

HARMAN CHRISTIAN ACADEMY

STUDENT HANDBOOK

REGULAR SCHOOL HOURS

Preschool 8:30 a.m. – 3:00 p.m.

K 8:30 a.m. - 3:00 p.m.

**THESE HOURS APPLY EACH DAY MONDAY THROUGH FRIDAY, UNLESS
OTHERWISE ANNOUNCED.**

ACADEMY OFFICE HOURS

**8:00 a.m. - 3:30 p.m.
Monday - Friday**

**4424 Bull Creek Rd.
Grundy, VA 24614
(276) 531-8625
School Email: Office@harmanbaptist.com**

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TO OUR PARENTS/GUARDIANS:

We at Harman Christian Academy commend you for choosing a solid education in a Christian environment for your child. We are aware that your choice brings about certain sacrifices on your part, and we pledge ourselves to making the academic and spiritual benefits received worth each of those sacrifices. It is the desire of the teachers and the administration of the school to work together with you, the parents/guardians, as a team in building the lives of the young people God has committed to our trust.

The mission of Harman Christian Academy is to be an extension of the family in training and developing our students for committed service to our Lord Jesus Christ. Through quality academic instruction, the impartation of Biblical values and providing activities designed to foster spiritual, academic, and social growth, HCA works to help each student reach their potential in Christ. This is a worthy goal and an awesome responsibility to undertake, but with your cooperation we commit ourselves to its accomplishment.

Contained within this handbook you will find helpful information about the policies and general operational procedures of Harman Christian Academy. Adherence to these policies and procedures creates a smooth running and fair program. **Please read it carefully and keep it for reference throughout the year.** Should you have questions regarding any area of the school, please contact the school office. I personally desire to be available to discuss any concerns you may have regarding your child.

Thank you for entrusting us with your child this school year. Our hope is that it will be a rewarding experience for us all.

In His Service,

Dr. Shea Shrader

Board Member HCA
HMBC Pastor

MISSION STATEMENT

Harman Christian Academy (HCA) exists to be an extension of the Christian family in training and developing their Christian student(s) for committed service to our Lord Jesus Christ. Through quality academic instruction, the impartation of Biblical values and providing activities designed to foster spiritual, academic and social growth, HCA works to help each student reach their potential in Christ.

STATEMENT OF INTENT

Harman Christian Academy intends to implement its mission in the following manner:

- a. Christian training will be based on the inerrant Word of God.
- b. To work with home and church, developing each child's unique God-given gifts and talents, and to equip students in understanding and implementing the Christian faith.
- c. To provide an educational foundation that will enable students to achieve success at any academic level, recognizing that all learning styles and special needs cannot be met.
- d. To provide a qualified Christian faculty and staff that professes Jesus Christ as Lord, exhibits a personal relationship with Jesus and answers their calling to ministry with students.
- e. To be good stewards of the resources God has entrusted to us.

STATEMENT OF FAITH

We believe and teach that the Bible, both the Old and New Testaments, is the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1: 21).

We believe and teach that there is one God, eternally existent in three persons--Father, Son, and Holy Spirit--who created man by a direct immediate act (Genesis 1:1, 26-27; Matthew 28:19; John 10:30).

We believe and teach the deity of the Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His bodily resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).

We believe and teach the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2: 8-10; Titus 3:5).

We believe and teach the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

We believe and teach the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

We believe and teach the present ministry of the Holy Spirit by whose indwelling and infilling the Christian is enabled to live a godly life and witness to the saving grace of Christ (Acts 1:8; Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18; Titus 2:11-14).

PHILOSOPHY OF CHRISTIAN EDUCATION

Harman Christian Academy (HCA) recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is to be an extension of the Biblical world view a family has been called to provide children and should assist and complement the parents/guardians in that responsibility. Therefore, through quality academic instruction, the purpose of Harman Christian Academy (HCA) is to impart Biblical values and to provide activities designed to foster spiritual, academic, and social growth, in order to help each student reach their potential in Christ.

The Bible is the foundation for the education of our children. From the Scriptures we understand that God desires certain principles, beliefs and values to be developed in our children. These include:

1. The view that all knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth that God has established. (2 Timothy 2:15)
2. Respect for authority (Romans 13:1; Hebrews 13:17). One's view of authority directly influences his/her concept of God.
3. The meaning of true success and how it is achieved (Joshua 1:8; Proverbs 22:6). The key is for each person to discover what God's will is for himself/herself, and then to do it through developing the traits that are good and correcting those that are not.
4. The personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation is essential for success in any area of Christian education.
5. Respect for the rights of others (Luke 6:31). Following the Golden Rule helps improve relationships.
6. Personal integrity (Psalm 1:1, 2; Ephesians 4:29). Honesty and truth are to be upheld at all times.

7. Productivity and the desire to always do one's best (Ecclesiastes 9:10; 2 Timothy 2:15). A healthy work ethic has application in so many areas of life.
8. Personal conviction and Christian witness (James 4:17; Matthew 5:16; 28:19, 20). Being willing to take a stand for the cause of right and declare the Gospel of Jesus Christ in word and deed is much needed in today's world.
9. Holding to the traditional family structure (Genesis 2: 24). God's plan for the family is still one man and one woman for one lifetime.
10. Moral purity (1 Corinthians 3: 16, 17; 6:19, 20). Since our bodies belong to God, we must refrain from any act that would defile or degrade them, and maintain personal health and hygiene in order to strengthen them.
11. Patriotism (Romans 13:6-8). Love and respect for America and those who have sacrificed to preserve our freedom is the duty of each one who lives in a nation so blessed of God. This attitude coupled with prayer for our country (2 Chronicles 7:14) is vital to keeping our nation strong.

It is, therefore, the goal of Harman Christian Academy to teach and support these principles, beliefs and values in our role as an extension of the family in the process of educating our Christian children.

ORGANIZATIONAL MEMBERSHIP

Harman Christian Academy is a member of the Association of Christian Teachers and Schools.

ADMISSIONS POLICIES

Statement of Nondiscrimination and applicants:

HCA admits students of any race, color, and national or ethnic origin. In addition, HCA does not discriminate on the basis of race, color and national or ethnic origin in administration of its educational policies, sponsorships/fees/waivers/educational programs and athletic/extra-curricular activities.

HCA does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

Harman Christian Academy does reserve the right to not admit students that we feel we are unable to meet their special educational needs.

All student applications are made to the governing authority of Harman Christian Academy, which reserves the right to accept or reject any application. The admission procedures include the submission of an application form, an application review, and payment of the registration fee. **Regular attendance at scheduled Parent/Guardian-Teacher Fellowship meetings are also conditions for acceptance and continued enrollment.** All applicants who are accepted are done

so on a nine-week trial basis. Also, if, at any time during the school year, the student's conduct, attendance or academic performance falls below the acceptable standards as established by the HCA Board; tutoring, testing, or withdrawal may be required.

Acceptable Standards:

- a. The student has shown the ability to handle the academic level of the school by passing all core subjects and scoring at and/or above the national standard for their grade level on their Iowa test.
- b. The student has displayed a good attitude and Christian character in his/her relationship with teachers, students and staff.
- c. The student has accomplished all requirements or conditions established, at the time of enrollment, by the School Administrator in accord with the student and parents/guardians.

We understand that parents are the ultimate educators and are responsible to God for the education of their children. This responsibility is shared with the HCA during school hours when the Biblical directive to raise children in the nurture and admonition of the Lord (Ephesians 6:4) is transferred to the teacher. Parents/guardians, teachers and the church are partners in teaching the children at home, at school and at church with the consciousness that all truth comes from God (Colossians 2:3). Godly precepts and truths practiced and taught at home should be consistent with those adhered to at school and at church.

HCA admits students of any race, color, and national or ethnic origin. HCA does reserve the right to decline student applications, where HCA cannot meet the student's special education needs.

Students entering four- or five-year-old kindergarten must have reached that age by October 1st of that current year. First grade students must be six years old by October 1st. The Academy Administrator may approve exceptions to the cut-off date.

New students entering grades greater than kindergarten, who are transferring from other schools, will be placed into the grade level as indicated per their transcripts. It is the policy of the school not to accept students whose accomplishments, both academically and behaviorally, have not been up to acceptable standards.

New kindergarten students may be subject to an observation session with a kindergarten teacher, as part of their screening process, if requested by the HCA administrator.

Enrollment for the coming school year usually opens at the beginning of a calendar year, with members of Harman Memorial Baptist Church and present students at the school and other family members having the first option to enroll or to re-enroll before enrollment is open to the public. **Enrollment as a student at Harman Christian Academy does not guarantee re-admission or continued enrollment. The school reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission or continued enrollment.**

FINANCES

Registration Fee

A registration fee is charged for the purpose of holding a place in class for the student and establishing or updating student files. Parents/guardians of students are asked to submit the registration fee with the first payment of tuition. Please note that re-enrollment is not automatic. The registration fee is non-refundable and non-transferable, except under the following conditions:

- a. The student moves out of the area before August 1st. Out of the area is considered to be out of the Buchanan County area.
- b. The school administration decides the student would/could not function well in the curriculum program offered.
- c. Space is unavailable in the class for which the student is applying
- d. The application is not accepted.

It should also be noted that paying the registration fee and tuition affects the students' status on the waiting list. Families that pay registration and the first payment of tuition move to the top of the list over those who have not paid. The school **will notify** the family if their child's status changes, due to someone not paying registration and the first payment of tuition or a spot opens in their child's class, if their application fee has been paid.

Tuition

The annual tuition is payable in full, 12 equal or 9 equal monthly payments. Each tuition payment is due on the fifth of the month. The tuition does not reflect the number of days the student has attended, but rather the tuition being broken up into equal monthly payments, if not paid in full. Therefore, the same is paid in October as in December, although the student attends fewer days of school in December. If the first tuition payment is not made by the first day of school, a 6% late charge on the student's balance due will be added. Furthermore, **if the first tuition payment is not paid by the week before the first day of school, the student's place in class may be canceled and replaced by someone on the waiting list.**

Students attending one day or more of any tuition payment period will owe the full tuition for that period. Exception: **The first month's tuition is always due and non-refundable, even if classes have not started.**

Tuition payments do not cover the cost of supplies or other costs associated with being a student at the school.

Tuition Discounts:

1. A 5% discount will be given to the kindergarten parents/guardians, as to foster increased enrollment for the newly established grade, if the entire tuition is paid by August 1st. If the student leaves during the school year, the balance not due will be refunded. Tuition is always due for the month you are in regardless of the number of days a student has attended that month. Example: A student leaves April 5th. The entire April payment is due, and May's tuition will be refunded. For the multi-child family who pays for the entire school year by August 1st, the 5% discount will be applied after the multi-child discounts from #2 and #3 have been applied.
2. A 5% discount will be given on the tuition of the second child from the same immediate family. If the students are enrolled on the same day the discount will go to the highest tuition. If the students enroll on separate days, the second child enrolled will receive the discount.
3. A 10% discount will be given to the third or additional students, and the rule for applying the discount is the same as #2 above.

Book Fee

Depending upon the curriculum and availability of used books, a book fee may be charged to cover the cost of the textbooks and/or workbooks that a student will need during the school year. If there is a book fee, the teacher will notify the parent/guardian, before school starts, of the amount.

Supply List

A classroom supply list will be provided before the start of school by each teacher indicating what additional supplies each student will need to purchase.

Financial Policies

Tuition and other account payments may be on-line. If approved by the Administrator, parents/guardians may pay by check.

HCA will provide parents/guardians with invoices upon request.

Excluding the first tuition payment, due by the first month of school, a 6% late charge on the balance due will be added to any account whose tuition and other charges for the month (September - May) are not paid by the 10th of that month. Also, a \$15.00 fee will be charged to any account whose check is returned by the bank. **If two checks are returned, the account is automatically placed on a pay via internet system, cash or money order basis.** Any payment made toward your account will be applied to the oldest outstanding balance whether it is tuition, late fees or other charges. (Example: If you owe for tuition and late fees, you cannot pay for the next month's tuition until **all** of these charges have been paid.)

A student will not be admitted to class if any account balance is more than 30 days, past due unless special arrangements are made and approved by the Administrator. Permanent records or transcripts will not be released to any person or school until the student's account is paid in full. No student will be admitted for the following school term as long as there is a balance due on the student's account.

We are unable to accept postdated checks.

Checks written to cover final balances on student accounts must clear the bank before report cards or other official records are released. Cash or money orders for final payments are recommended.

EMERGENCY CARE

Students who arrive prior to 8:00 a.m. or who remain at school for any reason other than a school-related function longer than 15 minutes after their dismissal time or the end of the school function will be sent to the Administrator's/Pastor's office and listed as Emergency Care. This will ensure proper supervision while waiting for his or her ride home as no student is allowed to be left unsupervised while on school property. Students may be permitted to call home to check on the parent's/guardian's expected arrival time once they are stated as in Emergency Care.

If a student is on school property after hours for a school-related function and is unsupervised, he/she will be placed in the Emergency Care, as stated above.

Students are to remain in their designated area for after school functions. In the event a parent/guardian is on Academy grounds after hours, conducting school-related business (meeting with a teacher, etc.), their child needs to be kept with them, so that the student will not be placed in Emergency Care.

Parents/guardians must come into the Administrator's/Pastor's office to sign in/out a student from Emergency Care.

Emergency Care is not to be used as a "baby-sitting" service, but only for those rare incidents when unforeseen problems occur. The Emergency Care program will be closely monitored. Any excessive use of this plan will result in a parent/guardian : Administrator conference. If this is deemed necessary, the administrator will attempt to contact the parent/guardian regarding the excessive use and schedule a date and time for the conference.

Note: Emergency care is intended for those rare occasions when a parent/guardian cannot pick up their child on time. Students will not need emergency care if they are in a school sponsored event, such as athletic practice, a club or tutoring. However, and, for example, if an after-school event is over at 4:30 p.m. and the parent/guardian does not pick up their child until 5:00 p.m., then the child will be place in Emergency care.

STANDARDS OF CONDUCT

HCA holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

HCA must, therefore, provide an environment conducive to the spiritual growth and development of young people, who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment.

All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led HCA to adopt the following standards, which HCA believes are conducive to the environment that will best promote the spiritual welfare of their students. The school; therefore, requests each student and parent/guardian--**whether at home, school, or elsewhere**--

1. To refrain from swearing, indecent language, the abuse of drugs, gambling, pornography, premarital sex, homosexuality, sexual perversion, or questionable forms of music or entertainment. Students and parents/guardians known to be involved in the above types of conduct may affect their enrollment status.
2. To maintain Christian standards in courtesy, kindness, honesty, morality and modest attire.
3. Concerning student status, a young lady or young gentleman participating in sexual immorality may not be allowed to enroll or continue attending classes at Harman Christian Academy. Also, any student who marries will not be allowed to continue attending classes. These decisions may be appealed to the Administrator, who may make final decisions on the student's enrollment status.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but, while not condemning others who see differently, HCA believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students and parents/guardians are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. Students or parents/guardians found to

be or who profess to be out of harmony with the HCA ideals of work and life may be invited to withdraw, even though there may be no special breach of conduct.

In the atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty, student, and parents/guardians, there is increased opportunity for development of strong Christian character.

SEXUAL HARASSMENT POLICY

Definition of Sexual Harassment

“Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. The conduct has the purpose or effect of having a negative impact upon the individual’s work performance, or of creating an intimidating, hostile, or offensive school / work environment.
2. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through HCA.

Employee Sexual Harassment Policy

No staff member shall harass another employee or student in reference to sexual relations or gender. Any harassment should be reported immediately to the Administrator or to another authority, if the Administrator was involved.

Employ-to-Employee Policy

HCA is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. HCA is prepared to act to prevent and correct any violation of its policy. Anyone who violates this policy will be subject to disciplinary action, up to and including, termination.

Employee-to-Student and Student-to-Student Policy

HCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. HCA is prepared to act to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to disciplinary action, up to and including termination or expulsion.

Reporting:

All HCA employees, parents/guardian and students are encouraged to report breaches of the above, whether experiencing it or witnessing it, without retaliation. Report the incident, in writing, to the administrator. If the administration is involved, report to the pastor and then the board. After the above receive the report, it is referred to the board for a hearing and decision on possible disciplinary action.

DISCIPLINE

Believing discipline to be ordained by God and directed by His Word for the instruction and development of one's character (Proverbs 29:17; Hebrews 12:6, 7); also believing that discipline is necessary for the welfare and success of the student as well as the entire Academy; and further believing that discipline is most effective when supported by both the parents/guardians and the Academy—

Loving discipline will be part of the daily program of HCA. Each teacher is given the liberty of enforcing classroom regulations in accordance with Christian principles and discipline as set forth in the Scriptures and HCA policy. We strongly feel that the teacher's time should be spent on academic instruction and not be consumed with behavioral problems. Full cooperation from both student and parents/guardians is expected in the education of the student. The teacher will deal with first offenses immediately and carefully. Except in the case of major offenses, an attempt will be made to improve the child's behavior, through teacher-student conferences, parent/guardian-teacher conferences, assignment of extra work, time-outs, etc. Repeated, willfully disobedient offenses will require the student to be sent to the administrator's or pastor's office. In this event, the teacher will complete a discipline report and submit to the administrator. Parents/guardians will be notified of disciplinary actions taken, and these actions will become part of the student's school record. These entries may be removed from the permanent record at the Administrator's decision. If at any time the school feels that student or parental/guardian cooperation is lacking, the student may be requested to withdraw.

Attendance at HCA is a privilege and not a right. Students forfeit this privilege if they do not agree and live to the standards and ideals of work and life of HCA.

Weapons (knives, pocket knives, guns, rifles, etc.) are not allowed to be in the possession of any student while on campus or at any HCA sponsored event. Furthermore, HCA will not tolerate the use of or threat of violence against any student, HCA employees and its facilities.

Students will exhibit respect toward others and will avoid offensive and/or rude speech directed to or generally expressed about other students or faculty.

Students are generally disciplined within two categories:

- a. Improper conduct: Those actions deemed unacceptable in the school setting. They include, but are not limited to rowdy conduct, disobedience, profanity, insolence, fighting, lying, cheating, and endangering others. Students involved in this type of unacceptable behavior usually result in a time out. Three time-outs for improper

conduct during a given school year may result in a referral to the administrator or pastor.

- b. School Rule Violations: These actions include but are not limited to being tardy to school or between classes, dress code violations, destruction of school property and etc.

Our goal at HCA is to discipline your child in the most effective manner possible. We will communicate with you as to the most effective manner of discipline to which your child responds. We will attempt to discipline your child in a way consistent with how you normally discipline, however, if this method is not effective, the student will be referred to the administrator or pastor, and the following may be discipline options:

Suspension

Suspension is the temporary removal of a student from class attendance by the school and may be either “In School Suspension” (ISS) or “In Home Suspension.” (HIS) Normally only one “ISS” will be served per student per school year. During “ISS” a student will be placed in an isolated supervised status in the administration area. They may be allowed to take any major test, quiz, or graded assignment. The HMBC Pastor, HMBC Church Administrator, or the HCA Administrator will govern ISS.

Any student suspended will be placed on a 30-day disciplinary probation. The accumulation of three suspensions in any one school year may result in the student’s expulsion.

Corporal Punishment

HCA does not administer corporal punishment.

Expulsion

Expulsion is the permanent removal of a student from class attendance by the school, regardless of the time this may occur in the academic year. Expulsion is the most serious action that can be taken and is therefore reserved for actions of the following nature:

1. Student’s or Parent’s/guardians failure to cooperate with HCA Discipline.
2. Possession or use of any illegal or unprescribed drugs, alcohol, or pornography.
3. Sale of any drugs, tobacco, alcohol, or pornography.
4. Striking or cursing any teacher or authority.
5. Sexual misconduct or a serious moral offense.
6. The use of or threat of violence against other students or the school.
7. Displaying a continued bad attitude.
8. Repeated violation of HCA rules.
9. Possession/use of any weapons on the HCA campus or at any HCA sponsored event.
10. Other violations which the administration may reasonably deem appropriate.

Any questions or concerns by a student or parent/guardian regarding Academy discipline will be handled in the following manner:

- 1) The student will go privately and, in a proper manner and with proper deportment, discuss the situation with the teacher.
- 2) If unresolved, the student should discuss the issue with his/her parent/guardian.
- 3) If still unresolved, the student and parents/guardians should schedule a conference with the teacher.
- 4) If still unresolved, the student and parents/guardians should schedule a conference with the teacher and Administrator.
- 5) If still unresolved, the student and parents/guardians should schedule a conference with the teacher, administrator, and Harman Memorial Baptist pastor.
- 6) Final resolution of all matters will rest in the hands of the Any Christian Academy Board.

POLICY ON FIGHTING

The Scriptures are quite clear on the concept of fighting. The following scripture was taken out of the New Testament (NASB).

1 Peter 3:8-17:

To sum up, let all be harmonious, sympathetic, brotherly, kind-hearted, and humble in spirit; not returning evil for evil, or insult for insult, but giving a blessing instead; for you were called for the very purpose that you might inherit a blessing. For let him who means to love life and see good days refrain his tongue from evil and his lips from speaking guile. And let him turn away from evil and do good; let him seek peace and pursue it. For the eyes of the Lord are upon the righteous, and His ears attend to their prayer, but the face of the Lord is against those who do evil. And who is there to harm you if you prove zealous for what is good? But even if you should suffer for the sake of righteousness, you are blessed. And do not fear their intimidation, and do not be troubled, but sanctify Christ as Lord in your hearts, always being ready to make a defense to everyone who asks you to give an account for the hope that is in you, yet with gentleness and reverence; and keep a good conscience so that in the thing in which you are slandered, those who revile your good behavior in Christ may be put to shame. For it is better, if God should will it so, that you suffer for doing what is right rather than for doing what is wrong.

Romans 12:14-20:

Bless those who persecute you; bless and curse not. Rejoice with those who rejoice, and weep with those who weep. Be of the same mind toward one another; do not be haughty in mind, but associate with the lowly. Do not be wise in your own estimation. Never pay back evil for evil to

anyone. Respect what is right in the sight of all men. If possible, so far as it depends on you, be at peace with all men. Never take your own revenge, beloved, but leave room for the wrath of

God, for it is written, "Vengeance is Mine, I will repay," says the Lord. But if your enemy is hungry, feed him and if he is thirsty, give him a drink; for in so doing you will heap burning coals upon his head.

The appropriate action if a student is provoked in word or deed is to immediately report the incident to a teacher or person in authority. It should be known that under no circumstances is the victim to take any action upon himself/herself other than to protect one's person. This does not mean that the victim has a right to attack in the name of defense. If the student that was provoked takes it upon himself/herself to strike back or any type of revenge whatsoever, he/she too is guilty of fighting. Many times, a student will say that he/she is defending himself/herself by striking back. This is not defense; it is revenge. If that student cannot control himself/herself then they must be prepared to suffer the consequences. We realize that when struck by another person it is hard to control one's emotions, but the Word of God is clear on the behavior of a person, and it must be enforced as a policy of this school.

DRESS CODE

The HCA dress code is based upon the importance of a modest, academic and respectful appearance. **The following dress code applies to all students, regardless of grade, although, some allowances may be made for the youngest children.** Due to the tendency of some students to dress in current fashions/fads that may be sloppy, distracting or inappropriate for school we must remain firm on our guidelines. We appreciate your help in having our students dressed in a style that is conducive to good education and modesty.

Girls

- All dresses, shorts, skirts etc. must be no more than 4 inches above the knee (should they be required to be checked, measurement will be done with the student kneeling).
- Split skirts or dresses are permitted but the split must not go above the top of the knee.
- Blouses, shirts or dresses must be tasteful and modest with no open sides, narrow straps or exposed back. Tank tops and midriff shirts are not allowed. T-shirts may be worn, as long as there is no profanity and the graphics are in line with HCA's policies and beliefs.
- Make-up, if used, should be worn moderately.
- Girls may not wear excessive amounts of jewelry (more than two necklaces, rings on all fingers, etc).
- It is recommended that shorts be worn under the dresses of younger girls for modesty on the playground.

Boys

- Hair length must not reach below a standard shirt collar in the back or below the eyebrows in the front. This also means that hair cannot be grown long and tucked behind the ears.
- T-shirts may be worn, as long as there is no profanity and the graphics are in line with HCA's policies and beliefs.
- Boys may not wear earrings or excessive jewelry (more than two necklaces, rings on all fingers, etc).

Boys and Girls

- Hairstyles must be modest for both boys and girls. No punk cuts, designs, 'blinds,' 'rattails,' ponytails (boys) or other extreme styles or colors are permitted.
 - No clothing, jewelry, book bags, lunch boxes or other items may display messages, symbols, logos or pictures that would be considered contradictory to our Christian values, distasteful, or inappropriate for school.
 - Shoes must be worn at all times. "Wheelie" type shoes are not allowed.
 - Hats or caps may only be worn outside. Baseball caps, or other hats normally worn in the winter, are permitted, however, they must be worn in a normal fashion. Example: Baseball caps cannot be worn backwards.
 - Only regular fitting pants or jeans are allowed, and must not be excessively long in the legs so that they gather up at the shoe and/or drag the floor.
 - No sagging pants are allowed. Pants must be worn at the waistline.
 - No grunge, sloppy, loose fitting or over-sized clothes are allowed.
 - Parents/guardians and other visitors are expected to observe the same dress code as the students when on Academy grounds.
 - Students are required to abide by the dress code not only while on school grounds, but at all school-related functions, including field trips, ball games, etc.
 - Final note: It is not possible for us to list every possible item that can or cannot be worn, however, the school administrator and/or pastor has the final say on what is permissible. We are looking for neat, modest, regular fitting clothing for school. School is not the place to make a fashion statement or dress according to a current fad. Parents/guardians will be called and asked to bring acceptable clothing for their student if he/she is not in compliance with the dress code. **The dress code will be enforced, so please make sure your student comes to school properly dressed.**

MISCELLANEOUS CONCERNS

- **No PDA** – Public display of affection (for example: kisses)
- **Mutual Respect** – It is very important that students and teachers alike show love and respect to one another. Name calling, teasing or other means of hurting each other will not be tolerated.
- **Backpacks** – Backpacks must be left in the locker or cubbies and not carried from room to room. Having the floor covered with backpacks or similar items is a safety hazard.
- **Gum** – Chewing gum is not allowed.
- **Cellular phones and beepers** – HCA would prefer that students do not bring cellphones to school. If a student brings a cellphone, it must stay in their backpacks or put away, so that the student may not use it while school is in session. If the student is caught during the school day with his/her cellphone out, the teacher will commandeer the device and hold until the parent/guardian comes to retrieve it.
- If parent/guardian has a need, a phone number will be provided, so that they may call in case of an emergency.
- **Skateboards and roller blades** – These are not permitted at school.
- **All students must be off the school property by 3:30 p.m., or they must be placed in Emergency Care. Students involved in after school activities must be supervised.**
- **Roughhousing** – For safety reasons, students are not allowed to push, shove or hit other students, even if they are just kidding around. Repeated events such as this will be treated as fighting.
- **Attitude** – Perhaps the most important thing is the student's attitude. If a student has an inappropriate attitude his/her teacher will talk him to. If that does not work a conference will be set up with the parent/guardian. **Repeated bad attitude will be grounds for referral to the administrator or pastor.**

Summary – It is impossible to cover every incident that could arise concerning dress code, attitudes or relationships. If we will all have a loving Christian attitude and a cooperative spirit, we will all do just fine. Thank you for your help in these areas.

TEACHER-PARENT/GUARDIAN FELLOWSHIP

Teacher-Parent/Guardian Fellowship meetings are considered vitally important to the parents, guardians, students, teachers and administration of HCA. Proper communication between the parents/guardians and the school is one reason why parents/guardians send their children to Christian schools. Parents/guardians receive an update on their child's progress in the classroom

and become aware of what will be happening during grading periods. Brief questions regarding student report cards may be answered at these meetings. If a lengthy discussion is required, a conference should be scheduled at a different date.

As a condition of enrollment, HCA expects our parents/guardians to be involved and concerned with each aspect of their student(s) and events at HCA. Therefore, at least one parent/guardian is expected to attend each scheduled Teacher-Parent/Guardian Fellowship meeting. If neither parent/guardian is able to attend, a parent/guardian: teacher conference should be arranged at an alternate time (no later than one week is recommended) after the scheduled meeting. The dates for the Teacher-Parent/Guardian Fellowship meetings are included in the school calendar. **Please remember, if at the time of pre-registration for the new school year, at least one of the parents/guardians have not attended the meetings, it will affect the possibility of your child attending the next school year.**

CONFERENCES

The teachers and administration of HCA pledge to communicate with the parents/guardians concerning the needs and behavior of their child.

Parents/guardians are welcome to consult with the Administrator about any problems or questions that concern the welfare of their child. Conferences with the administrator or teacher should be arranged in advance. **Before school hours is a very important preparation and staff meeting time for teachers, and it is not conducive to surprise visits or lengthy conversations.**

Please call the school administrator or the teacher after school to set an appointment for a conference, as each will be happy to comply. Also, please make arrangements through the Administrator, if you wish to visit a classroom or see a teacher or student. No one will be allowed in the classrooms without prior approval.

CHRISTIAN CONCILIATION

Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and parent/guardian, parent/guardian and the Academy, or any one of several possible areas. This is often the result of lack of communication between those involved. As Christians, scriptural principles for resolving conflicts should always be followed. Matthew 18:15-17 and 1 Corinthians 6:1-7 determine the procedure of Christian conciliation that is used in resolving all disagreements at HCA.

Please see the **HCA Personnel Policies and Procedures Handbook Pages 19-21** for the procedures for communications and resolutions in the event of a conflict.

HOLIDAYS

HCA will not emphasize the humanistic view of the holiday seasons. The scriptural emphasis of each holiday will always be maintained. For example, our fall emphasis will be on "Harvest" rather than Halloween. The Christmas emphasis will be "The Birth of Jesus" rather than Santa Claus. The emphasis at Easter will be "The Resurrection of Christ" rather than the Easter Bunny.

SCHOOL LIBRARY/MEDIA CENTER

The HCA Library/Media Center is in the development stage. HCA will keep parents/guardians updated on its progress.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Children in elementary grades will not be given more than one hour of homework a night, based on a majority of the students being able to accomplish this work in an hour. No tests other than a regularly scheduled spelling test or one math test will be given on Thursday mornings. This may allow for families to have time to attend Wednesday night service. Quizzes may be given at any time the teacher deems appropriate; however, any quiz given on a Thursday must have been reviewed thoroughly with students prior to Thursday, so as to limit time needed to study for the quiz on Wednesday night.

Parental/guardian cooperation is necessary in order to meet this responsibility. Failure to complete homework will affect the student's daily grade. Homework is given for several reasons:

- 1. For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
- 2. For practice:** Following classroom explanation, illustration and review of new work, homework is given so that the material will be mastered.
- 3. For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework following instruction is given to overcome such difficulties.
- 4. For special projects:** Projects are some of the activities that are frequently used as homework assignments in certain areas of study. Those having specific due dates may be turned in early; however, those turned in late are subject to penalties for tardiness.

ABSENCES

Excessive absences hinder academic performance and should be avoided. Examples of absences that may be excused are student illness, death in the immediate family, or cases in which prior approval was granted by the Administrator.

In case of absence, the parent/guardian must write a dated note or a verbal account to the teacher explaining the reason for the absence. A DOCTOR's excuse may be required for more than two consecutive days absent due to illness. The note or DOCTOR's excuse must be sent to the school no later than one day following the student's return to class in order to determine if the absence may be excused.

Students who have excused absences may be given make-up work to do and will be allowed to take any regular test/quiz missed. **It is the student's, parent's and/or guardian's responsibility to see the teacher and ask to make up the necessary work or test/quiz makeup.** Make-up work must be completed within three days of returning. If the student has had an extended and excused absence, the teacher and the student may work out a make-up schedule approved by the Administrator and teacher. Students are encouraged to be prepared for class when they return from an absence, including readiness to take a test or quiz that was assigned prior to the absence. Work that is not made up within the three-day make-up window or approved extended deadline will be recorded as a "0." Unexcused absentees will not be allowed to make up any work or test/quiz unless satisfactory arrangements were made with the teacher **before** the absence occurred.

No refunds on tuition are made because of absences.

Absences in excess, where the student is falling behind and is performing at an unsatisfactory level academically, will require the student to repeat year or dismissal.

TARDINESS

The HCA tardiness policy only applies to grades kindergarten and above.

School begins at 8:30 AM. Students not in the classroom at 8:30 a.m. will be marked tardy by the teacher. The parent/guardian must not leave the child unattended at the door. A teacher/aide is to physically receive the child.

If the parent/guardian fails to drop off their child and speak to the teacher about the tardy, the tardy will be considered unexcused. All Tardies are considered unexcused, with the exception of illness, unavoidable traffic delays, weather or approved unavoidable reasonable circumstances.

Three unexcused Tardies or early checkouts will constitute one unexcused absence. A student who checks in during the first hour of school or who checks out during the last hour of school, without speaking with the teacher, will automatically be marked as tardy. A student must be present for at least one-half of their scheduled school hours in order to receive credit for a one-half day attendance.

Since a student coming into class late disrupts the entire classroom and hinders the late student's school routine, parents/guardians are strongly encouraged to assist in making sure their children are prompt in arriving and departing school.

CHECKING IN AND OUT

If it is necessary for a student to arrive late or leave early, due to a DOCTOR's appointment or similar need, Parents/guardians are to speak to their child's teacher concerning the late arrival or early departure. From the discussion with the student's parent/guardian, the teacher may discern the excused or unexcused status for the check in or out.

WITHDRAWALS

All withdrawals from the school must be made through the school Administrator. Forty-eight (48) hours advance notice in writing to the Administrator is expected. Full payment for the **current** school period based on the 12-month or 9-month tuition payment plan must be made. All charges on the student's account must be cleared. Records are released to another school upon written request from that school, after the student's account is cleared. **See tuition section starting on page 9 within this manual** for more details.

LUNCHES

Students will bring their lunches each day. Students will not be allowed to exchange or share their lunches since some children may have allergies to certain foods. Please instruct your child not to exchange or give away food. Water will be available. Please use a lunch box and as many returnable containers as possible to cut down on the amount of garbage.

SENDING MONEY TO SCHOOL

If a check is approved as payment for tuition by the Administrator, checks may be given directly to a student's teacher by the parent/guardian either at drop off or pick up. Other than that, there should be no reason for a parent/guardian to send money to school

SICKNESS, MEDICATION, AND COMMUNICABLE DISEASES

Sickness

For the welfare of your child and others in the school, all children who are sick must be kept at home. **If your child has a fever, please do not send the child to school until they recover.** Since students do participate in outdoor activities, as the weather permits, please see that they are dressed accordingly so as to prevent illness. All children must participate in outside activities, so please dress them accordingly each day.

Each teacher is trained in First Aid and CPR procedures, so, even though HCA does not employ a school nurse or a doctor, the best possible emergency care will be assured should an illness or an

accident involve your child. Please be sure that the information on your child's emergency information stays current. If a child becomes sick while at school, he/she will be given the best care possible until the parent/guardian arrives to take him/her home or to obtain the appropriate care.

Medications

For an illness, no prescription medication or any nonprescription/over-the-counter medications (i.e. aspirin or Tylenol) will be administered at school, unless an exception is granted by the Administrator or the parent/guardian has completed and submitted an HCA Authorization for Medication form. If a child is unexpectedly ill or in a medical state, where medication needs to be given, the school will notify the parent/guardian.

Communicable Diseases

Students with communicable diseases shall be excluded from school while ill, and during recognized periods of communicability. HCA reserves the right to make all final decisions necessary to enforce its illness and communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. Any student diagnosed with a contagious communicable disease which is listed by the Virginia Public Health Department as a "notifiable disease/condition" may not participate in extracurricular school events.

INCLEMENT WEATHER DAYS

HCA will announce via the school software and social media any decisions concerning school closings due to inclement weather or other necessary reasons.

BIBLE

Bible study is recognized at HCA as of fundamental importance and is a required subject. Scripture memorization is given particular emphasis. Biblical truths are also interwoven into the study of each academic subject. Without knowledge of the Bible, a student cannot be considered truly educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books."

Knowledge of the Bible is one of the greatest educational assets any person can have, in addition to the moral and spiritual values resulting from its study. Character development is the one of the most important works of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian character.

PATRIOTISM

Along with a love for God and His Word comes a love for our country. We endeavor to develop, as seen in our curriculum and school activities, a love and respect for our country and the freedom we enjoy as a God-given gift.

FIRE AND DISASTER DRILLS

Fire and disaster/flood drills are held periodically during the school year. These are to be taken seriously. Fire and disaster escape routes are posted in each room. Students should review them often. When the signal is given, all activities should cease and the exits should be made promptly using the following procedure:

1. Fire Drills

- a) The fire signal is a continuous loud alarm with flashing strobe lights.
- b) Students will quickly in a single line, without running or pushing, to the designated areas.
- c) Teachers are to be sure all lights are off and the windows/doors are closed.
- d) Students will be asked not to talk inside or outside the building.
- e) When students reach the designated area, they should stop and turn around in place to face the building.
- f) Teachers will take attendance by calling each child's name. The children should answer "here" when their name is called.
- g) If a child is being picked up during the drill, the pick-up person must be verified as an approved pick up person, before the child may leave. If the person attempting to pick up the child is not a verified person, the teacher will not allow the pickup. In this event, the teacher will use the communication device within their designated emergency pack to contact the Administrator or Pastor immediately.
- h) Teachers will document children that are picked up during a drill.
- i) See the **HCA Crisis Management handbook** for more details about the process and procedures for fire drills.

2. Other Disaster Drills

- a) The Administrator or Administrator's designee will communicate the disaster to faculty via the intercom
- b) The teacher will address specific drills as stated by the **HCA Crisis Management handbook**
- c) When the disaster is over, teachers and students will be notified via the wireless intercom system and return to their day or be released to their parents/guardians upon pick up.

LABELS

Parents/guardians are asked to label everything that their child brings to school: coats, sweaters, lunch boxes, etc. This will help in returning those 'lost items.'

TELEPHONE CALLS

Students are not allowed to make telephone calls from school, except in cases of emergency or necessity as determined by the Administrator or Pastor. Parents/guardians are also asked not to make calls to students, unless absolutely necessary.

PROPERTY

Each student is expected to respect the property God has provided to HCA and the rights of others. Any student who breaks or defaces any school or personal property is responsible to replace or pay for the broken or damaged item. A student must never go into a teacher's desk, another student's locker or use items belonging to someone else without permission from the owner or teacher. No student is to add to or delete anything from any bulletin board without teacher approval. Each student is expected to help maintain the general cleanliness of the school, by picking up any paper or litter dropped.

LOST AND FOUND

Items that are found on school grounds should be turned in to the Administrator and will be kept in the church administrator's office. All items that are not picked-up within one week may be disposed of at HCA's discretion.

TRAFFIC FLOW

Due to the heavy traffic on Bull Creek Rd, we ask that the following traffic flow be observed.

Mornings: All parents/guardians should approach the school coming west on Bull Rd. (heading towards Breaks), pull in at the 1st entrance and park in the upper parking lot. When leaving, carefully, pull out of the upper parking lot.

All parents/guardians will drop their child off at the preschool and pre-K door. The parent/guardian must not leave the child unattended at the door. A teacher or aide is to physically receive the child. Do not leave the child unattended at the door. They **must** be received by a teacher or an aide, before the parent/guardian may leave.

Students are picked-up at their classroom door by their parent/guardian. Parents/guardians are cautioned to always watch for children in the parking lot or in the crosswalks when driving on school grounds. Remember to also carefully watch the traffic on the roads when entering or leaving the grounds so as to avoid an accident.

We apologize for any inconvenience this traffic flow procedure may cause. We are trying to eliminate heavy traffic problems at school opening and dismissal times. For this reason, we request that each parent/guardian follows the established traffic flow pattern at all times -- and for safety reasons, there can be no exceptions.

SECTION II – PRE-K/KINDERGARTEN SCHOOL INFORMATION

PRE-K AND KINDERGARTEN SCHOOL ORGANIZATION

Pre-school students are ages 2-3 years old and Pre-K students are 4 years old. Kindergarten students are approximately 5-6 years old. Pre-school and Pre-K students have the option to attend full or half days and attend 2 or 3 days a week. All Kindergarten students attend a full academic day for 180 days.

STUDENT/TEACHER RATIO

The goal is to have the following student/teacher ratio for each grade level:

Pre-K:

2-year olds: 1 staff to 8 children
3-4 year olds: 1 staff to 10 children
5 year olds: 1 staff to 20 children

If ratios are above the max stated, a teacher's aid will be hired for that class.

These ratios may vary dependent upon the decisions of the HCA Executive Committee, but should normally be lower than stated during most school years.

FIRST DAY(S) OF SCHOOL

Pre-K:

The pre-K divides the class into two groups. One group will be assigned to attend school the first day, with the second group not attending. On the second day of school, the second group will attend, with the first group not attending. This process is to prevent the pre-K student from becoming overwhelmed and to better orient the pre-K student to the classroom, fellow classmates, and teachers/aides. The parents/guardians of the students will be notified at a reasonable time before the first day to which group their student is assigned. The parents/guardians will drop their child off at the door which accesses the pre-k classroom. The parent/guardian must not leave the child unattended at the door. A teacher/aide is to physically receive the child.

Kindergarten:

Because the Kindergarten students have a scheduled night for Open House / Orientation prior to the start of the fall session of school, the kindergarten students are not divided into groups as the pre-K students are. All kindergarten students will attend school on the first day. The

parents/guardians will drop their child off at the door closest to the sanctuary. The parent/guardian must not leave the child unattended at the door. A teacher/aide is to physically receive the child.

Pre-K and Kindergarten:

In the first few days of school, even if the child seems frightened or uncertain, the teacher is trained to help your child soon feel loved and comfortable in their classroom. Parents/guardians remaining at the door make the period of adjustment more difficult for the child, the parent/guardian and the teacher.

GRADING SCALE

Pre-K will not be issuing grades

Kindergarten:

O (Outstanding) S (Satisfactory) NI (Needs Improvement) U (Unsatisfactory)

REPORT CARDS

Report cards are issued for kindergarten students at nine-week intervals. These report cards help the students, parents/guardians and teachers work to overcome any deficiencies and celebrate accomplishments.

Pre-K students will receive progress reports twice a year (mid-term and final), so that parents/guardians can monitor their child's progress, work with their child if needed and celebrate their accomplishments.

For both pre-k and kindergarten parents/guardians, constant communication with the teacher is encouraged, so that the student has a supportive and positive support system. In this environment, their child will thrive and be successful.

RETENTION

Students in grades kindergarten, who receive three or more unsatisfactory grades and/or perform poorly on the end of the year Iowa exam will be required to repeat the year.

Kindergarten students may be either recommended or not recommended for promotion.

The HCA Board reserves the right to make any decisions regarding the promotion, retention or academic credit of any HCA student.

PRE-K AND KINDERGARTEN SNACKS

Snack time for full day students is offered. Nutritious snacks support a child's performance during the school day. Parents/guardians are asked to provide these snacks, packed along with their child's lunch. It is recommended that parents/guardians send items such as fresh fruit, cheese or peanut butter crackers, cookies and drinks. These are asked to be sent in individual packages, such

as Squeezits, Capri Sun or Sunny Delight. Snack items are also listed on the class supply wish list. These are provided to children that do not have snacks. **A nutritious breakfast and wholesome snack benefit the student's performance, understanding and behavior.**

TOYS

No toys are to be brought to school, **unless the teacher** has given permission for a specific reason, such as "show and tell" day.

LINKS TO ALL THE HCA FORMS AND HANDBOOKS FILES

HCA Forms:

<https://drive.google.com/drive/folders/1fb6uO1xeJIEHsk8GAvpklOBgZ6y148Z9?usp=sharing>

HCA Handbooks:

<https://drive.google.com/drive/folders/1PvZjqR4AOWifJPr8zjcUiLD10U2jGAZ7?usp=sharing>