signed into aftercare, and the parent will be charged accordingly.

ASSIGNMENTS

EACH STUDENT IS EXPECTED TO SUCCESSFULLY COMPLETE ASSIGNMENTS WHEN GIVEN. Incomplete Assignments may go home to be finished. Homework is for practice, reinforcement of learning, and studying. Students who do not complete homework can experience a decline in their academic success and lose out on classroom privileges. This will be determined by the teacher and the grade in which the homework is assigned. Please note that some assignments that are mandatory, must be completed on student's personal time as well, which can include time at home. The failure to complete these assignments will result in zero for the assignment. No late assignments will be accepted and a zero will be given for the failure to complete said assignment. This is to maintain high expectations of our students and teach them the importance of responsibility concerning academic promptness and integrity. *An exception to the assignment/homework policy for one is not meant as an exception in the assignment/homework policy for anyone else.*

PARENTS AND HOMEWORK

We do request parents' full cooperation in seeing that assignments are completed. Repeated assignment/academic misconduct could result in a student's detention, in-school suspension (ISS), out of school suspension (OSS), or expulsion as it would be direct violation of the handbook and school policies.

PHYSICAL EDUCATION

All students in 9th grade will be required to dress out and participate in a Physical Education class. Students who do not dress out receive a zero for not dressing out and will prevent them from participating in that day's activities, causing them to receive a zero for participation as well. Physical Education class is counted amongst their other grades contributing to their GPA. A PE recess is provided for K5 - 8th grades. Grades 6th - 8th may dress out if they choose but must wear the HCA PE uniform. Uniforms are ordered/purchased through the HCA Front Office (but not a required purchase).

SUMMER SCHOOL

Summer school for course recovery **is not** offered at HCA. If course recovery is needed for our upper grades, students may take Florida Virtual School (FLVS) courses online throughout the summer months. If course recovery is not needed, but extra help is needed or desired, students may take use of a tutoring opportunity with one of our teachers who wish to tutor throughout the school year or the summer.

TITLE 1

Title 1 is a federally funded educational program that offers qualifying students in grades 1st - 5th tutoring services in Reading and/or mathematics that support their regular instructional program. Teachers will refer a student to the Title 1 program if he/she is experiencing significant difficulty in reading and/or math. The Title 1 Administrator will forward all teacher referrals as well as standardized test scores to the Title 1 Director with the Bradford County School Board to determine Title 1 eligibility.

DUAL ENROLLMENT

Dual enrollment allows 11th and 12th grade students to earn high school and college credit simultaneously, although 9th and 10th grade eligibility will be determined on a case-by-case basis at the discretion of the Director of Education.

REQUIREMENTS

Students must pass at least one section of the Post-Secondary Education Readiness Test (PERT), complete Algebra I, have and maintain a 3.0 GPA, and show maturity in order to participate in the dual enrollment program. An articulation agreement exists between HCA and Santa Fe College and North Florida Technical College. The articulation agreement must be followed by both the student and HCA. Scheduling must be discussed with and approved by the Director of Education before students may sign up for classes. For more information about dual enrollment or the articulation agreement, contact the Director of Education. Students are responsible for purchasing all instructional materials assigned for use within the college courses. Instructional materials are defined in Section 1006.29(2), F.S., and shall include, but not limited to, textbooks, consumables, and online codes.

TRANSFER OF COLLEGE CREDIT

Please note that the acceptance of college credit is dependent on the receiving college or university.

DUAL ENROLLMENT DRESS CODE

Students are required to be in HCA school dress code when arriving on campus for lunch, class, or conducting other business.

ACHIEVEMENT TESTING

THE STANDARDIZED TEST

All students participate quarterly in STAR Readiness math and reading assessment testing. The assessment covers language, math, reading, spelling, social science, and science. Parents are provided with copies of the testing results upon request. The law requires HCA to administer testing to all students participating in the Step Up for Students scholarship program.

SAT & ACT

Seniors are required to take the SAT or ACT. This requirement must be fulfilled, and the results sent to Hope Christian Academy prior to receiving a diploma.

CAMPUS RULES, SCHOOL TIMES, ARRIVAL, DISMISSAL, BEFORE AND AFTERSCHOOL CARE

CAMPUS RULES

1. Students are not to be on campus before 7:30 AM or after 3:15 PM without adult supervision.
2. Before- and after-school supervised childcare is available for an additional cost, should you need it (6 AM - 6 PM).
3. Unsupervised children will be directed to before- or after-care and the parents account will be charged accordingly.
4. Students arriving between 7:30 AM and before 7:45 AM must go to the gym and wait for the 7:45 AM classroom opening.
5. Students may not leave campus without school permission after morning arrival.

6. Students who drive must check out in the Front Office if they leave before the end of the school day.
7. Students are not to be in buildings prior to 7:45 AM and after 3:15 PM without a teacher present.
8. Unauthorized students are not to loiter at the gym, weight room, athletic fields, or other facilities after school hours

SCHOOL TIMES

Academy Hours	K5- 6 th Grade	8 AM-2:30 PM
	7 th - 12 th Grade	8 AM-3:00 PM
Early Release Days	K5- 12 th Grade	8 AM-11 AM
Before Care Hours		6 AM - 7:30 AM (fee)
Before Care Hours		7:30 AM - 7:45 AM (no fee)
After Care Hours		3:15 PM - 6 PM (fee)
School Year Office Hours		8 AM - 4 PM
Summer Office Hours		8 AM - 4 PM

ARRIVAL AND DISMISSAL

Morning Drop- Off Procedure

CAR LINE PROCEDURE: (A staff member will be present from 7:30 AM - 8 AM.)

1. Parents may begin dropping children off at 7:30 AM.
2. Drop students off in the covered driveway between the Early Education Building and the Gym. Please pull into the covered area before students exit the vehicle.
3. Please be mindful of those behind you in line as you pull forward.
4. From 7:30 AM - 7:45 AM: Students will remain in the gym and be released at 7:45 AM to their classes.

STUDENTS/PARENTS PARKING AND WALKING TO CLASS:

1. Parents may begin walking children to class at 7:45 AM.
2. Parents are asked to part ways with their child on the classroom ramp to build a healthy habit of students unpacking and preparing for class.
3. Parents: Park on the grass parking lot located (north side of the church). Student drivers: Park in grassy, fenced area.
4. The walk-through gate by the school playground is **not** an authorized car drop-off area for student safety.

DISMISSAL AND AFTERNOON PICK UP

All students must be picked up from the car line located between the Early Education Building and the Gym.

K5 - 6th Early Pickup:

1. Parents will be given a family identification sign, which must hang from your rear view mirror with the last name of the student visible from the front.
2. Elementary students are released at 2:30 PM. and are escorted to the gym where they will be supervised until parents arrive.
3. Parents are to pull their vehicles in the designated lanes where a staff member will call each student to staging area. Then another staff member will assist each student to their cars.
4. Students cannot be called for checkout after 2 PM.
5. Parents cannot call ahead for their children to be sent to the front office prior to the parent arriving.
6. Early checkouts are highly discouraged. Excessive early checkouts could result in an absence.
7. Parents picking up both elementary and Jr./Sr. high-school students use the later pickup.

7th - 12th Late Pickup:

1. Students will follow the same procedure when released at 3 PM.
2. Student drivers must obtain a parking permit and park in the designated parking area. If they are driving a younger sibling home, they will need to stop by the gym to have siblings released.

*All students not picked up by 3:15 PM will be escorted to aftercare to await pickup, which **will** result in an additional fee of \$11 for any student signed into aftercare. Please call the academy office for more information.

DISMISSAL AND PICK UP ON EARLY RELEASE DAYS

ALL GRADES K5 - 12th DISMISSED AT 11 AM:

Same procedures apply.

BEFORE CARE

Available daily from 7:30 AM - 7:45 AM for no fee. If your student needs before care between 6 AM and 7:30 AM, a fee will be administered. Contact the school office for more information. (Fees must be paid in full to receive student records or transcripts.)

AFTER SCHOOL PROGRAM

This program starts at 3:15 PM and ends at 6 PM. Every student that is not picked up by 3:15 P.M. or does not have an after school extracurricular activity, is required to be in the after-school program. All students must always be under adult supervision while on the campus. Students that have extracurricular activities after school must be with their coach or adult sponsor. If an activity is canceled, the students must report to the after school program until a parent is able to arrive on campus to pick up their child. The regular after school program attendance, not related to extracurricular activities, is subject to extra fees. Please contact the front office for more information.

ATTENDANCE POLICY

All students are subject to policy. When a student is not in school, regardless of the reason, he/she is counted ABSENT. A student shall be counted PRESENT when they are in attendance at school or off campus at a school sponsored event. All absences will be considered UNEXCUSED until proper documentation (F.S.1003.26; see below) is received. If a student's absence is unexcused, tests or quizzes cannot be made up until proper documentation is received. When proper documentation is received, some absences may change from UNEXCUSED to EXCUSED. Proper documentation must be received within 3 days after the student returns to school or the absence will permanently be recorded as UNEXCUSED.

For calculation purposes, both excused and unexcused absences will be included in a student's yearly ABSENCE TOTAL. Totals will be used to determine a student's promotion/credit and enrollment status at HCA. Insurmountable conditions as outlined in F.S.1003.24 will be taken into consideration when counts are tallied.

Compulsory School Attendance Policy (July 13, 2016): Florida Statute (F.S.) 1003.21

All children who have attained the age of 6 years through the age of 16 years are required to attend school regularly during the entire school term.

School Term: F.S.6A-1.09512

Equivalent minimum school term for compulsory attendance purposes. Any child of compulsory school attendance age, who is enrolled in a non-public school pursuant to Section 1002.42, Florida Statutes, shall be deemed to be in compliance with the compulsory attendance requirements of Section 1003.21(1)(a), Florida Statutes, provided the child maintains regular attendance during the entire school term of either: (1) One hundred eighty (180) actual school days determined as prescribed by Section 1011.60(2), Florida Statutes, or (2) A.

Hope Christian Academy: A minimum of one hundred seventy (170) actual school days and the hourly equivalent of one hundred eight (180) actual school days, determined as prescribed below:

- Grades K5 - 3: Seven hundred twenty (720) net instructional hours
- Grades 4 - 12: Nine hundred (900) net instructional hours

ATTENDANCE AND EXAMS

Nine-weeks and Semester Exams will be given as scheduled. Students must be present on the day of the exam. If a student does not have a proper excuse, such as a doctor's note, an obituary notice, or prior Administrative approval, the test will not be administered, and the student will receive a zero.

ATTENDANCE AND SCHOLARSHIP (SUF5 AND MCKAY)

Step Up for Students Scholarship recipients will have their attendance evaluated on a quarterly basis. Those found not meeting the attendance policy will be asked to personally fund tuition for the days that exceed the allowable days absent or withdraw from HCA. We are not permitted to receive funds from recipients that do not adhere to our attendance policy.

K5 - 12TH GRADE STUDENTS:

- Allowed no more than six (6) absences per nine weeks and a maximum of 22 ABSENCES TOTAL whether unexcused or excused.
- Early sign-outs and tardiness may affect a student's overall ABSENCE TOTAL. Three (3) unexcused tardies or early sign-outs (see below) will equal one absence.
- Students not in school by 11:30am will be counted as absent for the entire day.
- Students who sign out before 11:30am will be counted as absent for the entire day.
- Unless insurmountable conditions exist, outlined in F.S. 1003.24, absences over the maximum will affect a student's ability to be promoted. (See Section VII, Credit and Failure/Promotion Policies, for complete explanation.)
- Eleven (11) absences in one semester for K5-12th grade students may result in failure, dismissal, and/or non-re-enrollment.

DOCUMENTATION REQUIREMENTS

- Written Documentation (hand-written notes, scanned copy of hand-written note submitted via e-mail, MSW, fax) must be on file for every absence a student accumulates.
- Written documentation is to include child's name, date of document, date of absence(s), reason for absence(s), and signature of legal parent or guardian.
- Type of documentation required if a student is absent for any reason:
 - ◆ Students will be allowed 3 parent notes every nine weeks.
If a student is out more than one day in a week when the note is written it **MUST** be consecutive days for it to be considered "ONE" note.
 - ◆ Illness of a student. (Documentation written by parent for days absent 1-3; by physician for 4 or more days absent.)
 - ◆ Scheduled medical or dental appointment: Note from Physician's office documenting date and time seen, number of days you are excused for, and when you may return to school.
 - ◆ Student having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and will not be allowed to return until they no longer present a health hazard.
 - ◆ Students on field trips, off campus at Santa Fe, or on pre-approved college visits are not considered absent. (Note from teacher, Administration, or college that has been visited.)

*Administration has discretion to approve outside of these guidelines.

MAKE-UP WORK/MISSING ASSIGNMENTS

Make-up work will be given to students on the day of return from an unexpected absence. Students who are absent one day or two consecutive days will be given two days for each day absent to complete the makeup work for full credit. If the student is absent for three or more consecutive days the teacher will set the dates for completion.

TARDINESS AND EARLY SIGN-OUTS (See also pages 31 & 32)

- Tardiness is defined as a student not being in the classroom when the class is scheduled to begin. All tardiness is considered unexcused unless a doctor, dentist, or parental note is provided.
- K5 - 12th grade students who are TARDY must sign in at the front office with a signed parental note. If there is no note, the tardy will be unexcused. A student is tardy if they are not inside the classroom at 8 AM.
- Students, including student drivers, will receive two "grace" tardies in the first 9-week grading period.
- Students are allowed one "grace" tardy within each of the following three 9-week grading periods and will not affect perfect attendance.
- Subsequent tardies will only be excused with a parental, doctor, or dentist note, otherwise it is counted as an unexcused tardy. Three (3) or more tardies equal one absence within each grading period.
- Three (3) unexcused tardies in a nine-week period will count as an unexcused absence.
- Excessive tardiness to first period will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

CREDIT AND FAILURE/PROMOTION POLICIES

- Florida Statute 1003.4156 states that promotion from grade 6 requires that a student must successfully complete academic courses as follows: 3 English, 3 Math, 3 Science, and 3 Social Studies.
- Students failing any of the courses described in VII.A.3 will be required to make up those courses in a credit recovery class before being admitted into the ninth grade.
- Any necessary make-up hours due to excessive absences may be made-up during Standardized Testing week. (These are early release days.)

HOMEBOUND POLICY

There is a homebound policy in place for severe medical needs. Students must be placed on homebound studies by a physician and by school administration. The placement must be for a minimum of three weeks and a maximum of six weeks. Since homebound studies cannot be extended for more than six weeks, if more time is necessary, it is advised that the student be withdrawn and placed in a home school program. The homebound program will be coordinated by the Director of Education. Students are not allowed to participate in any extracurricular activities while on the homebound program.

ATTENDANCE PROBATION

Students exceeding eleven absences for the first semester will be placed on attendance probation. The student will be required to correct the attendance problem and show significant improvement in attendance by the specified deadline. If failure to demonstrate improvement exists, a conference will be held with administration, parents, and the student. Attendance probation will impact eligibility for field trips and other school sponsored activities and could result in expulsion.

If a student intends to re-enroll or a new student enrolls and that student has an excessive number of absences (23 or more) the student will be placed on administrative attendance probation, for a period of one semester. During that time attendance will be checked each quarter. The number of absences should not exceed 5 per quarter (including excused and unexcused absences). Failure to maintain a good attendance record will result in a conference with the administration, parents, and the student. Attendance probation will impact eligibility for field trips and other school sponsored activities and could result in expulsion.

RULES OF CONDUCT

Students are expected to exhibit a positive attitude in response to these rules and abide by them throughout their enrollment whether at home, school, or elsewhere. This list is not exhaustive and administration reserves the right to employ new rules as needed to maintain harmony in the school.

- If at any time the school or the parent feels that cooperation between school and family is lacking, the student may be requested to transfer schools.
- Students are expected to exhibit cheerful obedience to all authority (parents, teachers, substitutes, volunteers, administration, staff, etc.) even if the person is not the student's own teacher.
- Students are expected to exhibit kindness, respect, and speak only positive, pleasing comments to and about their peers and teachers.
- Students are expected to use their tongues in a manner that is pleasing to God. Negative words, even if done in fun, are unacceptable at HCA.
- Disruption of the class and learning environment will not be tolerated.
- Students are not allowed to leave school grounds once they have been dropped off by a parent.
- Students may not leave the school before the regular dismissal time without permission from the Director of Education or designee.
- Internet usage is a privilege. Any student found accessing websites with inappropriate material will be subject to disciplinary action that may include, but is not limited to, suspension and loss of Internet privileges for the remainder of the school year.
- Students are expected to follow all school rules, written and verbal.
- No unnecessary bodily contact whether it is affectionate, playful, or hostile, is acceptable while at school. Such bodily contact, which may seem harmless, often expands rapidly and tends to create tension which does not create a positive educational environment. This includes hugging and handholding. A six-inch rule should be exhibited at all times.
- Weapons are not allowed on school grounds.
- Cheating and plagiarism are not tolerated. The minimum consequence for cheating will be a zero on the assignment.
- In accordance with and recognition of biblical principles, no "immoral act" or "identifying statements" concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography will be tolerated. An immoral act is considered bodily contact, active or passive, between members of the opposite sex or same sex, for the purpose of satisfying sexual desires. An identifying statement is one in which a person openly states or implies they are homosexual, bisexual, or otherwise immoral.
- Homosexual behavior, whether immoral act or identifying statement, is incompatible with the beliefs of the Bible and therefore the beliefs of Hope Christian Academy and is basis for dismissal.

DISMISSALS AND WITHDRAWALS

GENERAL DISMISSAL INFORMATION

Parents/Guardians may be asked to withdraw their children for the following reasons:

- Uncooperative behavior on the part of a student when relating to the administration, faculty, or staff of the school.
- A student's uncooperative conduct, attitude, or lack of academic effort.
- Accounts that are 45 or more days delinquent without satisfactory arrangements having been made with our billing and records department.
- Failure to comply with the attendance, tardy, and early check-out policies.
- Verbal or written threat of bodily harm toward HCA employees or their families.

TRANSFER OF RECORDS

All official records are exchanged between schools. Records will not be released to be carried by parents. The new school must request records from HCA.

ELIGIBILITY FOR ATHLETIC PARTICIPATION

Below are a few of the rules and guidelines associated with the sports program. A more detailed list will be dispersed at the mandatory sports meeting outlined below. Acceptable grades, school attendance, and proper conduct are requirements for participation in athletics at HCA. Students whose grades show consistent failure or whose behavior declines, may be asked to withdraw from the activity until such time that the grades or behavior improves to HCA standards.

COST

All players must pay sport fees for each sport played: Tackle Football: \$100 All Other Sports: \$75. The sports fee is due before the first game of the season. This fee helps to offset but does not completely cover the costs involved in participating in sports at HCA. Some of the costs include, but are not limited to: uniforms, new equipment, bus drivers, fuel costs, vehicle maintenance, referees and umpires, association fees, score books, etc.

FUNDRAISING

All sports players and parents will be expected to participate in fundraising. Fundraising helps to offset the cost of equipment as well as the cost of the player's sports fees. Information on fundraising will be given at the parent meeting at the start of each season.

DOCUMENTS REQUIRED

Students participating in the sports program are required to have a sports physical examination, parent consent form, any required league consent forms and proof of health insurance, prior to the beginning of practice. The physical exam and consent forms are available in the front office. The sports physical cannot be more than one year old.

VOLUNTEER REQUIREMENTS

Guardians/parents are required to volunteer a minimum of ten (10) hours per year. Guardians/parents (or represented by family members) of HCA athletes are required to volunteer a minimum of 10 hours per sport in which their student(s) participate.

Each school year, all volunteers must complete the HCA volunteer form with a local background check conducted prior to being placed in volunteer roles. Note: Driver's license or ID and signature are required.

GRADE REQUIREMENTS

Grades will be reviewed weekly by the athletic staff to ensure eligibility. Students must maintain a 2.0 GPA, or better, and cannot have a failing ("F") grade in any subject. The student will be suspended from the team until they become eligible.

INELIGIBILITY FOR AWARDS AND RECOGNITIONS

Students become ineligible to receive awards and recognition on the following basis: withdrawal from HCA, being removed from the team, or quitting the team before the season has ended (to include the last game of the season).

SPORTS PROGRAMS - Tackle Football: \$100 Sports Fee Other Sports: \$75 Sports Fee (each sport/per student):

MANDATORY MEETING

Parents and players are required to attend a before-the-season meeting that will explain rules and expectations for the team. In addition, parent expectations will be discussed at the meeting.

Boys' Sports:
Tackle Football (grades 9-12)
Baseball (grades 6-12)
Basketball (grades 6-12)
Middle School Flag football (grades 5-8)

Girls' Sports:
Volleyball (grades 6-12)
Basketball (grades 6-12)
Fast-Pitch Softball (grades 6-12)
Cheerleading or Pep Squad (grades 2-12)

GRIEVANCE POLICY AND PROCEDURE

Students, guardians/parents should follow these steps regarding school situations and concerns:

1. Make an appointment to go directly to the teacher or staff member involved and discuss the matter.
2. If the matter is not resolved in discussion, request a joint conference with the teacher and Director of Education.
3. If the matter cannot be resolved, request a joint conference with the Director of Education and the Director of Operations.
4. If you feel that your needs are not being met through the previous avenues, please email the school board at the following email address: HCAboard@myhopechristianacademy.org

FALSE ACCUSATION AGAINST EMPLOYEES: Intentional false accusation against a person that jeopardizes the person's professional reputation, employment, or professional certifications.

Depending upon the nature of the false accusation and the investigational findings, the following consequences could be applied based on administration decision:

- 1) Student behavioral assessment
- 2) Student behavioral intervention plan/probation/contract
- 3) Parent contact/conference
- 4) Detention/community service
- 5) ISS (In School Suspension)
- 6) Temporary or permanent loss of privileges
- 7) Loss of extra-curricular activities (field trips, sports, clubs, formal, etc.)
- 8) Mentorship/counseling
- 9) Notification of law enforcement (if necessary)
- 10) Expulsion

Please note that one or more of these consequences can be issued.

Hope Christian Academy holds the right to determine the previously listed consequences or other alternatives at their discretion.

HEALTH AND MEDICATION PROCEDURES

Students who are sick due to any of the following illnesses or communicable diseases will be excluded from school until the following guidelines have been met.

The school office is trained to administer basic first aid (i.e., Band-Aids, temperature checking, ice bags), distribute required medication that has been pre-approved, and for communication between the school and parent when a child becomes ill or injured at school.

ILLNESS POLICY

Students who are ill should remain at home to recover. HCA has adopted the following guidelines for re-entry to school due to a common illness. These guidelines are set forth to protect the school environment from the spread of many common illnesses.

- **Fever**- A child with a temperature of 100.4 degrees or greater is to stay at home and remain at home until child is: fever free (normal temperature) without the aid of medication such as Ibuprofen (a.k.a. Motrin, Advil) or Acetaminophen (a.k.a. Tylenol) for at least 24 hours.
- **Diarrhea**- Child must have a normal temperature, be symptom free for 12 hours without the aid of medication and be able to hold food down.
- **Vomiting**- Must be symptom free for 12 hours without the aid of medication.
- **Runny Nose with Colored Discharge** - Check with your child's doctor if discharge lasts longer than 10 days or is accompanied with a fever.
- **Head Lice** - HCA remains a "no nit" policy. In order to return to class, a student must be accompanied by an adult and receive an "all clear" head check by a teacher or other HCA staff member. Absence for head lice cannot exceed five (5) days.
- **Colds, Viral Sore Throats**- Child must have a normal temperature, be able to participate in all school activities, and not be listless or tired.
- **Streptococcal (strep throat) and Staphylococcal Infections, including Scarlet Fever**- Student is excluded from school at least 24 hours after start of antibiotic therapy until fever free.

- **Infectious Rashes, Ringworm of Scalp or Other Parts of the Body** - Student is excluded until seen by a doctor and proof of treatment is provided. Exposed ringworm must be covered while at school. Child must be on effective treatment (medication) for at least 24 hours.
- **Conjunctivitis (Pink Eye)** - Must be under prescription treatment for at least 24 hours, eyes must be clear (free of discharge and redness), or a health care provider's permission to return to school is obtained.
- **Chicken Pox, Shingles**- Notify the school office if you suspect or your child has been diagnosed with chicken pox or shingles. Child may return to school when every pustule is dry and scabbed over.
- **Impetigo/MRSA (Methicillin-resistant Staphylococcus aureus)** - Student is excluded from the school if there is the presence of open, oozing sores and until seen by a physician and treated with a prescription antibiotic for 24 hours. All open areas that are exposed need to be covered.
- **Scabies** - Student is excluded until one (1) treatment with prescription medication for 12 to 24 hours is completed. Proof of treatment must be provided.

ILLNESS AT SCHOOL

A student will be sent home if they become ill during the school day, exhibit any of the above untreated symptoms, or at the discretion of school personnel. If you receive a call that your child has a temperature, stomach ache, has vomited, or had diarrhea, we ask that you make arrangements to pick them up within an hour of the call. If a student is sent home during the school day for any of the above reasons, they will not be permitted to return to class until the time periods described above have been met. If they have an infection or fever that requires an antibiotic, a doctor's note stating when they may return to class will be sufficient.

INJURY AT SCHOOL

Students injured at school will be assessed and care given. If an injury is more significant than a minor abrasion, a parent will be contacted. The contact may include but is not limited to: written contact and/or verbal contact by phone. If an injury is deemed severe or life threatening, Emergency Medical Services (EMS) will be called. The Medical Information Form that is completed in the enrollment packet will be given to EMS personnel upon arrival to the school.

ASTHMA INHALERS

Florida State Statute (FS 1006.062) mandates that a physician must authorize a student to *carry and self-administer an asthma inhaler* at school. There are specific forms available in the office for the physician to complete. These forms must be updated annually. Students are authorized to carry an inhaler in the pharmacy labeled container. HCA reserves the right to rescind physician authorization if the student misuses or does not follow inhaler guidelines. Inhalers that are kept in the school office do not require physician authorization, however, they must be in the pharmacy labeled container and the Medicine Authorization form must be completed by the parent, kept in the office, and updated annually.

EPI-PENS

If a medication is needed while at school, an Authorization for Medication/Treatment form must be filled out and on file in the school office.

INSULIN

If a medication is needed while at school, an Authorization for Medication/Treatment form must be filled out and on file in the school office.

OTHER MEDICATIONS

If a **medication** is needed while at school, an Authorization for Medication/Treatment form must be filled out and on file in the school office. Written physician (for physician prescribed medications) or parent (for OTC medications) authorization form is required for any and all medication. **Verbal permission is not recognized.** Only in person, faxed, or emailed forms (permission) will be accepted. Medication must be turned in to the office upon arrival at school. If an authorization for medication form has been turned in by a parent, we will administer meds to those students. Medication must be provided by the parent. Students are not permitted to carry of self-administer any type of medication, prescription, or over the counter, while at school. *Exception applies to students that require life sustaining medications such as an asthma inhaler, Epi-Pen, or diabetic medication.*
A physician's note stating such medications are required must be on file in the office.

Before administering any type of medication, the following guidelines will be followed by those administering the medication:

- An Authorization for Medication/Treatment form is complete, signed, dated, and on file in the child's file.
- The pain has lasted more than one hour, the nature of the pain requires medication, the student has eaten prior to taking medication, or it has been four or more hours since the last time a student has taken the medication.
- The medication administration is documented, and the parent has been notified by a note home or email.
- Doses administered will be according to the manufacturer recommendations. Any deviation to the amount prescribed on the bottle must be in writing from a physician.
- HCA will contact the parent for recurring or regular visits to the office for medication.
- Regular use of an over the counter medication requires written consent from a physician.
- All OTC medications must be in its original labeled container. Medication received in baggies will not be dispensed and will be discarded.
- All prescription medicine must be brought in the original pharmacy labeled container. This pharmacy label represents physician authorization.
- Medication must not be out of date. Expired medications will not be administered.
- Medication will be dispensed according to manufacturer or pharmacy labeling only. Any changes in dosing must be on a school form or from the parent listing the medication name, the reason for the medication, the time and route to give the medication, and the last time the medication was given.
- Students found in possession of or self-administering medication at school will receive disciplinary action.
- Long-term use (more than three days of continuous use or regular use) of an over the counter medication requires a written physician request.
- Administrative staff reserves the right to refuse to dispense medication brought from home at any time. A parent will be contacted to address the specific need of the situation.
- Homeopathic medications will not be recognized as treatment for illness. Additionally, no homeopathic or herbal medication will be administered at school or by school personnel.
- Students with chronic conditions must update documentation of medications annually.

INCOMING 6TH GRADE STUDENTS

HCA is required to conduct a scoliosis examination for girls in the sixth grade. This examination is a state requirement for all schools and is conducted for the purpose of early detection of an abnormal lateral curvature of the spine. Examinations will be conducted at HCA by a Registered Nurse at no cost to the parent. A permission slip will go home before the examination is conducted. Please sign and return the slip denying or giving permission for us to conduct the exam.

INCOMING 7TH GRADE STUDENTS

Every student entering 7th grade must have proof of the Tdap booster documented on the Florida Certificate of Immunization.

COMMUNICABLE DISEASE

The term communicable disease shall mean an illness which arises as a result of a specific infectious agent, or its toxic products, which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify their immediate supervisor. HCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within HCA.

If it appears a student may have a communicable disease which requires exclusion, the school will contact the parent or guardian and take the following action:

- Segregate the student from other students until such time as the parent or guardian can pick up the student.
- Inform the parent of the child's symptoms.
- Inform the parent that the student may not return to the classroom until symptoms are relieved and with physician authorization.

Diphtheria	Measles- Rubeola (Regular)
Mumps	Meningitis
Polio	Salmonellosis
Giardiasis	Shigellosis
Hepatitis (All Types)	Whooping Cough
Measles- Rubeola (German)	(Pertussis) Meningococcal Disease
Flu	Corona Virus

For more information on these or other types of communicable diseases, visit the center for disease control, at cdc.gov.

INSURANCE AND INJURY

Hope Christian Academy does not provide individual accident insurance for students. However, we do have an accident policy that covers students while they are at school or a school sponsored activity. Should your child become injured at school or during a sponsored activity, contact HCA to obtain more information about the school policy and coverage.

PARENT, STUDENT, SCHOOL COMMUNICATION

COMMUNICATION

• **PLANNER**

Students in 1st through 12th grade are issued a planner at the beginning of the school year. This planner is used to record homework, weekly spelling words, test dates, and/or notes from the teacher. It is good practice for parents ask for and read daily planners for notification and assignment checks daily. Some teachers of students in 1st through 12th grade may require a daily signature by parents; for 6th through 12th grade students it is at the discretion of the teacher and/or parent. The planner is an excellent tool to aide you in keeping up with your child's assignments. Feel free to write a note to your child's teacher in the planner. It is the student's responsibility to keep track of the planner. The school is not responsible for lost or stolen planners.

- Lost, misplaced, or stolen planner: parent/student's responsibility to purchase a new one through HCA.
- Students are required to keep all pages intact in the planner for the entire school year.
- Teachers have the sole discretion in their classroom to make rules concerning parent signatures in the planner. For example, some teachers require that the planner be signed daily by a parent and the student will be penalized if the planner is not signed.

• **EMAIL**

Each teacher has an email address specifically set up to communicate with parents and students. The teacher will provide this email address to parents during orientation/open house.

• **MYSCHOOLWORX**

- Our official communication software where we also track grades, discipline, attendance and more.
- You may communicate with your teacher(s) and administration.
- Lunch Tab: MSW is our online ordering program.
- Academy updates and communication disseminated.

• **BRIGHTWHEEL:** Communication system connected via text messaging.

• **SOCIAL MEDIA**

The name "Hope Christian Academy" and how it is used affects both the Academy as a whole and the individual members/stakeholders of the Academy community. Appropriate use of the name and insignias/logos can benefit all, while inappropriate use may reflect negatively upon Hope Baptist Church, HCA, and its individual stakeholders (i.e. parents, students, staff, volunteers, donors, etc.). Because of the far-reaching implications, absolutely NO unauthorized use of the HCA name, logo/insignias - including on attire - may be used on any unauthorized media platforms. NO media/social media accounts may be opened or operated by anyone other than authorized HCA staff. NO reference to HCA, HCA students and staff, attire, logo/insignia, campus & classrooms, etc.. may be featured on any unauthorized platform that places HCA and stakeholders in a negative light.

CONFERENCES

TEACHER CONFERENCES

Appointments with your child's teacher must be made rather than just "popping in" unannounced. It might be that the teacher already has a conference, or some other type of meeting scheduled and may not be available. Teachers are available for

conferences at their availability in their planning periods or after school except on Wednesdays. To schedule a conference, call the school office and leave a message or contact the teacher directly through MySchoolWorx or other means the teacher has specified. Please do not expect immediate call back from the teacher. They will not typically call during the middle of the day as they are teaching.

ADMINISTRATION CONFERENCES

If you need to speak with or schedule a conference with the administration, call the school office and schedule your appointment. Please give as much detail as possible regarding the reason for your appointment, so that we are able to schedule you with the appropriate person. However, if your need for a conference is concerning a grievance toward a faculty member, please follow the Grievance Policy and Procedure.

STUDENT DRIVERS

RULES AND REGULATIONS

Driving to school is a privilege and should be treated as such. A Student Driver Consent Form/Contract must be signed and be on file.. There are rules that must be followed in order to maintain this privilege. Parents and students will be asked to agree and abide by the rules in order to have permission to drive on campus. NOTE: Students must be prepared for their day on campus as they are not permitted to go to their vehicles once the school day begins.

STUDENT PROPERTY & LIABILITY STATEMENT

Hope Christian Academy assumes no liability or responsibility for the safekeeping of equipment, books, collections, or money. Also, the Academy assumes no liability or responsibility for any items that are lost or stolen from lockers, classrooms, hallways, storage areas, vehicles, outside areas, other places on campus, at athletic practices and games, or any other school activity.

SEVERE WEATHER & SCHOOL CLOSINGS

SCHOOL CLOSINGS

In the event of severe weather, the school will be as prompt as possible in making the decision to cancel operations. If a school closure is imminent, you will be notified in one or all of the following ways:

- Text, email, automated phone call through MySchoolWorx
- FM 106.3 WEAG
- WJXT, channel 4
- WTLV, channel 12
- Hope Christian Academy Facebook and Instagram pages listed under Hope Christian Academy (Starke, FL)
- Our website www.myhopechristianacademy.org
- Brightwheel

SEVERE WEATHER DURING THE SCHOOL DAY

We have procedures in place for various severe weather emergency situations and practice drills and safety procedures (fire, lockdown, and inclement weather). In the case of severe weather during the school day, it is generally better to leave your student at school until the weather passes. The administration is diligent about monitoring the weather situation and keeping your child safe. Please know that during a severe weather situation, our main concern is the safety of our children and staff.

VOLUNTEERISM

REFER also to Eligibility for Athletic Participation (pg.22) and to Senior Requirements (community/volunteer service hours).

SEE: General Information/Chaperones and Field Trips (pg. 28).

A local or *DCF Clearinghouse background check is required to volunteer and/or chaperone at Hope Christian Academy. Note: Volunteers will incur cost(s) if there are any background charges/fees.

VISITING & CHAPEL

VISITS

All visitors are required to sign in and obtain a visitor's badge from the front office. Parents wishing to visit the classroom must arrange the visit in advance. Contact your child's teacher in order to make these arrangements. Please do not go directly to your child's classroom during the day.

CHAPEL & OTHER PROGRAMS

Chapel is a vital part of our school program meeting the first hour on Wednesdays beginning at 8:10 AM in the church sanctuary. Parents are invited to attend. Elementary has a separate chapel also at 8:10 AM.

AWARDS CEREMONIES

We conduct awards ceremonies four times per year to reward our students for academic excellence. Awards ceremonies begin at 8:10 A.M. typically scheduled on Fridays. Parents are welcome and encouraged to attend.

GENERAL INFORMATION

BOOK MOBILE

The Bradford County Book Mobile parks at HCA every other week. Students wishing to check out books must have a Bradford County Public Library card.

BUILDINGS & GROUNDS

All students are expected to use buildings as carefully as they would any other public or private facility. Abuse of any building, its equipment, or its fixtures, including damages resulting from carelessness and/or horseplay will demand immediate correction at the parent's expense. Writing on the desks, tables, picnic tables, bathroom walls, railings, steps, etc. constitutes vandalism. Students will be required to clean, sand, or otherwise pay for damages that are inflicted on any property at HCA or HBC.

CHAPERONES

Being a chaperone is an awesome responsibility as well as a blessing. All chaperones must fill out a volunteer form prior to chaperoning. It is important that each chaperone clearly understand the role. We are committed to safety of every student, physically, mentally, and spiritually. We want our chaperones' focus to be on the students they are assigned, therefore chaperones are not to bring non-HCA siblings and/or guests while serving as a chaperone. While we expect chaperones to take responsibility for the students assigned to them, it must be understood that the teacher is ultimately in charge of the entire group. Parents and students must be of the understanding that rules do not change for those that have a parent on the trip. Chaperones must be willing to abide by the following rules:

1. We ask that chaperones follow the same dress code guidelines as our students. Please do not wear spaghetti strapped shirts, tank tops, shorts more than three (3) inches above the knee, low-cut shirts that expose cleavage, or tight clothing.
2. Do not wear clothing, hats, sunglasses, etc. that advertise alcohol, tobacco, or otherwise promotes anti-Christian ideas.
3. Abstain from behavior that does not glorify our Lord. Parents are not to engage in inappropriate language, drinking, smoking, or drug use while on field trips.
4. Submit to the authority of the designated leader/teacher.
5. Be safety conscious at all times. Provide appropriate supervision and safety to all students in your care.

DIVORCE & SEPARATION

Parents must provide court documents regarding any custody arrangements, limited access, or contact with students. HCA will follow the legal paperwork provided.

NO FOOD IN CLASS - WATER ONLY IN CLEAR, PLASTIC WATER BOTTLES

Students are not permitted to have food in their classrooms. Water only is permitted in the classrooms if brought on campus in clear, plastic bottles/drinking containers. NO COLORED containers are permitted.

NOTE: Beverages - like coffee, soft drinks etc. - other than water should be consumed before arriving on campus.

FIELD TRIPS

Teachers will notify parents, in advance, of field trips. A field trip permission slip will be sent home with the student and must be returned signed before the student will be allowed to go on any trip. Attire for field trips is a HCA spirit shirt and jeans or approved uniform bottoms. In many cases, a limited number of parents will be allowed to go on field trips. Children of other ages or grades are not allowed to attend field trips. Field trips are an extension of classroom learning and attendance is highly encouraged. **Students must ride the bus, van, or pre-planned carpooling to all field trips. Volunteer & chaperones must have completed the HCA volunteer process.** Students are allowed to be signed out by the parent at the end of the field trip. If you choose not to send your child on a field trip, you must make off campus arrangements for them and they will be counted absent. As with any school activity, Hope Christian Academy seeks to maintain the highest Christian testimony. Any person not conducting themselves in an appropriate manner will be asked to disassociate themselves from the group.

GUM

Gum is not allowed on campus.

LOST AND/OR DAMAGED TEXTBOOKS (COPIES)

In the case of a lost or damaged textbooks, students will be charged the total price of a replacement plus shipping, if applicable. As soon as you realize you have lost a book, notify your teacher so they can aid in helping the student to find it or to have a new book purchased as quickly as possible. Please note that the school is not responsible for any lost or damaged textbook. Students are responsible for their assigned academic tools.

LOST AND FOUND

Please use a permanent marker and write your student's name or initials in your items. HCA is not responsible for lost or stolen items. The front office is a designated place for lost and found articles. Items in lost and found will be cleared out as often as necessary.

LUNCH

Hot lunches are included in tuition, and the menu is prepared a month in advance. Orders are placed online at MySchoolWorx (MSW) under the 'Lunch' tab. "A La Carte" is for the K5-12th grade students for a fee. Orders are placed daily in the classroom and cash only payments are due when lunch is served. Due to food allergies, students are not allowed to share food with other students. Special requests due to allergies should be directed to the Director of Food Services.
Lunch Tab: Parents/guardians should order the total number of student lunches needed per day via MySchoolWorx (MSW).

DELIVERIES

Gifts such as balloons, flowers, etc. will be delivered to students at the end of the school day.

ELECTRONIC DEVICES & CELL PHONES

The following rules concerning electronic devices and cell phones is in effect on campus during school and off campus during all school sponsored activities (includes sports).

- Students will be allowed to bring cell phones on campus. Cell phones must be turned off and kept inside book bags from 7:45AM until 3 PM daily. However, if lesson plans call for cell phone usage, such as scientific calculating, research, or FLVS the administration and teachers will have the discretion for student cell phone use. At the end of class, the cell phones will be powered off and returned to the book bag.
- When students arrive on campus, they are expected to turn off their cell phones and store them in their book bags.
- Students are not allowed to use cell phone wall chargers anywhere on campus, to include bathrooms from 7:45 AM - 3 PM daily.
- Students are not to have cell phones, electronic games, CD players, iPods, cameras, or any other device that plays music or takes photos, at times which are not permitted.
- HCA assumes no responsibility for student cell phones that are lost or damaged. Bringing a cell phone on campus is a privilege not a right.
- Cell phone usage at sports and other school sponsored events is at the discretion of Administration or other school staff.
- Hope Christian Academy reserves the right to have the contents of any personal electronic device examined, including but not limited to, any electronic information stored or recorded on that device.

- Violation of any rule regarding electronic devices or cell phones will result in confiscation of the equipment and released only to the parent.
- Possession of pornographic or lewd materials on campus accessed via the internet is punishable from detention to expulsion depending on severity. The student will also be restricted from computer use on campus.
- "Sexting" (sending or forwarding sexually explicit or pornographic images by cell phone or electronic format) is a violation of the school discipline code and will result in expulsion.
- Students are required to sign a Technology Use Agreement upon registration. Violation of the rules on the technology agreement will result in suspension of computer access.
- Computer usage must be related to classroom assignments. Students are not allowed to play games, surf the internet, or access social media sites.
- Minimal printing related to class assignments is free. Abuse of this privilege can result in students being billed for large volumes of printing.

OFF CAMPUS

Off campus internet postings including, but not limited to Facebook, Instagram, Snap Chat, Twitter, Tumblr, etc. are governed by the HCA's Integrity and Cooperation Statement (see page 11).

TELEPHONES

Students are not allowed to use the office or classroom phones except in the case of an emergency. Phone calls to parents will be permitted in between classes or during lunch. Example: The academic calendar is posted on the HCA website and MSW; parents and students are expected to know when early release days occur. Habitual use of the school phones may result in a student/parent meeting.

ETHICS IN EDUCATION

Hope Christian Academy complies with the Senate Bill 1712, the Ethics in Education Act, sections 1002.421 and 1006.061. The procedure for reporting such misconduct is as follows:

Misconduct of an employee or volunteer shall be reported to the Director of Operations via MySchoolWorx, email, phone, or you may report misconduct via our school website at myhopechristianacademy.org. School office: 352-473-4040

GENERAL CHILD PROTECTION POLICY AND PROCEDURE

Every employee, worker, and volunteer who has regular interaction with minors must abide by policies set forth in our Employee Manual. In addition, all who have regular interaction with our students will be fingerprinted and the results submitted to FDLE as well as the National FBI database. Any worker unwilling to submit to a background check will not be allowed to work with our students. Parents should be aware that school employees have a duty to report actual or suspected cases of child abuse, abandonment, or neglect. The law provides immunity from liability for making a report and our staff comply with all child protective investigators. For informational purposes, the statewide toll-free abuse hotline number is 1-800-96ABUSE and the website for reporting is <http://reportabuse.def.state.fl.us/>.

CONSEQUENCES FOR MISBEHAVIOR - DISCIPLINE POLICY

DISCIPLINARY PROCEDURES AND POLICIES

A positive and constructive relationship between the school, students, and parents/guardians is required to achieve the Christian and educational mission set by the school. If at any time a student or parent hinders that mission, the school reserves the right to request a withdrawal or expel the student.

All students are subject to this policy while on campus, at any school function on or off campus, and as the school deems necessary

At Hope Christian Academy, we want our students to be successful and disciplined while also enjoying their time at HCA. We look for positive behavior that stems from the following:

Be Positive - Ephesians 4:29

"Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers."

Be Productive - Colossians 3:23

"And whatsoever ye do, do it heartily, as to the Lord, and not unto men."

Be Polite - Titus 3: 1 & 2

"Put them in mind to be subject to principalities and powers, to obey magistrates, to be ready to every good work, to speak evil of no man, to be no brawlers, but gentle, showing all meekness unto all men."

Be Prepared - Proverbs 6: 6-8

"Go to the ant, thou sluggard, consider her ways, and be wise: which having no guide, overseer, or ruler, provideth her meat in the summer, and gathereth her food in the harvest."

Be Respectful - 1 Peter 2:17

"Honour all men. Love the brotherhood. Fear God. Honour the king."

An exception to the discipline policy/consequences for one is not meant as an exception for anyone else. Due to every incident possibly being unique, each case will be reviewed and determined based on severity and situation/nature of offense. Administration will determine final consequences and decisions. Some offenses can lead to automatic ISS, OSS, or expulsion.
Failure to comply with consequences assigned can lead to dismissal from Hope Christian Academy.

HCA DISCIPLINARY PLAN

LEVEL ONE: Level 1 Infractions are those that are infrequent and primarily impact only the individual student. These situations are under the control of the teacher and can usually be handled without outside intervention. *On this level, the parents may be contacted by the teacher in writing or by phone if needed.*

A. GUIDELINES FOR LEVEL ONE:

- a. Discipline will be under the control of the classroom teacher.
- b. Discipline consequences may include, but not limited to:
 - i. Record incident in Student Notes section of MSW
 - ii. Time out
 - iii. Moving Seat
 - iv. Loss of Privilege
 - v. Physical activity (jumping jacks, running laps, etc.), appropriate for their age group

LEVEL 1 INFRACTIONS	
Unprepared for class	Electronic device not stored properly or in use
Talking without permission	Failure to follow directions
Throwing objects	Class disruption
Writing notes in class	Horseplay
Dress code violation	Out of seat without permission
Tardy for class	Sleeping in chapel/class
Not paying attention	Chewing gum

LEVEL TWO: Level 2 infractions are those that are infrequent, yet serious enough, to warrant the possible intervention of an administrator. Those behaviors are chronic Level 1 infractions and/or interfere with the educational environment. *On this level, parents are expected to be closely involved through verbal and written communication and through conferences.*

B. GUIDELINES FOR LEVEL TWO:

- a. Discipline is under control of the classroom teacher.
- b. Discipline consequences include, but not be limited to:
 - i. Record Disciplinary Action in MSW to include consequences (required)
 - ii. Parent Contact, note home, phone call, etc. (required)
 - iii. Writing lines, apology letter, extra work, essay
 - iv. Silent lunch, loss of privilege

LEVEL 2 INFRACTIONS	
Writing on school property	Cheating/copying homework assignments
Inappropriate books, magazines, etc.	Tampering with or damaging school property/teacher property/student property
Using or writing inappropriate language	Lewd gestures or comments
Leaving class or lunch without permission	Lying
Disrespect	Self-medication
Direct disobedience	Opening or using a proxy server
Failure to obey teacher/staff/admin direction	Hand-holding
Profanity (written, spoken or gestures)	Disruptive Arguing

HCA DISCIPLINARY PLAN

LEVEL THREE: Level 3 Infractions can be chronic Level 2 Infractions and those that interfere with the educational environment. These infractions may also put others at risk or harm. ***This level requires administrator involvement.***

C. GUIDELINES FOR LEVEL THREE:

- a. Discipline is under the control of an administrator
- b. Discipline consequence may include, but not limited to:
 - i. Administrator referral
 - ii. Parent contact
 - iii. ISS or OSS In-school suspension – ISS is disciplinary action in which students are temporarily isolated from the general student population. Students who are being disciplined in this manner will continue to attend school during normal hours and will be required to complete all normal scholastic requirements during the period of the suspension but will be restricted to a special room, which is used for ISS.
 - iv. Parents required to escort students at school events
 - v. Loss of privilege and/or field trip
 - vi. Extended silent lunch
 - vii. Expulsion

LEVEL 3 INFRACTIONS	
Plagiarism	Fighting on campus
Physical Altercations (hitting, kicking, pushing, tripping, etc.)	Stealing
Public display of affection	Harassment/Bullying
Skipping class or activities	Pretending to have or use drugs or alcohol
Inappropriate or immoral comments/posts/pictures on social media	Vaping
Skipping school	Gambling

The following Discipline Policy is in effect at the discretion of the administrators.

1. All office referrals must be signed by the parents and returned to the school.
2. At the point of two office referrals in a semester the student may lose the right to attend any field trips and/or class rewards, parties, etc.
3. At a maximum of three trips to the office, the teacher will set up a conference with the child’s parents, and administrator. The record will be reviewed, and a warning letter or ISS or OSS will be issued.
4. At a maximum of four trips to the office, the student is eligible for at least one-day suspension and the student’s enrolment for the year may be in jeopardy.
5. At five trips to the office, the student is eligible for 3-5-day suspension, or expulsion based on the offense. At this point, the records and recommendations will be referred to the administration for final approval and recommendations.
6. Any single serious offense (determined by the administration) could immediately categorize the student for any of the above steps.
7. Refusal to serve an assigned suspension is cause for expulsion.

DISCIPLINE PLAN ADMINISTRATIVE LETTERS

BEHAVIORAL PROBATION: Behavioral probation is instituted for any assigned 2nd ISS, 2nd Detention or OSS. This document is created by the Dean of Students and forwarded to the Director of Education for approval. It will include the HCA Behavioral & Disciplinary Probation Statements from the HCA Parent/Student Handbook, List of Offenses and Administrative Action. This package will also include the most current Student Notes, Disciplinary Actions and Grades as well as any other documents that will provide background information. This Behavioral Probation Letter will be signed by the parent to acknowledge the increased level of discipline awarded.

HCA DISCIPLINARY PLAN

EXPULSION: *An expulsion recommendation will be recommended by the Dean of Students and submitted to the Director of Education and Head of School for executive action.* This document is created by the Dean of Students and includes the HCA Expulsion Policy Statement, Justification, Recommended Administrative Action and signatures. This package will also include the most current Student Notes, Disciplinary Actions and Grades as well as any other documents that will provide background information.

EXPULSION INFRACTIONS	
Immoral acts on or off campus	Acts on inappropriate physical contact
Multiple/subsequent acts of cheating	Multiple acts of physical altercations or fighting on campus
Multiple acts of stealing or extreme act(s) of theft	Bringing a gun or any item considered a weapon on campus
Breaking in or vandalizing the church or campus property in any way	Bringing or using alcoholic beverages on or off campus including postings on social media
Possession of pornographic or lewd materials on campus including accessed via the internet	Carrying or using drugs on or off campus
Threats of physical abuse or violence to faculty, staff, administration or students	Arrests or referral to the juvenile or adult justice system
Acts of physical aggression	Misdemeanor or felony arrest

Punishment for misbehavior is viewed as a result of student choices. The school will use whatever means appropriate to correct the issue. Enrollment at Hope Christian Academy implies full agreement with the discipline program and its application to students in management of behavior. Students make a behavioral choice when a school rule or policy is violated. Seldom is a student a victim of accumulated demerits, a victim of tardiness, or a victim of disrupting a class. All consequences are a result of student choices. We administer these disciplines to help build up student character and accountability. Character training and fairness to all students demand a quick, non-negotiable consequence. Please note that administration reserves the right to decide penalty/consequences on a case-by-case basis and one exemption or alteration to a consequence does not apply to anyone else.

REASONS FOR EXPULSION

Multiple/subsequent acts of cheating	Multiple acts of fighting on campus
Multiple acts of stealing/ or Extreme acts of theft	Bringing a gun or any personal item considered to be a weapon to school
Breaking in or vandalizing the campus or property in any way	Bringing or using alcoholic beverages on or off campus, including social media posting of offense
Possession of pornographic or lewd materials on campus, including accessed via the internet	Carrying or using drugs on or off campus (including tobacco, vaping, etc.)
Threats of physical abuse to teacher, staff, students, parents, or property	Arrests or referral to the juvenile justice system
Acts of physical aggression	Misdemeanor or felony arrest

Immoral acts on or off campus based on biblical principles Acts of inappropriate physical contact

Punishment for misbehavior is viewed as a result of student choices. The school will use whatever means appropriate to correct the issue. Enrollment at Hope Christian Academy implies full agreement with the discipline program and its application to students in management of behavior. Students make a behavioral choice when a school rule or policy is violated. Seldom is a student a victim of accumulated demerits, a victim of tardiness, or a victim of disrupting a class. All consequences are a result of student choices. We administer these disciplines to help build up student character and accountability. Character training and fairness to all students demand a quick, non-negotiable consequence. **Please note that administration reserves the right to decide penalty/consequences on a case-by-case basis and one exemption or alteration to a consequence does not apply to anyone else.**

SCHOOL COMMUNITY SERVICE

Each student who earns a community service hour will be assigned a task that the school has a need for. For one hour, the student will work on the assigned task in a diligent manner. If the student is unable to work efficiently and effectively, then the student may earn another hour of community service for the school. This consequence is put in place to stress the importance of accountability for our actions and choices. Community service projects are a great way to develop an appreciation for the work and effort that goes into making a school environment function or look pleasing to our students and families. The service hour will be from **3 PM - 4 PM. This consequence is not scheduled or rescheduled for the convenience of the students, families, or the school and its programs. No exceptions will be made for sports events or extracurricular activities**

DETENTIONS

Each student who earns a detention will be required to write an essay on the wrongfulness of their action. The student will have an hour to complete the assignment and failure to complete the assignment will result in another detention to ensure completion. Detentions are assigned a specific day after school which will begin at 3 PM and end at 4 PM in a designated classroom. Detentions are not scheduled or rescheduled for the convenience of the students, families, or the school and its programs. No exceptions will be made for sports events or other extracurricular activities.

IN-SCHOOL-SUSPENSIONS (ISS)

ISS will be held during normal school hours from 8 AM – 3 PM. The half-day ISS day will be from 8 AM -12 Noon. The ISS can be varied in the form of discipline throughout the day. It can involve manual labor and/or written assignments (see Detentions). Students are responsible for obtaining the work that they will be missing for the scheduled ISS day.

All homework assignments, projects, tests, and quizzes missed during the suspension will be due the following day. They will be required to make up this work on their own free time and not during the scheduled ISS day. If the quiz is a “pop-quiz”, the student must make it up the following day during the scheduled class time at the convenience of the teacher. Note: ISS are not scheduled or rescheduled for the convenience of the students, families, or the school and its programs. No exceptions will be made for sports events or other extracurricular activities. All assignments turned in after ISS will incur a one letter grade penalty.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students **who** earn an OSS day will not be permitted to school on the scheduled day. The student will be marked with an “unexcused” absence for every OSS day served. All class assignments issued on the day of OSS will receive a zero. Any test/exam/project, etc. may be made up upon the student’s assigned return day to school but will receive a one-letter grade penalty. OSS are not scheduled or rescheduled for the convenience of the students, families, or the school and its programs. No exceptions will be made for sports events or other extracurricular activities. Each assignment missed during OSS will receive a zero.

ACTIVITY PROBATION

Students receiving an in or out-of-school suspension may not be eligible to participate in field trips or special classroom activities (whichever is scheduled) during the 9-weeks for which the suspension was earned, at the discretion of Dean of Students, Director of Education, or Director of Operations. Students receiving two (2) out-of-school or a combination of one (1) out-of-school and 1 in-school suspensions will be ineligible to participate in ANY activity, field trip or athletic program for the remainder of the school year.

DRESS CODE POLICIES

Grace Period:

During the first week of school (5 days), if students are not in the proper uniform attire, the teacher will verbally correct the student and send a note home to the parent as a reminder.

Too many violations (at the discretion Administration) can lead to dismissal from HCA based on failure to comply with handbook policies and procedures.

Administration reserves the right to call parents to bring a change of clothes for students at any time (to include the first day of school) if the violation negatively impacts the learning environment or is immodest.

The PE uniform is required for all 9th GRADE STUDENTS.

Uniforms are included in the cost of total tuition. If lost or misplaced, the parent will be responsible for purchasing a replacement.

The Dress Code is also in effect for all after school events - on or off campus - and shall be governed by the policies set forth in this Handbook. Although 'street/casual/personal attire' may be worn to after school events, all casual and formal clothing must comply with the guidelines set forth in the Handbook.

DRESS AND GROOMING FOR YOUNG MEN & YOUNG LADIES

(REVISED 4-30-2019 & 8/2021)

The outward expression is a visible and silent testimony of our character. We expect our students to represent Christ in their dress and manner. Their dress and grooming should exemplify self-control, modesty, and to glorify God. Our dress code is set in attempt to please God, not man nor self.

HCA reserves the right to amend the dress code and/or deny any item that is inconsistent with the principles of our school or creates disharmony or distraction in the learning environment.

MONDAY, TUESDAY, THURSDAY

SHIRTS – Collared Polo-Style Shirts (REVISED 8/2021)

- Dark red, navy, dark green
- Brands should be no larger than the size of a U.S. quarter in the upper right or left corner of the Polo-style shirt
- May have pockets
- Must be long enough to tuck and **must remain tucked all day. Exception: Female students may untuck for modesty.**
- Only the top button of a shirt may be unbuttoned at any time.
- Must be loose fitting (not form fitting) and modest.
- May be long-sleeve or short-sleeved shirts.

BOTTOMS (REVISED 8/2021)

Boys: Pants, Shorts, Cargo Style Pants (NO JEANS – NO SKINNY PANTS or Pants made of the elastic/spandex type material)

Girls: Pants, Shorts, Capri Pants, Skirts (NO JEANS, DRESSES, SKINNY PANTS or Pants of elastic/spandex type material)

- Colors – Khaki
- Shorts length: Must be no shorter than 3 inches from the crease at the back of the knee. [Use a dollar bill as a measurement tool - 2 ½ inches in width - to measure from the crease at the bend at the back of the knee.]
- For ages 6th grade and up, pants must have belt loops in order to wear belts.
- Skirt Length (**Girls only**) - Must be below the knee when standing up.
- Fit – Loose-fitting and modest; there should be loose material near the bottom of pockets on the front and rear of clothing (a pinch of material, not pulled). If no pockets are present, approximate location of pockets will be used to check. The Administration will make the final determination as to whether or not the clothing is too tight fitting.

BELTS – Required for 2nd through 12th grade students

- If belt loops are present, a belt must be worn.
- Do not cut belt loops off garments
- Belts may not have buckles larger than a standard sized round coaster, logos, sports teams' pictures, wording (other than a person's first name), peace signs, skull and cross bones, or other pictures/symbols.
- (**Girls only**) Any color, may contain sparkles, rhinestones, flowers, butterflies, sun, moon, stars.

WEDNESDAY (REVISED 8/2021)

SHIRTS - *Collared Chapel Polo Tucked In (*Distributed through the front office)

PANTS

- (**BOYS**) – Khaki Dress Pants; NO CARGO PANTS, SHORTS, OR JEANS PANTS
- (**GIRLS**) - Khaki pants or khaki skirts only

BELTS – Requirement is the same as Monday, Tuesday, Thursday.

FRIDAY – SPIRIT DAY

SHIRTS - *Navy Spirit Shirt, HCA Shirts, and athletic conference shirts affiliated with HCA.

BOTTOM – Blue jeans or uniform bottoms.

- May not have holes, tears, rips, frays, cut offs, jeggings, leggings, skinny pants, bleachings, markings.
- Colored jeans other than traditional blue jeans are not permitted.
- The HCA Administration reserves the right to amend as fads warrant.

SENIORS ONLY

Seniors will be permitted to wear casual clothing that does not necessarily have to be HCA spirit attire. However, all clothing must meet school dress code policy . **(Administration reserves the right to amend as fads warrant.)**

SENIORS - TOPS:

Tee-shirts should have no pictures, slogans, words, etc. They are to use solid colors or patterns (plaid, stripes, etc.) featuring only God honoring items/words. The T-shirts are not to be form-fitting but mimic the style of the HCA spirit shirt. This is to help with any modesty issues. Please note that students need to wear an undershirt (ladies and gentlemen) when a light-colored top is worn (light pinks, yellows, whites, etc.). This is to protect our students from inappropriate exposure due to undergarment colors, exposure to elements (sunlight, water, etc.), or any other issue that could arise. Other shirts are permitted, such as button-up, vest over shirts (not used as a shirt), etc. as long as they comply with the Tee-shirt permissions and restrictions regarding modesty and God-honoring items/words. No sleeveless shirts are permitted.

Senior Custom Tee: Must have Hope Christian Academy printed on the front of the design. Official logo preferred. Design must be approved by Administration & Senior Sponsor.

SENIORS - BOTTOMS: Jeans, colored shorts with button and zipper, or uniform bottoms are permitted. (Athletic style shorts are not permitted) – May not have holes, tears, rips, frays. May not be cut offs, jegging, leggings, bleachings, skinny pants. Must comply with fit and length regulations listed above. **No shorts permitted on Wednesdays.**

SENIORS - JACKETS: Jackets fall under the same policy for dress-down T-shirts

SENIORS - SHOES: Same as daily HCA approved footwear.

FIELD TRIPS

- **SHIRTS** - Navy Spirit Shirt
- **BOTTOMS** - Jeans, jean shorts, or uniform bottoms.
May NOT have holes, tears, rips, frays, cut-offs, jeggings, leggings, skinny, nor bleachings.
(Administration reserves the right to amend as fads warrant.)
- **SHOES** – Teacher's discretion depending on each particular field trip.

DAILY FOOTWEAR

SOCKS – Any solid color, any style. Socks are required to be worn with all shoes.

SHOES – Closed toe and closed heel shoes; **NOT PERMITTED:** Shoes with wheels, Crocs, open-toed shoes, sandals, flip-flops, cleats, heels higher than one inch for K4- 6th grades and heels higher than two inches on 7th- 12th grades.

JACKETS

*Zip-up style with HCA Logo (*distributed through the office). On cold weather days a non-HCA coat may be **worn over the appropriate jacket** but must be removed in the classroom and/or chapel. If another jacket is worn without the appropriate HCA jacket being worn underneath, then the student will be found in violation.

PE UNIFORM (6th, 7th, 8th, **9th)

- **SHOES** – Tennis shoes with socks, required
 - **SHIRTS** - *PE Uniform Shirt (Distributed through the office)
 - **SHORTS** - *PE Uniform Shorts (Distributed through the office)
- **Required for 9th grade students.

UNIFORM FOR AFTERSCHOOL ATHLETICS

T-SHIRTS – Must be appropriate fit, include a regular sleeve and be in line with all items listed in 'Grooming' section below.

SHORTS – PE uniform shorts or shorts that are of the same length as the PE shorts. **NO ROLLING OF THE SHORTS!**

FIT – Loose fitting and modest; there should be loose material near the bottom of the pockets on the front and rear of the clothing. Administration will make the final determination as to whether or not the clothing is too tight fitting.

SCHOOL SUPPLIES:

- Backpacks, Lunch Boxes, Folders, Pencils, Water Bottles, Etc.

- Backpacks with or without wheels
- Any color backpack
- Water Bottles: Transparent water bottles only (no colors)
- Brand names such as Nike, Adidas, Jansport, Quick Silver, etc.; college or professional sports teams logos not permitted – cartoon character, superheroes, skull and cross bones; symbols such as gothic, ying-yang, peace, broken crosses, other signs or sayings, etc. that are not God-honoring.

GROOMING

YOUNG MEN:

- **Hair K5 - 12th Grades** – Hair should not extend below the collar or cover the ears and/or eyes. Extreme or faddish haircuts or hair colors are not permitted.
- **Facial Hair** – Young men in grades 9th - 12th may have facial hair that is neatly trimmed. No full beards. Sideburns are to be no longer than the bottom of the ear.

YOUNG LADIES:

- **Hair K5 - 12th** - No extreme, or unnatural (pink, purple, extreme black, etc) coloring or styles allowed. Hair is to be neatly brushed. Modest hair accessories, no animal ears, or overly huge hair decoration that draws attention to itself. (At Administration's discretion.)

CLOTHING/APPEARANCE:

1. **Sizing** – Assure clothing is correctly sized. Clothing must not be too tight, revealing, or baggy. No visible undergarments.
2. **Repair** – NO tears, slashes, holes, cuts, ravel, or dragging hems on any type of pants (jeans included). No cut off sleeves on shirts; no tank tops, spaghetti straps, see through or low-cut shirts.
3. **Jewelry (Girls)** – Piercing is allowed in ears only. NO more than two earrings in each ear. Due to safety reasons, earrings are not to be longer than the width of a dollar bill for 5th grade and above. Removal of jewelry is at the teacher's discretion if in their perception they become a distraction in class.
4. **Jewelry (Boys)** – Boys may not wear earrings or have any other piercings. A maximum of one necklace may be worn but must not be too long or bulky. No hairbands, rubber bands, or dog collars around the neck, arms, or legs. Boys are not to wear girl's necklaces or earrings. Removal of jewelry is at the teacher's discretion if in their perception, they become a disruption in class.
5. **Make-up (Girls)** – K5 -12th grades kept to a minimum. NO black nail polish or lipstick; NO nail polish at school. Make-up and brushing of hair should be done in the bathroom only.
Make-up (Boys) – Boys are not to wear make-up.
6. **School Days** – Students are to be in uniform at all times while on campus during the regular school day. Students may not change into street clothes before leaving for the day.
7. **Accessories** – Hats, caps, hoods, toboggans, visors, and sunglasses are not to be worn in the buildings. Removal of accessories is at the teacher's discretion if in their perception, they become a disruption in class.
8. **NOT PERMITTED on Any Attire or Accessory** – cartoon characters, superheroes, skull and cross bones; symbols such as gothic, ying-yang, peace, broken crosses, other signs or sayings that are considered not Christ-like or anti-Christian.
9. Students may not write on themselves or others with pens, markers, or anything else.
10. **Injuries that Impact Dress Code** – If your child sustains an injury during the school year that may impact their ability to wear any part of the dress code, contact your child's teacher who will communicate to the administration for instructions.

GAME DAYS FOR ATHLETIC PLAYERS

At Athletic Director's discretion.

FORMAL ATTIRE (HIGH SCHOOL STUDENTS ONLY) –(If not in compliance on the day of event, you will not attend.)

- **YOUNG MEN** - Collared, button up dress shirt with a regular tie. Dress pants with no pockets on the legs (cargo), dress shoes or dress boots, suit jacket.

- **YOUNG LADIES** - Formal dress attire must meet knee-length requirement of skirts, no strapless, no sheer material, no sheer or transparent material, no mesh, only 'dollar-bill' width straps are permitted, neck straps are permitted, NO cleavage should be visible. If straps and necklines do not meet preceding guidelines, a cover-up will always be worn. Slits in the skirt of the dress/gown/slacks must be below the knee. No bare backs or bare midriffs are permitted. Skirt Length Refer to page 34.

SIGNATURES OF COOPERATION AND UNDERSTANDING

I have read and understand the HCA Student/Parent Handbook and understand that I have the duty to cooperate with and adhere to the rules as stated in the handbook.

Printed Name of Student Grade Signature of Student

Printed Name of Student Grade Signature of Student

Printed Name of Student Grade Signature of Student

Check appropriate box

I have read and understand the HCA Student/Parent Handbook online OR via hard copy understand that I have duty to cooperate with and ensure my child adheres to the rules as stated in the handbook.

Printed Name of Father/Guardian Date Printed Name of Mother/Guardian

Signature of Father/Guardian Date Signature of Mother/Guardian

****This page is to be completed and returned to the front office to be kept on file.**

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