

**HOSANNA
CHRISTIAN
ACADEMY**

***PARENT / STUDENT
HANDBOOK
2009 - 2010***

THE RED BOOK

This book has been designed to assist the parents, students, teachers, and administration of HCA. This book will serve as a guideline for all to follow. Students and parents should familiarize themselves with school policies. **It is impossible to foresee all situations which may arise during a school year. Thus, the HCA Administration reserves the full right to determine any consequence or make any ruling on events that fall outside the guidelines of this book. Should the need arise the HCA administration reserves the right to change or alter any portion of this book during the school year.**

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A MESSAGE FROM THE ADMINISTRATOR - - -

I want to personally welcome you and your family to Hosanna Christian Academy. I am looking forward to getting to know you and hope your time will be both enjoyable and profitable. It is our goal at HCA to have a school of excellence and commitment. It is my desire for this school to bring glory to the Lord Jesus Christ and be an example to the world, as an organization and as individuals. Thank you for choosing to be a part of Hosanna Christian Academy, a ministry of Hosanna First Assembly.

This handbook (commonly referred to as the Redbook) is designed to assist in helping each new student make the most successful adjustment to Hosanna, as well as assist returning students with the policies and expectations of our institution. It answers many frequently asked questions about the rules and activities at our school. The information presented in this booklet can help the home and school become joint partners in boosting your child to reach his/her full potential. I hope that this booklet will be helpful to you throughout the year. There is no intent to develop a determined set of rules that are confining or restrictive in nature. However, in the best interest of all concerned it is imperative that we begin on common ground with policies and procedures that are clear-cut and commonly understood by all. We are all striving to accomplish a common goal - that of providing the best education possible for each and every student in our school. In the event that problems or concerns should arise, I am available to help resolve any situation. Feel free to call 926-4885 and arrange a conference if the need arises.

The staff and I are looking forward to a good school year, and we're excited about the opportunity to work with your child.

In Christ,

Dr. James Bentley
H.C.A. Administrator

GENERAL HCA INFORMATION

HOSANNA CHRISTIAN ACADEMY

Hosanna Christian Academy is a Christian education institution that, in addition to regular course offerings, unashamedly teaches the Biblical concepts of discipline, respect for those in authority, obedience to law, and love for flag and country. The teachers of Hosanna Christian Academy, henceforth known as HCA, realize the solemn responsibility before God in molding the life and character of each of their students in order to equip them for the future.

STATEMENT OF FAITH

We believe . . .

. . . the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct. (2 Tim. 3:16)

. . . in one God, eternally existent in three Persons: Father, Son, and Holy Spirit, Creator of all things. (1 John 5:4-6)

. . . in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal, future return to this earth in power and glory to rule a thousand years. (1 Cor. 15:3; 1 Peter 2:21-24; John 3:16)

. . . in the resurrection of the dead, the eternal happiness of the saved, and the eternal punishment of the lost. (John 5:24, 28, 29)

. . . in personal salvation of believers through the shed blood of Jesus Christ ... in the Christian's hope ... the soon-coming, personal return of the Lord Jesus Christ. (1 Thes. 4:16-18)

STATEMENT OF PHILOSOPHY

We believe . . .

. . . that each student is a distinct individual creation of an omnipotent God. (John 1:3; Eph. 2:10; Eccl. 12:1)

. . . that each individual student is the creation of God and, therefore, is the property of God. (Ps. 119:73; Col. 1:16)

. . . that each student must be a careful and faithful steward of his conscience. (Acts 24:16; 1 Cor. 8:7-10; 1 Peter 2:19; Heb. 10:22)

. . . that each individual student is directly responsible to God for the direction of his life. (Ps. 119:105; Prov. 16:9; Ps. 37:23)

GOALS AND PURPOSES

Our GOAL and PURPOSE is to EDUCATE . . .

. . . Spiritually - Your child needs to realize there is a center to all life. God's truth is THE TRUTH. It is central to all of learning and all of living. Hosanna Christian Academy seeks to meet the child's spiritual needs by consistently focusing on the person of Jesus Christ. The teaching of God's word and prayer are an important part of our program.

. . . Academically - Your child has a God-given, compulsive desire to learn. He wants to know "the what and why" of everything. His or her instruction is often the difference between effective learning and frustrated defeat. We know that careful planning is necessary for well-balanced, academic excellence. We strive to incorporate the Bible's teachings in all subject areas.

STATE APPROVAL

HCA is state approved according to the standards of the Louisiana Department of Education. HCA Preschool is a class B, state approved, licensed, day care facility.

TELEPHONE NUMBER REFERENCE

School Office	926-4885	Pre-School Office	926-4898
Fax	926-8458	Cafeteria	928-2873

PRE-SCHOOL

Pre-school Programs available: 2 days/week; 3 days/week; 5 days/week

Hours: 7:00 a.m. – 5:30 p.m.

For more pre-school information, call 926-4898 or 926-4885.

STATISTICS

- Established: 1979
- Affiliated with: Hosanna First Assembly of God
- Administrator: Dr. James Bentley
- School Colors: Red, Black, & White
- Team: Blazers
- Mascot: Flame
- Website: www.hcablazers.org
- Office Hours: 7:30 a.m. – 3:30 p.m. (School Year)
9:00 a.m. - 2:00 p.m. Tu-Th (Summer)
- School Hours: Elementary: 8:00 a.m. - 2:45 p.m.
Secondary: 8:00 a.m. - 3:00 p.m.

PROFESSIONAL AFFILIATIONS

- Association of Christian Teachers and Schools (ACTS)
- Association of Christian Schools International (ACSI)
- Louisiana High School Athletic Association (LHSAA)
- Fellowship of Christian Athletes (FCA)
- Fellowship of Christian Cheerleaders (FCC)

SPECIAL FEATURES

- | | |
|--|--|
| Strong emphasis on Christian character | Honors curriculum offered (College Prep) |
| Updated computer lab | Low student to teacher ratio |
| Full service cafeteria | Wide variety of sports (4th - 12th) |
| Convenient location | Elective courses offered |

ADMISSION & ENROLLMENT

INTRODUCTION

We would like to take a moment to welcome you to Hosanna Christian Academy and thank you for your interest in our school. The following pages outline the procedures you will need to follow to apply for admission and the requirements for gaining acceptance into HCA. Our staff is here to serve you and to answer your questions. Please feel free to contact our Registrar with any questions you may have concerning the admission and enrollment process.

ADMISSION REQUIREMENTS (NEW STUDENTS)*

For a student to be considered for admission to HCA, all the following items must be submitted:

1. Completed Admissions Application.
2. Copy of birth certificate MUST be with Admissions Application.
3. Copy of immunization records MUST be with Admissions Application.
4. Most recent report card and records of progress from previous school.
5. Completed Academic Referral form from previous school.
6. Completed Discipline form from previous school.

Once all the above items have been submitted, the enrollment process will proceed as follows:

1. Parent and student interview with Administration.
2. Student successfully completes academic placement test.
3. Parent pays all enrollment fees. (New Student Fee, Registration Fee, Testing Fee)
4. Parent and Student read carefully and agree to all policies in the HCA handbook.

** Enrollment is not official until all of the above have been completed and enrolling student has been accepted by HCA.*

AGE REQUIREMENTS

Those entering kindergarten must be five years old on or before September 30th. Those entering first grade must be six years old on or before September 30th.

HOME SCHOOL COMPLIANCE

We welcome students involved in home study programs. Please carefully review our simple guidelines in regard to enrollment and acceptance of home study credits. This section also covers students who are transferring from non-accredited schools. HCA has established the following guidelines:

ELEMENTARY/MIDDLE SCHOOL ENROLLMENT (Grades 1st-8th)

The placement of the student must be substantiated by submitting all of the following documents.

1. A complete outline of each of the subjects taught during the previous year.
2. A list of books/materials used.
3. Copies of the student's work.
4. Copies of the student's standardized test results.*
One of the following will satisfy this criteria.
 - A) Verification that the child took the state basic skills test and scored at or above the state performance standard as established by the State Board of Elementary and Secondary Education for his/her grade level.
 - B) Or verification that the child has taken the California Achievement Test, Stanford Achievement Test -- or standardized examinations which are approved by the State Board.

**The child must have scored at or above his/her grade level or show progression at a rate equal to one grade level of each year in home study.*

5. A statement by third parties who have observed the child's progress---preferably a certified teacher at the child's grade level, stating that they have examined the program being taught and that in his/her professional opinion this child is being taught in accordance with a sustained curriculum of quality at least equal to that offered by public schools at the grade level.
6. As with all new HCA students, home school students must take a placement test before enrolling at HCA.

HIGH SCHOOL ENROLLMENT (Grades 9th-12th)

In addition to the above criteria, a student requesting credit for high school classes previously taken via home school will be given proficiency exams per core subject and must receive a passing grade prior to issuing of course credit. The proficiency exam will be administered through our Guidance Department and graded by a certified teacher in the corresponding area of course study. A passing grade received on the proficiency exam will be recorded on the student's official high school transcript as a "P." On any proficiency exam which the student does not earn a passing grade, no credit will be awarded and that failing grade will not be recorded on the transcript. Hence, the student must complete the course at HCA or another accredited institution such as summer school. Should the student choose to not enroll at HCA, any passing grades on proficiency exams are not transferable to other high schools.

Any home school student entering HCA in their 10th, 11th or 12th grade years should begin the enrollment process as soon as possible. Proficiency exams will only be administered for one week during the summer prior to enrollment. (This usually falls on the last full week in June). Home school students not registered before the exam week will not be allowed to enroll for the upcoming school year. For this reason, any student coming from a school that is not accredited should begin the registration process as soon as possible.

Study guides for proficiency exams will be available through our student office once the school year is finished. These study guides are not meant to be teaching tools, but should be viewed as reviews for material that was already learned. Students having a solid foundation in a subject should readily understand the material on the study guide. (NOTE: Study guides will not be handed out for English proficiency exams.)

MIDTERM ENROLLMENT

Students enrolling during the middle of a term or at the end of the fall semester are required to complete the same processes as those enrolling for a new school year. Due to the detailed and rigorous requirements set up by the state for graduation, HCA will no longer admit students of a senior level after the second week of school.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Hosanna Christian Academy admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

POLICY REGARDING BEHAVIOR

HCA recognizes the fact, that while we love the student that is delinquent, we are not equipped to meet his or her needs. We have found that some students and parents do not adjust to a strict, disciplined academic environment and struggle with policies and decisions of the staff and administration. In such cases, the school reserves the right to have full discretion in the disciplinary action to be taken. Students with academic or disciplinary problems may be placed on probation for a reasonable amount of time, and any student who does not cooperate with the total educational process will be dismissed.

POLICY REGARDING LEARNING CHALLENGES

In the case of students who have challenges academically or have been tested to have particular learning disabilities, we are not staffed or equipped to properly meet the needs of these students. While we can accommodate certain students who may be in need of extended test times or seating preferences, we are unable to meet the educational needs of those students who require further specialized instruction.

REGISTRATION & RE-ENROLLMENT

Re-enrollment begins in January of each year for current HCA students. Enrollment begins in February for new students. Class sizes are limited and are filled on a first come, first served basis. Enrollment is not official until registration fees are paid, registration forms are completed, and immunization record and birth certificate have been submitted.

TUITION AND PAYMENT OPTIONS

HCA offers a wide variety of tuition payment options. Please contact the Registrar or accounting office for details.

WITHDRAWALS AND DISMISSALS

Please review this section under Financial Matters.

FINANCIAL MATTERS

INTRODUCTION

The next couple of pages are dedicated to answering most of your financial questions. Please contact our bookkeeper for questions regarding any financial policy of HCA or for items not specifically detailed in the Redbook.

EXTENDED CARE

The HCA Extended Care program is designed to assist working parents in dropping off and picking up their children around their work hours. Our Extended Care program offers adult supervision for students before & after school. For safety reasons, in order to release a student from extended care a signature must be required.

Morning Care

7:00 a.m. - 7:30 a.m.

Supervised care in the gym is provided for students K5 - 12th grades. There is a \$1.50 per child per day fee for this service.

Elementary Afternoon Care

3:00 p.m. - 6:00 p.m.

Elementary students remaining at school after carpool ends will be charged \$4.00 daily.

LATE PICK-UP POLICY: \$10.00 per child picked up after 6:00 p.m., plus \$10.00 per child for each 15 minutes after 6:15 p.m.

Secondary Afternoon Study Hall

3:30 p.m. - 5:30 p.m.

For students in grades 6th – 12th remaining on campus after 3:30, a study hall is provided with adult supervision. The fee is \$4.00 daily.

FEES

Please refer to the HCA Fee Schedule.

FUND-RAISERS

In lieu of fund-raisers for student clubs and sports, HCA has implemented an Activity Assessment that will be billed to all parents in **October**. The amount of the activity assessment will depend on the number of children at HCA and their grade levels. (Please see the HCA fee schedule.) Although this assessment will not pay for all expenses during the school year, it should offset some expenses without the hassle of constant fund-raising.

*Since the PTO is not considered a student club or sport, they will be permitted to do fundraisers during the school year. We appreciate your assistance and support for our PTO during this endeavor.

LUNCH ACCOUNTS

Each student will be assigned a "LUNCH ACCOUNT". It is the parents' responsibility to maintain that account. Lunch accounts will be charged for each meal served.

Cost:

\$3.50 per day for hot lunch with milk

How to Pay:

1. Deposit money into the students' lunch account. Payments should be made to **Socially Yours** lunch personnel from 10:30 a.m. to 1:15 p.m. in the cafeteria. Also, parents can call **Socially Yours** directly at 928-0067 in order to make payments or check accounts.
2. We encourage you to deposit enough for one week or one month, or no less than \$30.00 per deposit.
3. Lunch money paid by 8:15 a.m. will be credited on the same day. All payments made after 8:15 a.m. will be credited the following day.
4. You may pay for more than one student at a time, but please include students' names and lunch # for each student on the check.
5. NO CHARGING ALLOWED.*

For information regarding your student's lunch account, you may reach the cafeteria at 928-2873. (Please do not call between 11:00 - 1:00 during lunch service.)

*Students will not be allowed to intentionally charge lunches to their accounts. However, should a student forget his/her lunch, HCA will allow students to charge a single lunch to their school account. Parents, please remember that it is your responsibility to insure that your child has his/her lunch. If a student develops a pattern of constantly forgetting his/her lunch, the parents will be reported to Child Welfare.

PAST DUE ACCOUNTS

HCA expects the prompt payment of all monthly bills. Late charges will be assessed in accordance with the HCA enrollment contract. Any account not current by the 6th of each month may result in temporary suspension of the student/students until the account is made current.

A senior or kindergarten student cannot participate in graduation exercises until all tuition and fees are paid.

Further actions will be required for accounts that are delinquent at the end of the school year. Grades will not be issued, student records will not be transferred, and diplomas will not be awarded in a delinquency case until the account is cleared.

TUITION, FEES, PAYMENTS, AND DONATIONS

Salaries of staff members and operating expenses are paid from tuition. Therefore, it is imperative that tuition be paid on time. This year tuition is billed through SMART Tuition. Tuition is due on the first (1st) of each month (unless auto-debit has been selected) and is considered late after the 5th. (A late fee of \$30 may be charged.) Parents must pay tuition through SMART using auto-debit, personal checks, cashier's checks, money orders, or electronic checks. Credit cards (except for VISA) may also be utilized but will be charged a 2.5% convenience fee. Some payments may be made on-line. Parents may check the status of their accounts by using their ID and password by calling 1 (888) 868-8828 toll free 24 hours a day 7 days per week. They may also access www.smarttuition.com.

When paying with cash, always ask for a receipt. Label all money with your name and specify what is being paid. Lunch money should never be included with tuition checks. All lunch payments should be made in the HCA cafeteria or to SYI directly.

Tuition may be paid in full in the HCA office on or before August 1st.

It is our understanding that all fees paid to the academy are in exchange for a service and therefore, are not tax deductible; however, donations are encouraged and may be used as a tax deduction.

WITHDRAWALS AND DISMISSALS

Withdrawals from school must be made through the office in writing by the parent or guardian. If a student withdraws after the parent or guardian has signed the CONTRACT OF ENROLLMENT, then the parent or guardian remains responsible for the balance of the contract. Furthermore, any fees that have been paid to date will not be refunded as in agreement with the original CONTRACT OF ENROLLMENT.

Payment in full on the balance of the Contract of Enrollment is due to HCA at the time of withdrawal, whether the withdrawal is due to dismissal, expulsion, or any personal decision made by the parent or guardian under contract. Grades will not be issued, student records will not be transferred, and diplomas will not be awarded until the account is cleared.

ATTENDANCE & TARDINESS

INTRODUCTION

The next few pages detail the HCA policies on attendance and tardiness. Parents and students should clearly understand the importance of being at school and arriving on time. Please familiarize yourself with our policies on these two issues. You may contact the school secretary with questions regarding attendance and tardiness.

ATTENDANCE AND ABSENCES

Absences fall in one of two categories: Excused and Unexcused. Students with an excused absence are allowed to makeup tests, homework, and quizzes. Students receiving an unexcused absence will not be allowed to makeup any work. All work for the unexcused absences will receive a zero. The following is a list of excused and unexcused absences. Please note that the list for unexcused absences is not comprehensive.

Excused Absence

Student illness
Dire emergencies
Death in the immediate family
Doctor's Appointment*

Unexcused Absence

Vacation
Truancy

** Doctor, dental, or other appointments should be scheduled after school hours if at all possible.*

For the absence to be excused, a written excuse signed by the parent or guardian must be presented to the office when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. If a student is absent three or more consecutive days, parents will be required to obtain doctors' notes or other records to verify the validity of the absence. HCA will contact child welfare in cases where students have excessive unexcused absences.

According to the guidelines for secondary students, as set forth by the State of Louisiana, **"ten or more absences per semester may result in the student not receiving credit for that semester"**. For elementary students, **"twenty or more absences per year may result in the student being retained"**. Students are required to attend a minimum of 160 days of school per nine-month school year. In accordance with state guidelines, anyone missing more than 20 days in the school year may not receive credit. (For secondary students, this applies to each of their seven daily classes.) Excessive absences will be handled in the following manner:

1. Students in danger of exceeding the allotted number of absences for the semester / year will be referred to their local public school to enroll in the EBRP homebound program. This will be considered a voluntary withdrawal. At the time of withdrawal, any tuition balance will be due and no fees will be reimbursed.
2. Students who have exceeded their allotted number of absences as described above will receive a failing grade in all such classes for the semester or year. Should a parent wish to appeal this decision all records will be reviewed by the administration. Should this case arise, only official doctors' excuses will be accepted as legitimate proof of a child's illness.

Suspended students will receive 0's for all classes missed. Students with unexcused absences are expected to return to class prepared. Any work missed on the day of an unexcused absence will receive a 0 at the teacher's discretion.

Elementary attendance is based on the following calculations:

- A) If the student attends less than 2 hours of class during a day, he or she is considered ABSENT for the day.
- B) If the student attends between 2 and 4 hours of class during a day, he or she will receive credit for 1/2 day ATTENDANCE.
- C) If the student attends 4 or more hours of class during a day, he or she will receive credit for 1 day's ATTENDANCE.

(NOTE: Elementary "Perfect Attendance" will be calculated using the above formula.)

Secondary attendance is based on per class attendance. The student must attend a minimum of four full class periods to receive credit for attendance on a given day. (NOTE: Secondary "Perfect Attendance" will be based on a daily attendance record.)

If students miss more than one day, the parent may call the office before 9:00 a.m. and request his/her assignments. The parent may pick up the assignments in the office after 3:00 p.m. Students with excused absences have 2 days for every day missed to make up work, and it is their responsibility to do so. Any work missed on the day of an unexcused absence will receive a 0 at the teacher's discretion.

BAD WEATHER CONDITIONS

If EBRP schools close because of hurricane or other severe weather conditions, HCA will usually close at the same time. School closing announcements will be made via radio and TV.

CHECK IN

All students must present a written excuse from either a parent or a doctor when checking in at the office (Please see ATTENDANCE AND ABSENCES). The office will give the student an admit slip to be used for admittance into class. 6th through 12th grade students checking in before 8:30 a.m. will receive a tardy slip, and students checking in after 8:30 a.m. will receive an absentee slip. If an elementary student checks in before 10:45, he or she will be considered present for the day.

CHECK OUT

When it becomes necessary for the parent to take a child out of class for a doctor's appointment or other reasons, release of the child must be made through the school office. As a school, we take the responsibility for the safety of your children very seriously. As such, it is our policy that parents personally sign out each student in the school office. The parent should register on the sign out sheet, and then wait for the student to arrive in the school office after being summoned from the classroom.

Students do not have permission to call their parents in order to check out. If an appointment is made ahead of time, the parent should send a note or phone the office to check their child out of school.

A student who has an emergency (as determined by the administration) must make a request to check out. The office staff will call the parent, or legal guardian, in order to attain permission for the child to leave campus. Parents of any student suspected of running fever will be contacted immediately.

Any student checking out before 11:50 and not returning will be counted absent for the day. (See "ATTENDANCE AND ABSENCES")

PLEASE NOTE: NO STUDENT WILL BE ALLOWED TO CHECK OUT AFTER 2:10 P.M. WITHOUT PRIOR APPROVAL IN THE MORNING. ON HALF-DAYS STUDENTS WILL NOT BE ALLOWED TO CHECK OUT AFTER 10:55 A.M.

6TH THRU 12TH GRADE STUDENTS ARE NOT PERMITTED TO CHECK OUT DURING MID-TERM OR FINAL EXAMS.

EARLY DISMISSAL

There will be several occasions during the year when HCA will dismiss their students early. These occasions include, but are not limited to, Finals, Teacher Planning Days, and Teacher In-Service Days. These days are vitally important to our teachers and the overall function of the school.

On these days, HCA will not provide afternoon Extended Care to its students. Parents are expected to pick their child up or make arrangements to have them picked up by 12:15 p.m. Please obtain a copy of the HCA school calendar at the beginning of the school year to start planning for these days. **On early dismissal days, parents will be charged \$1.00 per minute for students picked up after 12:15 p.m. according to the HCA clock.** Individuals who are late picking up children will be asked to sign a form acknowledging the late pick up. Refusal to sign the late pickup notice does not relieve the parent or guardian of the obligation to pay the incurred fees for late pickup.

HOLIDAYS

Refer to the HCA School Calendar for specific dates. HCA Preschool and HCA do not follow the same holiday schedule. Holidays are very special and we hope you enjoy extra time with your family. It is our sincere intention to celebrate Christ and His love every day, not just during special holidays. Due to their controversial nature, HCA does not participate in celebrating Mardi Gras or Halloween. (Please NO jack-o-lanterns, ghosts, witches, etc.)

TARDY POLICY

Any secondary student not seated in their desk by 8:00 a.m. or at the beginning of his / her other classes must come to the office for a Tardy Slip. Any elementary student not in the gymnasium by 8:00 a.m. must come to the office for a Tardy Slip. Teachers are instructed to ONLY admit late students in class IF they have a Tardy Slip. Please **DO NOT** put your HCA teacher or staff member in a difficult situation by asking to be an exception.

We ask our parents' assistance to help get their children to school on time. Students arriving late personally miss out on their instruction and also cause disruption to their fellow classmates upon arrival. Our desire is for all students to be in school and in their classroom on time. However, students accumulating excessive tardies will face disciplinary actions. Any student from Kindergarten to twelfth grade will be held to the following standards. (When a student is suspended, he/she receives zero for all academic work missed during the suspension. The student and one parent must pass a re-admittance interview with the Principal or his designate.)

12 Tardies	=	1-day suspension
14 Tardies	=	2-day suspension
16 Tardies	=	3-day suspension
18 Tardies	=	Expulsion

HCA is going to adhere strictly to the 8:00 a.m. beginning of the school day. The warning bell will ring at 7:55 AM to dismiss secondary students to go to class. At 8:00 AM, all secondary students should be in their classrooms seated in their desks and all elementary students should be in the gymnasium in their appropriate lines. Parents bringing their children to school late should expect to have their children receive a tardy. Parents may drop their children off at school between 7:30 AM and 7:55 AM without charge. Parents may also drop their children off between 7:00 AM and 7:30 AM to participate in Morning Extended Care for which the parent will be charged.

HCA will not accept any excuse for being late except an official note from the doctor. HCA reserves the right to make blanket excuses for its student body in the case of extreme weather or extreme traffic conditions. However, this does not include the daily traffic problems or the seasonal rain that is typical to south Louisiana.

DISCIPLINE

INTRODUCTION

HCA is dedicated to training youth in a program of study, activity and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept a God-given responsibility to "walk honorably before all men". Here we strive to maintain a discipline that is firm, consistent, fair and tempered with love. Our faculty endeavors to maintain standards of behavior in the classroom through kindness, love, and a genuine regard for each student. When disciplinary action becomes necessary, the administration desires it be firmly carried out, tempered by good judgment and understanding.

The school reserves the right to have full discretion in the discipline of all students, and parents may be called to help administer any discipline where deemed necessary. The following pages provide you with details of our disciplinary policy. **Because it would be impossible to detail every possible inappropriate act, HCA reserves the right to rule on any action not listed in our Redbook that violates the high ethical or moral standards on which our school is based.**

AIMS & EXPECTATIONS

HCA is a school with high moral and ethical standards, dedicated to the task of providing quality education in a Christian environment. **Attendance is a privilege, not a right.** This is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him/her. Our goal is to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship, not to reform them. Students and faculty reflect these ideals and standards in their dress, appearance, and attitudes.

CHEATING

HCA has a zero-tolerance policy regarding cheating. Students caught cheating will be dealt with severely in the following manner:

1st Offense	=	Zero on assignment or test.
2nd Offense	=	"F" for six weeks grade.
3rd Offense	=	"F" for semester grade.
4th Offense	=	Expulsion.

This policy applies, but is not limited, to the following: homework, quiz, test, report, and project grades. Offenses cover across classes, i.e. you are not permitted 4 offenses per subject or class.

CODE OF CONDUCT

The following code shall apply to all students of HCA at all times:

1. Christian standards of moral conduct are expected at all times. (24 hours a day; 7 days a week) All students are expected to act in an orderly manner, to maintain Christian standards in courtesy, kindness, language, morality and honesty, and to strive toward unquestionable character in dress, conduct, attitude, and **respect for authority**. Students violating these will be disciplined appropriately.
2. Challenging a teacher's authority is completely unacceptable. ARGUING with someone in authority is prohibited. *Do all things without murmuring and disputing.* (Phil. 2:14). Any student openly challenging a teacher's authority will face corporal punishment (paddling).
3. Carrying knives, weapons, fireworks, lighters, or matches is unacceptable behavior and is not allowed.
4. Possession of pornographic or other offensive material is prohibited.
5. Fighting and other disruptive dangerous behavior is not acceptable and will not be tolerated. Play fighting, pretend fighting, wrestling, karate, and other such activities will be treated as real fighting. The consequence will be suspension or expulsion from school.

6. The use or possession of drugs or drug paraphernalia is prohibited and will result in immediate expulsion.
7. The use or possession of alcoholic beverages on the HCA campus will result in immediate expulsion.
8. The use of bad language (swearing, by-words, or suggestive speech) will result in disciplinary action.
9. Electronic equipment such as: beepers, I-Pods, MP3 players, cell phones, radios, TV's, tape recorders, CD players, etc. are not allowed. Such items will be confiscated. Cell phones are permitted only after school hours. Video cameras and cameras are permitted periodically throughout the year to record memorable events. However, these items should not be distractions or they will also be confiscated.
10. Young men and women must treat each other with courtesy and respect, and avoid any inappropriate display of affection. Students of the opposite sex should abide by a six-inch rule.
11. Students must respect the rights and property of others, and no student is permitted in another student's desk, locker or belongings without permission from that person and a teacher. Theft will be seriously disciplined.
12. In the classroom the student is expected to sit at his assigned seat, keep all chair legs on the floor, care for his/her desk, not sit on his/her desk, and keep the area around his/her desk clean each day.
13. No gum chewing is allowed on campus during school hours.
14. Smoking at school or at school-sponsored activities will result in suspension or dismissal.
15. Students are expected to behave in a respectable and responsible manner at all times. This not only includes the classroom, but also the hallways, cafeteria, chapel, library, playground, courtyard, and bathrooms. Students are expected to move about the campus quietly and responsibly. Yelling, horseplay, and running will not be permitted.
16. A suspension is a temporary expulsion. Therefore, when a student is suspended, he/she along with at least one parent must schedule a re-admittance conference with the Principal or his designate(s). When a student is suspended, he/she will receive a "Zero" for each subject or test missed.

DAMAGING PROPERTY

Because this school belongs to God, students, staff, and family should treat it with the utmost respect. Students must strive to keep school grounds, playground, classrooms, hallways, restrooms, and lunch area clean. Students must help keep property in good repair by never defacing it and reporting that which is damaged or lost.

Anyone damaging property at HCA, whether intentionally or accidentally, will be responsible for the cost to repair or replace the property. Students who maliciously destroy property may be suspended from school until the student or the parents make restitution. Extreme cases of vandalism will result in the expulsion of the student.

DESIGNATED AREAS

Students are not allowed to roam or wander about the HCA campus, nor should they leave the campus without permission. Students should follow the guidelines below.

1. Students should not arrive before 7:00 a.m. each morning.
2. Upon arrival, students should report to their grade's designated area as listed below.

Time	Elementary Students	Secondary Students
7:00 – 7:30 AM	Gymnasium (Morning Care)	Gymnasium (Morning Care)
7:30 – 7:55 AM	Gymnasium	Cafeteria
7:55 – 8:00 AM	Gymnasium	Homeroom
After 8:00 AM	Student Office for Tardy	Student Office for Tardy

3. All students must remain in designated areas only. Passes are necessary whenever students are not in class.
4. Teachers' Lounge and Workroom are off limits to students. Office approval is necessary for students to enter and a pass must be obtained.
5. Secondary students should be out of the school building by 3:10 p.m. Students should remain in carline until escorted to extended care by the duty teacher.
6. Students on campus after 3:30 p.m. MUST be in extended care/study hall, or in an adult supervised activity.

DRESS CODE

Please review the Dress Code section later in this manual for specific dress code requirements. Discipline related to dress code violations will be handled according to the following guidelines.

- ALL GUIDELINES APPLY FROM THE TIME A STUDENT ARRIVES ON HCA PROPERTY UNTIL HE/SHE DEPARTS OR 3:30 PM, WHICHEVER IS EARLIER.
- STUDENTS FAILING TO MEET THESE GUIDELINES WILL BE ISSUED AN INFRACTION FINE.
- IN THE CASE OF EXTREME AND/OR REPETITIVE VIOLATIONS OF THE DRESS CODE, THE STUDENT WILL BE SENT HOME TO CHANGE INTO THE PROPER SCHOOL UNIFORM OR SENT HOME FOR A ONE-DAY SUSPENSION.

DRUG POLICY

In order to provide and maintain a wholesome environment for educating HCA students, it is our policy to have a "zero tolerance" for illegal drugs of any kind. HCA students are to refrain from involvement with illegal drugs or drug paraphernalia in any way, whether on or off campus. It is against the law and against school policy to have or use illegal drugs or drug paraphernalia on campus, at any school-related activity, or at any time off campus. Once it has been verified that a student has violated the HCA Drug Policy, the student could be dismissed, expelled, or required to undergo professional counseling.

If a student is suspected of being under the influence of an illegal drug or alcohol, the student may be asked to submit to drug analysis (at the student's expense) to determine whether or not drugs or alcohol have been taken. A positive result from this test or the refusal to take such a test will be grounds for expulsion.

Without prior notice, HCA reserves the right to have students tested for the use of illegal drugs. This procedure is in no way intended to offend anyone, but will in fact serve as a means to prevent such illegal activity. HCA will follow the advice and procedures of professionals. Results of the tests will be confidential and remain the property of HCA. In the event a student has a positive test result, parents will immediately be notified. Once results are verified, the student will be subject to the policies stated under the H.C.A. Drug Testing Program. All HCA athletes are further required to adhere to the LHSAA drug testing guidelines.

H.C.A. DRUG TESTING PROGRAM FOR STUDENTS

Hosanna Christian Academy is deeply concerned about the increasing use of alcohol and illegal drugs by young people in our society. The school's concerns are that students, campus, and school events be free from the presence of these substances and their influence. For these reasons, Hosanna Christian Academy has developed strong disciplinary policies covering the use, sale, and distribution of alcohol and illegal drugs by its students, on and off the campus. These policies are intended to keep the campus free of such substances and provide the school with the right to take firm disciplinary action, including expulsion, against students who the school believes are using drugs or influencing other members of the student body to use such substances.

The school provides a number of age-appropriate educational programs to encourage healthy decision-making and inform its students about the dangers and legal consequences of drug and alcohol use.

The Hosanna Christian Academy Board of Advisers, Administration, and Faculty strongly believe that the use and abuse of drugs (**excluding those prescribed by a physician to treat a specific medical condition**) can:

1. Be detrimental to the mental and physical well-being of its students.
2. Seriously affect the performance of students.
3. Be dangerous to the student and his/her classmates.

Because the school years are the times when the physical, psychological and addictive effects of drugs are most severe, Hosanna Christian Academy will implement a drug-testing program to assist and benefit its students. The testing program will be funded by Hosanna Christian Academy.

A. Purpose of the Drug Screening Program

1. To educate the student concerning dangers of drug abuse.
2. To help prevent any drug use and abuse by the students of Hosanna Christian Academy.
3. To identify any student who may be using drugs and to identify these drugs.
4. To provide reasonable safeguards in order that every student is medically competent to participate in school-related activities.
5. To remove the stigma of drug abuse from those students who are not users.
6. To reassure students, parents, and the community that the health and academic progress of each of its students is the primary goal of Hosanna Christian Academy.
7. To re-emphasize to the student his/her responsibility as a positive role model, on or off campus.

Refusal to sign the contract and consent form or to abide by the testing policy when selected will result in the student's dismissal from Hosanna Christian Academy. The first drug test for a student will be paid for by the school. Parents and or students will be responsible for payment on all other drug tests should the student fail the first test.

B. Positive Test Results

First Incident

The specimen showing a positive result will be retested immediately to assure that no error has occurred. If the positive result is verified and confirmed, then the following steps will be taken.

1. The administration will be advised of the results.
2. The student and parents/guardians will be advised.
3. The student will be required to attend a certified drug-counseling program at an accredited facility at the expense of the student/guardian. The student must enter the program within one week of a positive test result.
4. The drug counselor will determine the length and manner of the program to best suit the student.
5. The student will be suspended from all extra-curricular activities during the counseling period and/or until subsequent school initiated drug tests are negative. The student must also receive written permission from a medical doctor in order to return to participation.
6. After a first positive test, the student will be subject to take every random test during the year.
7. Failure to enter or complete the drug counseling program will result in the student's dismissal from school.

Second Incident

The specimen showing a positive result will be retested immediately to assure that no error has occurred. If the positive result is verified and confirmed, then the following steps will be taken:

1. The administration will be advised of the results.
2. The student and parents/guardians will be advised.
3. The student will then be expelled from Hosanna Christian Academy.

Students in grades 7-12 will be selected randomly to be tested. Hosanna Christian Academy also reserves the right to test any student suspected to be involved in any form of drug activity. No school personnel will directly conduct the required tests, acquire samples or otherwise participate other than to observe and secure the cooperation of the students. All testing will be conducted by personnel employed by the contractor, servicing labs, or medical facilities. In all instances of testing, procedures will be followed to assure the integrity of the sample and the confidentiality of the student.

Note: All Board of Advisers, Faculty and Staff at Hosanna Christian Academy will be tested. A positive test will result in immediate termination.

EXPULSION

Expulsions will result under one of the three following situations.

1. HCA reserves the right to insist on the immediate withdrawal (*expulsion*) of any student whose presence in the school is considered detrimental either to the school's best interest or to the student's best interest.
2. Immediate expulsion will include, but not be limited to, the following situations:

Possession of illegal drugs	Pregnancy
Possession of firearms	Possession of Alcohol
Pulling of Fire Alarm	
3. Students who receive 3 or more disciplinary action forms during a school year will be placed before administrative review. Consequences of this review may result in the expulsion of the student.

INFRACTION FINES

We feel obedience and respect for authority is of paramount importance. To help mold the character of secondary students we use Infraction Fines. Faculty members may issue \$5.00 Infraction Slips to students in violation of certain dress codes & standards. The following is a list of violations that will incur punishment by infraction fine:

<u>Violation</u>	<u>Standard</u>
Shirt Tail Untucked	The student's shirt must be neatly tucked in on all sides. For boys, the shirt must be tucked in and the belt must be visible in the back.
Chewing Gum / Candy	Students may not chew gum or eat candy in the classroom, hallway, gym, chapel, library, or outside during school hours.

Incorrect Socks	Students must wear logo socks if ankle socks are worn (socks must be above the ankle). Crew and knee high socks are allowed if all white.
Student in Undesignated Area	Students are expected to be in their classroom during class time. Any student found outside the classroom without a valid hall pass will be issued an infraction fine or suspended for skipping. In between classes, students are not permitted to go to the snack machines, use the payphone without permission from the office, go to their vehicles, or wander the HCA campus.
Littering	Students are not permitted to leave their trash around the school.
No Belt (Belt must be visible)	Boys must wear a belt with their shorts or pants. Belts must be brown or black. Belts must be visible at all times.
Improperly Fitted Clothes	Although this is a broad topic, there are two main areas of concern for our students. For girls, skirts must be no more than 4 inches above your knee when kneeling. Girls caught "rolling" their skirts will be issued an infraction fine. For boys, pants must fit properly. This includes but is not limited to pants not being oversized, pants not dragging the ground, pant leg not being cut, and pants not dropping below the student's hips.
Damaging Property	Students damaging the property of another student or the school will be issued an infraction fine and be responsible for repairing/replacing the damaged item.
Discipline	Students are required to abide by the rules and standards of the school at all times. Students are expected to conduct themselves in a responsible and respectful manner.

(The HCA administration reserves the right to deem other violations punishable by infraction fines.)

If issued an infraction fine, students are expected to correct the violation immediately, if possible, or fix the problem no later than the next school day. Students who receive repetitive infraction fines for the same violation and refuse to correct them are subject to suspension or expulsion.

Students with outstanding Infraction Fines cannot participate in extracurricular activities such as field trips, pep rallies, and the like. Students with excessive infractions are subject to more serious discipline (see below). A weekly Infraction List is posted in the office at all times. Parents, we urge you NOT TO PAY your child's infraction fines, but use this as an opportunity for him/her to bare the costs and hopefully learn a lesson.

Parents, students are expected to pay their outstanding fines within 30 days. After such time, fines may be sent for collections through HCA accounting. Students not paying their infraction fines will not be allowed to participate in Jeans Days, field trips, Spirit Shirt Days, etc.

All students at HCA are expected to be teachable and to abide by the policies of HCA. Students with an excessive number of infraction fines will receive further discipline.

<u>Number of Infraction Fines</u>	<u>Punishment</u>
12	1-Day Suspension
14	2-Day Suspension
16	3-Day Suspension
18	Expulsion

INSPECTIONS

The HCA Administration reserves the right to search and inspect all book sacks, purses, back packs, lunch boxes, lockers, and the like. Administration further reserves the right to confiscate any items as deemed necessary.

LAW ENFORCEMENT

Parents are responsible to notify the school administration immediately in the event that their HCA student is involved in any way with law enforcement. Misdemeanor traffic citations are excluded from this policy.

MATERNITY & PATERNITY POLICY

In a society that often undermines Christian values and principles, our school is striving to provide an atmosphere that stimulates and fosters the growth of these Christian principles. Premarital sex is not in keeping with Christian values and principles, and violates the teaching of the Bible. Therefore, premarital sex is not an acceptable behavior for students at HCA.

Should pregnancy occur, the following measures will be taken:

1. Every possible means will be taken to encourage counseling and health care.
2. All counseling recommended by HCA will be directed toward respect to human life. If the student terminates the pregnancy through abortion, then the student will be asked to withdraw from school.

Once pregnancy is medically confirmed, parents and expectant student will meet with administration for alternative decisions. The student will be encouraged to continue her education. After medical confirmation of the pregnancy, the student will not be able to attend school at HCA. An educational plan involving independent study through LSU (parents' responsibility) can be devised. School officials may supervise this plan so the student can still earn credits toward graduation. (NOTE: In the case of a senior student, she may not participate in graduation ceremonies.)

All reasonable attempts will be made to insure that the pregnant student will continue her education after the baby is born. The continuation of her education at HCA depends upon:

1. Recommendation of professional counselors.
2. A true spirit of repentance.
3. Psychological well being of the student.
4. The student's previous academic status in school and the level of academic achievement during the pregnancy period.

The final decision concerning the continuation of her education at HCA is left to the discretion of the HCA administration.

HCA considers the male equally responsible for a pregnancy. If a male student is attending HCA and is responsible for a pregnancy, that male student must follow the same policies as stated above.

PARENTS' ROLE IN DISCIPLINE

We are here to work with the family, not to take the place of the parents. Parents have the primary responsibility for the conduct of their children. It is expected of each child to behave and not interfere with the rights of others. Discipline is the key to good conduct and proper consideration for other people. One of our goals is to help children become responsible for their own actions and behavior. We believe it is the shared responsibility of the home and school to accomplish this goal. Therefore, we try to offer opportunities to students that will help them develop self-control, character, orderliness, and social interaction skills.

PUNISHMENT & CONSEQUENCES

Should a student misbehave at school, there will be consequences from the teacher and / or administration. We encourage parents to follow up with the appropriate actions at home. However, any punishment experienced at home will not take the place of the consequences administered at school.

With flagrant or repetitive misbehavior based on the Code of Conduct, one of the following forms of punishment will be administered:

1. A discipline note to parents.
2. A conference (by phone or face to face) with one or both parents.
3. A paddling administered by the administration.
4. Suspension of up to 5 days.
5. Expulsion.
6. Any combination of the above.

SELF-DISCIPLINE

One of the prerequisites for success in life is self-discipline. It is through self-control that we learn discipline. Christian discipline is learned by submitting to authority, both in the home and at school. Students are expected to put forth reasonable effort toward their academic training. Discipline is something we do **for** students, not **to** students.

Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you. (Heb. 13:17)

Self-discipline is the key to good conduct and proper consideration of other people. Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will not infringe upon the rights of others. The teacher or administration will handle disruptions or other actions that show evidence of disrespect, indifference, dishonesty, or abuse of permission. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated, and the student will be subject to corrective measures. Situations that are chronic, flagrant, or otherwise worthy of special handling will be referred to the administration.

ATHLETICS & EXTRA-CURRICULAR EVENTS

INTRODUCTION

Athletics and extra-curricular activities are a vital part of student life at HCA. They are meant to enrich the learning environment. Therefore, all students are encouraged to participate in the events and activities offered by the school.

ATHLETIC PROGRAM

Hosanna Christian Academy is a member of the Louisiana High School Athletic Association (LHSAA). Supervised athletic programs help provide the physical and mental exercise needed to develop and enhance such discipline. We believe self-discipline to be a vital characteristic of a Christian's lifestyle. HCA offers membership into the Fellowship of Christian Athletes. Furthermore, a variety of sports from elementary level through high school are offered.

To participate in high school athletics all students must maintain a minimum GPA of 2.0. In accordance with LHSAA regulations, any student not residing in the HCA high school district (which is equivalent to the Tara H.S. district) must sit out one year before competing in any varsity or junior varsity sport. Also in accordance with LHSAA regulations, athletes may be required to submit to drug testing.

EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

For a student to participate in extracurricular activities (cheerleading, student council, athletics, etc.), he/she must maintain a **2.0** average or above. In athletics, all other regulations will follow the policies of the Louisiana High School Athletic Association.

Students are encouraged to participate in extracurricular activities; however, along with this privilege comes the responsibility to act in a manner as to always represent HCA in a Christian manner. As participants, students cannot say or do anything that would cast a bad reflection on their family or school. Such action can result in suspension from that activity or from school. The sponsor and the administrator will rule in any disciplinary matters.

Students missing school due to extra-curricular activities are responsible for obtaining any missed work. Students expecting to miss several days for a field trip are expected to see their teacher(s) ahead of time for all missed work.

HOMECOMING WEEK AND BANQUET

Recognizing the HCA alumni as well as building school spirit is very important. Our cheerleaders, in conjunction with our athletic program, establish a special week of fun activities dedicated to increase school spirit. The students and staff enjoy this week of wearing camouflage or wearing "big hair" etc. The highlight of the week is our traditional homecoming basketball game and banquet.

Participation in these activities is totally optional. The homecoming banquet is not designed to encourage couple dating, but rather to encourage groups of friends to seize the opportunity to "dress up" while in the social framework of Christianity.

Naturally, certain guidelines are established to help insure a pleasant, moral atmosphere.

1. No one 21 years old or older (other than school sponsors) may attend the banquet.
2. Girls' dresses MUST BE MODEST. (See guideline for SEMIFORMAL - FORMAL DRESS CODE under DRESS CODE).
3. Upon arrival to the banquet, students must remain in the building.

4. Once a student leaves the premises, he/she is not re-admitted.
5. No one is allowed to linger in the parking lot.
6. Basic behavioral standards that apply at school will also apply at the dinner.
7. No refunds of tickets will be given.
8. All HCA students and guests will be required to adhere to all Redbook guidelines, particularly those which pertain to adornments, hairstyles and jewelry.
9. HCA administration reserves the right to add or alter any guidelines with no advance notice.

PROM

HCA sponsors this social event in order for upper-classmen to celebrate and commemorate their school memories and build friendships. The format of our HCA prom is usually a banquet and attendance is optional. Our prom is not designed to encourage couple dating, but rather encourage group of friends to seize the opportunity to "dress up" while in the social framework of Christianity.

Naturally certain guidelines are established to help insure a pleasant, moral atmosphere.

1. No one 21 years old or older (other than school sponsors) may attend the banquet.
2. See DRESS CODE: SEMI-FORMAL & FORMAL
3. Upon arrival to prom, students must remain in the building.
4. Once a student leaves the premises, they are not re-admitted.
5. No one is allowed to linger in the parking lot.
6. Basic behavioral standards that apply at school will also apply at the prom.
7. No refunds of tickets are given.
8. All HCA students and guests will be required to adhere to all Redbook guidelines, particularly those which pertain to adornments, hairstyles and jewelry.
9. HCA administration reserves the right to add or alter any guidelines with no advance notice.

SENIOR CLASS

Mrs. Kaylene Hand is proud to be the sponsor of the senior class this year. A senior trip is planned each spring and it is the sole responsibility of the seniors to earn the funds for this trip. During the senior trip, all students are expected to abide by all HCA policies and regulations. Students failing to do so will be punished appropriately.

At the beginning of each school year seniors participate in a one day retreat with their senior sponsors. All seniors are required to be in attendance.

SPORTSMANSHIP

Much could be written on this subject; however, we believe that *the thrill of victory or the agony of defeat* can be a great challenge to some Christians. We are speaking to students, parents, and all guests who attend HCA activities.

We understand that sporting events bring out our most passionate side, especially when our children are participating. Students and parents take heed - Please control your temper, words, and actions. Psalms 37:8 says "Refrain from anger and turn from wrath; do not fret - it leads only to evil." We trust you will set a Godly example of how to accept defeat as well as enjoy victory.

PARENT INFORMATION

INTRODUCTION

This section is designed to provide information as to the policies and procedures that primarily affect the role of the parent in the educational process at HCA.

CAR LINE

➤ SAFETY

- Due to the large volume of students, parents, and vehicles, please exercise patience and caution during this hectic time of day. Safety always comes first. For specific directions on carline, please pick up a diagram in the office.
- In order to make the car line safe for all children, we must enforce a no talking car line rule for all elementary children in the afternoon carline.

➤ ORDER

- For elementary students, school officially ends at 2:40 p.m. Elementary parents are not permitted to pick their child up prior to 2:40 p.m.
- Parents are encouraged to stay in their vehicles and use the designed plan for carline.
- Parents are not permitted to stand outside classroom doors and wait for the class to be dismissed. This is a distraction to the teacher and to students.
- Parents will wait outside the elementary building until all classes are lined up for car-line. An elementary teacher will meet you at the door and retrieve your child from their class.
- Teachers are not permitted to have conferences with parents during car line. In order to expedite the loading process for the benefit of the students' safety and the parents' time. If a parent/teacher conference is needed, please schedule one through the office.

➤ STUDENTS BEING PICKED UP BY SOMEONE OTHER THAN PARENT / GUARDIAN

- Arrangements for pick up should be made with your child **BEFORE** dropping him/her off at school. Please do not phone the office unless an emergency arises that calls for pick up changes. Students will not be allowed to use the office phone to make pick up arrangements; however, they may use the pay phone after school.
- We all have emergency situations that arise in our lives. If for any reason, you have to send someone who may not be easily recognized by the teacher to pick up your child, please notify the teacher ahead of time or call the office and leave a message specifically for the teacher with the person's name. Please let that person know that his/her ID may be required to pick up your child.

➤ MISCELLANEOUS

- HCA students are **not** permitted to walk home or walk to a parent's place of business.
- For reasons of liability risk, students are **not** permitted to use booksacks with wheels. Neither are skateboards allowed at school.
- PLEASE NOTE: NO STUDENT WILL BE ALLOWED TO CHECK OUT AFTER 2:10 P.M. WITHOUT PRIOR APPROVAL IN THE MORNING. ON HALF-DAYS STUDENTS WILL NOT BE ALLOWED TO CHECK OUT AFTER 10:55 A.M.

CHANGE OF ADDRESS / PHONE # / INFO

Parents, as soon as possible please send written notice to the school office of all changes of address, phone numbers, place of employment and emergency contacts or authorized pick-ups. If a change should occur during the school year, please notify the front office as soon as possible.

COMPLAINT PROCEDURE

Problems will arise during the school year. The HCA teachers and staff are here to work with you to find solutions to these problems. If you should incur a problem with a teacher or a staff member, you will be asked to meet with that person to resolve it before coming to the administrator. The administration is more than willing to offer its insight and help in seeking a resolution.

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along so that every matter may be established by the testimony of two or three witnesses. (Matthew 18:15-16)

1. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of HCA, and thus in the glory and growth of His Kingdom. Read and think about such passages as Eph. 4:1-2 and Col. 3:13-17. Remember that dealing with complaints in a biblical manner takes self-control.
2. Do you have facts or rumors? If, after seeking God's guidance, you sincerely feel your complaint must be expressed, please do so with a willingness to be a part of the solution. Express it promptly and to the RIGHT person.
3. Complaints against specific individuals should be expressed first to the individual in question and need to be expressed to the Administrator only if you cannot work it out between yourselves or if you feel he/she should know about it.
4. Express it clearly, calmly, and with an open mind. Make sure the person you are expressing your complaint to knows all the details of the situation and exactly what you are complaining about and why. Misunderstandings of complaints could lead to further problems and needless hurt feelings.
5. Do not broadcast it. Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hurt feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented.
6. Offer a solution. What lessons were learned? How can we avoid such problems in the future? Surely God wants us to seek His will in all things, especially cases of dissatisfaction. Present possible positive steps that can be taken to resolve the situation. May God's Kingdom prevail in spite of the imperfections of His people.

CUSTODY POLICY

In the event the divorced parents of a student have joint custody, the Academy will consider the domiciliary parent to have the authority and control relative to decisions concerning the child and the school.

INSURANCE

Hosanna Christian Academy and Preschool assumes no liability in the case of accidents while on school property or at school-related functions off of school property. We recommend that parents carry primary insurance on each child and understand that the school cannot assume the unpaid portions of any medical bills. Furthermore, HCA is not responsible for any lost or stolen property in a student's possession or in their vehicle.

LICE POLICY

At times head lice is a concern in our community as well as our school. Due to the communicability of these parasites, we periodically check our students. If we determine that your child is infested (whether nits are alive or dead), please understand that YOU WILL BE REQUIRED TO COME TO GET YOUR CHILD. If a child becomes infested with lice, he/she will not be admitted to class until they are nit-free as determined by the school.

MEDICINE & ILLNESS

Parents, with the cooperation of physicians, are requested to give medication to children at home if possible. If it is necessary for a student to take any form of medication at school, the following rules apply to all medication - prescription and non-prescription:

1. Parents must send written medication information and instructions (get forms in office).
2. All medication must be sent to and given by the school office staff.
3. All medication must be in the original container labeled with child's name.

A student is not allowed to carry medication on his/her person while on campus including aspirin, Advil, etc. A student should be free of fever or vomiting for at least 24 hours before returning to school. For health reasons, if fever is suspected while your child is at school, you will be asked to come get them.

We discourage keeping students in at recess or PE. If you feel this is necessary, a note to that effect should be brought to the teacher. Teachers will honor a parent's request up to three (3) days, after which a statement from your doctor will be required for the student to remain indoors.

Prescriptions, which require being given three times a day, should all be given at home. If possible and recommended by your physician, please follow the guidelines for administering medicine. Administer one dose before coming to school, administer one dose when returning home from school, and administer the final dose at bedtime.

PARENTAL INVOLVEMENT

It has been said, "Kids spell love **T - I - M - E**". Nothing shows we care about our children like spending time with them and being actively involved in "their world". During each school year we will offer: Orientation; Open House; PTO meetings; sporting events; and various other ways for you to enjoy HCA. We encourage your participation in these events. PTO coordinates parent volunteers.

PARENTAL VISITS

Feel free to consult with the school office regarding any problems or questions that concern your child. For the safety of your child, it is important for ALL parents and visitors, upon arrival at the school, check in at the front office and obtain a visitor's pass.

It is the desire of the administration and faculty to serve both parent and student, and each teacher welcomes a visit from any parent. **For parents wishing to sit in on a class, all appointments must be made through the office prior to the day of observation.** Observation times will be set up using two criteria 1) class schedule and 2) convenience for the parent. HCA classrooms are very structured. Anything that deviates from a class's routine can serve as a distraction to some or all of its students. Therefore, HCA will limit the frequency of parental observations to a classroom.

PARENT / TEACHER CONFERENCES

Because of the joint nature of educating your child, parent/teacher conferences are sometimes necessary. HCA teachers are always willing to meet with parents. However, these meetings should be scheduled through the office at a time convenient for both teacher and parent. Parents are encouraged to confer with a teacher first in matters relating to their child; then, if need be, arrange a conference with the principal.

Please refrain from impromptu meetings in hallways, car lines, etc. It is much more beneficial to all parties concerned to take the necessary time to plan and prepare for an organized meeting. These meetings have proven very beneficial to students in the past. ***All appointments must be made through the office prior to the day of conference.***

PARENT - TEACHER ORGANIZATION (PTO)

HCA has an active PTO & you are always welcome to participate in its many activities. An optional annual due of \$15.00 is used to provide a wide array of services & equipment to our school. For more information, call the school office.

REQUEST OF STUDENT RECORDS

Please allow a 2-day waiting period for student records to be gathered, processed, and released. Remember that your financial obligations must all be cleared in order to release any grade reports or other school records.

VISITORS

All visitors must check IN and OUT with the school office and obtain a visitor's pass. Students are not allowed to have friends visit during the school day. The only permissible adolescent visitors are students whose parents are interested in enrolling their children at HCA.

GRADES & TRANSCRIPTS

INTRODUCTION

This section is designed to provide answers to the most common questions regarding your child's academic progress. Please take time to familiarize yourself with our grading policies and procedures.

CORRESPONDENCE COURSES (Independent Study Programs)

Statistics and time have proven that it is truly in the best interest of the student to attend four full years of high school. Independent courses of study provided through correspondence are NOT recommended by the academy. We feel the teacher plays a vital role in any learning process. Beyond the academic credits required to graduate, the emotional, physical, spiritual, and mental development of each student is of utmost importance. Before you consider a correspondence course, please seek the advice of our student advisor and/or administrator. No independent correspondence course credits will be accepted unless the administrator gives prior written approval. HCA only accepts LSU Correspondence courses, because of their state accreditation. Finals must be taken by the second Friday in April.

GRADING SYSTEM

Class Work and Six Weeks Grades

All class work, home work and tests will be graded on the following scale. (NOTE: The scale is listed in percentiles).

A	100 - 93
B	92 - 85
C	84 - 76
D	75 - 69
F	68 – below

Six week grades will be calculated based on averages from class work, homework, tests, quizzes, and / or projects.

Semester Grades Per Class (Secondary Students Only)

A semester consists of three six-week periods. A student will receive quality points for each six weeks grade in a class. Quality points are awarded as follows:

A	--	4.0
B	--	3.0
C	--	2.0
D	--	1.0
F	--	0.0

The semester grade is the average of the quality points for the three six weeks. (Ex. If a student earns an "A", "B", and, "D" for the three six weeks in their English class, their total quality points are $4 + 3 + 1 = 8$. The average would be 2.667). To obtain the actual letter grade for the semester, the quality point average will be rounded up or down. In our example, the average of 2.667 would be rounded up to a 3.0, thus giving the student a semester grade of a "B" for their English class.

For a student to pass a class during a semester, he/she must earn a minimum total of three quality points during the semester. Students failing to meet these standards will receive an "F" for the semester grade. As in our example above, a student earning six-week grades of "D", "D", and, "F" will have obtained a total of $1 + 1 + 0 = 2$ quality points. Therefore, the student will fail the class for the semester.

Carnegie Unit

Students in high school will begin earning credits towards graduation. Students must earn 23 Carnegie units in specified classes (see GRADUATION) to graduate as a senior. One Carnegie unit is equivalent to the 1.0 credit earned for passing both terms of a class. Carnegie Units will be earned in increments of 0.5 and 1.0.

Grade Point Average (GPA)

Students in the high school years should be concerned about their GPA. Colleges use a student's GPA for admissions purposes. Scholarships can also be awarded based on students' GPA's.

A student's GPA is determined by averaging the quality point equivalent of all grades on a student's official transcript. That is all classes for which a Carnegie Unit can be awarded.

GRADUATION**HIGH SCHOOL COURSES OFFERED**

<u>Required Units</u>	<u>Subject Area</u>	<u>Courses Available</u>
4 UNITS	ENGLISH	English I, II, III, & IV
3 UNITS	MATH	Algebra I Geometry Algebra II Financial Math Advanced Math Calculus
3 UNITS	SCIENCE	Physical Science Physics Biology Chemistry
3 UNITS	SOCIAL STUDIES	World Geography Civics/Free Enterprise U.S. History World History
2 UNITS	P.E./HEALTH	P.E. / Health
8 UNITS	ELECTIVES	Religion Art Choir Drama Publications Library Media Resources Sociology Spanish I Spanish II Keyboarding Computer Science Computer Tech Business Computer Applications

ELIGIBILITY FOR DIPLOMA

Since HCA has a contractual relationship with its parents and students, and since the handbook is an integral part of its contractual agreement, all parties are reminded of the following:

Full participation in the graduation ceremony at HCA is a privilege and not a right for the individual student and his/her parents. Therefore, the privilege of graduating with one's class on graduation day is governed by the following principles:

1. Successful completion of the course of studies required by the State of Louisiana.
2. Successful completion of the course of studies required by the HCA administration.
3. No student will graduate from HCA before completing four full years of high school studies.
4. Certification by HCA principal to verify the student's having followed the rules and regulations of the school to such a degree that the student is worthy of the privilege of being an active participant in the graduation ceremony.
5. All tuition, graduation fees and other student fees have been paid.
6. Any student taking correspondence courses from LSU or other accredited institutions must complete all course work by **April 1st** for the credits to count toward graduation.

As in all HCA events, participation in Graduation Ceremonies is a privilege not a right. All students will adhere to the following guidelines.

1. Students are expected to be on their best behavior and all HCA policies are still in effect.
2. Students not participating in Senior Graduation rehearsal will not walk or participate in Senior Graduation ceremonies.
3. **ALL SENIORS ARE EXPECTED TO DRESS IN APPROPRIATE ATTIRE** (See SEMIFORMAL - FORMAL DRESS CODE under DRESS CODE). Parents of seniors should start planning early for this occasion.

EARLY GRADUATION

After much prayer and inquiry from colleges and other high schools, we feel it is in the students' best interest to have four full years of high school to develop spiritually, mentally, emotionally, and physically. HCA will be strictly enforcing our policy requiring students to complete four full years of high school studies.

HOMEWORK

Homework is an integral part of our educational program. Each teacher is at liberty to give homework to aid the student in advancing in his studies; therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons:

1. **Drill**: We believe that most students require solid drilling to master material essential to their educational progress.
2. **Practice**: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered and assimilated.
3. **Remedial activity**: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. **Special projects**: Book reports, compositions, special research assignments and projects. We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in disciplinary action.

Homework is not optional for any student. The classroom success of all students depends on their understanding of the material.

HOMEWORK MAKE-UP

It is expected that students will make up any missed work due to any absence. Parents are encouraged to pick up student assignments and books for a prolonged absence. Parents are to allow the office secretary to coordinate this activity. A telephone request should be made by the parent before 9:00 a.m. to insure that assignments are ready by 3:00 p.m. Students with an excused absence will have 2 days to make up work for each day missed, and it is their responsibility to do so. The teacher's discretion will be used in cases of unexcused absences.

MAKE-UP TESTS

Teachers and students will coordinate make up tests. Teachers will encourage their students to make up their tests as soon as possible. However, if a student is absent on the day of a test, the student will be provided two additional days in order to make up the test.

PERMANENT RECORDS

For all high school courses, students' grades and credits will be recorded on their permanent records and will follow them the rest of their lives. It is of the utmost importance that the parent receives and understands the student's yearly accumulation of credits toward graduation.

PROGRESS REPORTS - SECONDARY

It is our desire at Hosanna Christian Academy to keep parents informed of their child's progress. Students will be provided with a log at the beginning of the school year. This log can be found in the Student Planner. The student will enter each test, quiz, paper, or project that is returned to him/her into the log. Homework may or may not be entered into the log depending on teacher preference. Students will bring home the log every Friday to be initialed by their parent. On the following Monday, teachers will quickly check the logs for parent initials. If necessary, parents should schedule teacher conferences by calling the office or by indicating a request in the grade log.

We understand this offers students the opportunity to change grades. However that is an integrity issue, which needs to be dealt with separately. This system, although not fail proof, should offer some benefits. First, parents will be kept more up to date on their child's progress. Second, there will be an on-going system of checks and balances among parent, student and teacher with this system. We thank you ahead of time for assisting us in keeping your child accountable in his / her grades.

PROMOTION AND RETENTION

- Elementary: Promotion is primarily based on passing academic performance; however, other factors may affect promotion, such as poor attendance, excessive tardiness, social development, prolonged illness, etc.
- Middle School: The state of Louisiana requires that the equivalent 11 of 14 semester grades must be passing ("D" or above) in order to promote to the next grade level.
- High School: High school promotion will be based on the following standards set forth by East Baton Rouge Parish. For students to be promoted from the following grades, they must earn the required number of credits from the high school courses they have taken and passed.

<u>Promotion from:</u>	<u>Credits Required:</u>
9 th	5
10 th	11
11 th	16

For graduation requirements, please see section entitled GRADUATION.

Should the student fail any subject in the ninth, tenth, or eleventh grades, the student will need to attend summer school and make up the failed subject(s). Permission letters are available May 16th for first semester repeat courses. Permission letters are available May 30th for second semester repeat courses.

Although a child may exhibit high levels of academic abilities, HCA does not allow students to "skip" grades during elementary and middle school. Issues dealing with the physical, emotional and social maturation of a child all play a role in the developmental process. It is the opinion of the HCA administration that a child needs the allotted time at each grade level to ensure proper development in all areas of his / her life. For our policy on high school students please look at the subsection titled EARLY GRADUATION under the GRADUATION section.

REPORT CARDS

Report cards are issued every six weeks to students. The school calendar lists the specific dates parents may expect report cards to be sent home. **Please mark your calendar and require your child to present his/her report card to you.** This will build responsibility within your child. In the event your child does not receive a report card, please contact the front office immediately. Re-issuance of lost report cards will incur a small fine of \$5.00.

ELEMENTARY - report cards must be returned to the teacher within 5 days with a parent's signature. Parents not returning report cards within the 5 day period will be charged a \$5.00 re-issuance fee.

SECONDARY - HCA does not require a parent signature on these grade reporting documents.

Note: The only time report cards will be mailed is at the end of the school year. Stanford Achievement Test results will also be included in this mail out.

SCHEDULING

All students will be scheduled during the spring term for the following school year. Students will be provided with a course guide, graduation requirements, and the appropriate schedule forms to take home and discuss with their parents the options available to best meet their needs. Students are expected to stay on track by taking the classes offered for their grade level and passing them. Student failing classes should expect to attend summer school.

Do not register for courses designated for students above your grade level. Do not select courses in which you are now enrolled and think you may fail. Required subject changes due to failure will be made by the HCA administration. The courses selected will be your commitment for the full school year. No changes will be made unless an exception is made for the following reasons:

1. The course prerequisite has not been met.
2. The student is a senior who needs a certain course for graduation.
3. There was a clerical error resulting in the student being placed in the wrong class.
4. There are verified health reasons for a student not to take a class.
5. There are special circumstances warranting administrative review.
6. The student has previously passed a class in which he/she is scheduled.
7. HCA is unable to offer the course requested by the student.

Parents and students will sign the completed schedule forms and return them to their counselor within the designated time frame. Failure of the student to return the schedule will result in a schedule being assigned by the school.

Honors

Priority for honors classes will be given to students earning a B average in that honors subject the previous year. Next priority will be given to students earning a B average in standard courses the previous year. Occasionally, students who do not request honors classes may be placed in honors classes due to scheduling limitations. However, those students will still need to meet the requirements of the honors course.

SCHOLARSHIP(College/University) and STUDENT PROFILES

Do not WAIT TOO LATE to apply! HCA stands ready to assist you in a variety of ways when applying for college and university scholarships. Begin thinking about scholarships BEFORE your high school career begins. Please be aware that scholarships are based on a wide variety of activities reaching beyond your child's academic performance. Examples are: community service, leadership, athletics, extra-curricular involvement, and talents. Scholarships are also available through parental involvement in some civic organizations, businesses, religious affiliation, and much more! Scholarships are managed through our student advisor. (See "Tops")

TOPS

Louisiana's **T**uition **O**pportunity **P**rogram for **S**tudents (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. Specific criteria necessary for eligibility are available through the Student Advisor's Office. Eligibility requirements are based on a student's grade point average, credits earned in core subjects, and ACT composite score (or SAT Equivalent). Unless requested otherwise all students follow the TOPS curriculum. After meeting all the requirements, you must submit a Free Application for Federal Student Aid (FAFSA). The FAFSA may be filed after January 1st and before April 15th for priority consideration and must be received by the final state deadline of July 1st.

<u>UNITS</u>	<u>COURSE</u>
4	ENGLISH I, II, III and IV
3	TOPS - ALGEBRA I, ALGEBRA II, AND ONE OF THE FOLLOWING: GEOMETRY, ADVANCED MATH OR CALCULUS
1	TOPS TECH – FINANCIAL MATH PERMITTED
1	BIOLOGY I
1	CHEMISTRY I
1	ENVIRONMENTAL SCIENCE, PHYSICAL SCIENCE, CHEMISTRY II, OR PHYSICS
1	AMERICAN HISTORY
1	WORLD HISTORY OR WORLD GEOGRAPHY
1	CIVICS AND FREE ENTERPRISE
1	FINE ARTS SURVEY (or substitute two units of performance courses in Music, Dance, and/or Theater; or two units of visual art; or substitute two units of Studio Art; or substitute one unit of an elective from among the other subjects listed in this core curriculum)
2	FOREIGN LANGUAGE (2 units in the same language)
½	COMPUTER SCIENCE (or substitute at least one-half unit of an elective course related to computers approved by the state or one-half unit as an elective from among the other subjects listed in this core curriculum) 1 FULL CREDIT IS NEEDED FOR TOPS TECH
16.5	TOTAL UNITS / 17.0 TOTAL UNITS FOR TOPS TECH

NOTE: Only courses offered at HCA are listed on this chart. **TOPS requirements for the senior class of 2010 will require 17.5 total units.** For a complete listing of courses, please pick up a brochure from our Student Advisor's office or contact the Louisiana Office of Student Financial Assistance (225) 922-1012.

*For students who are looking at alternatives to college, such as trade school or technical school, the state of Louisiana offers a TOPS Tech award. Please inquire in the HCA Student Office for details.

TRANSCRIPTS

High School transcripts are maintained for each student. High school students transferring into HCA must provide official transcripts to merge into the Hosanna transcript within 30 days of enrollment or risk losing their placement. HCA accepts grades and credits from any state accredited institute. Students transferring from a non-accredited school or home school environment may be asked to take proficiency tests in order to validate their credits. (See "Home School Compliance")

Final transcripts for graduating seniors will be available one week after the designated graduation date. Parents are asked to call the student office in order to notify the administration of what university their child has elected to attend. HCA will then forward an official transcript to the university admissions office.

DRESS CODE

INTRODUCTION

While HCA respects and appreciates individualism, school is not the time or the place to express this through a child's attire. **Thus, the HCA Administration reserves the right to make any ruling which may pertain to the HCA Dress Code. Furthermore, the HCA Administration reserves the right to change or alter any portion of the Dress Code during the school year. This includes but is not limited to, adornments, hairstyles, shoes, jewelry and uniform.**

All students are expected to wear the HCA uniforms approved for their age group. Students are also expected to wear their uniforms in the manner for which they were designed. The following pages detail the acceptable dress for your child.

ADORNMENTS & HAIRSTYLES

HCA strives to maintain high standards in appearance of its facilities and the staff. These same high standards are expected from the student body. We require uniform dress for the purpose of not bringing unnecessary distraction to the classroom. It is our desire that in our modest dress and appearance we bring glory to God. The following specifics must be adhered to in addition to the uniform policy.

1. No tattoos or other worldly adornments are allowed.
2. Hair color is to be modest, therefore, no blue, pink, or other such trendy colors will be tolerated.
3. Hats are prohibited on all school days.
4. Boys are not permitted to wear their hair in any tightly twisted or braided styles (i.e. corn rows, dreadlocks, braids, etc.)
5. Boys' hair must be kept short and must be neatly maintained. (Off the collar, above the ears and out of the eyes.)
6. All hairstyles should be modest and appropriate to the ideals of HCA and are subject to administrative approval. Trendy styles such as mohawks, engraved designs, etc. will not be permitted.
7. Only plain red, white, black or grey hair adornments(ribbons/bows/braids/rubberbands) are permitted. (A combination of these colors will be permissible as long as it is within moderation.)
8. Facial hair is not permitted. Long sideburns are not permitted.

CASUAL DRESS CODE

This dress code will apply to the following events: Athletic banquets and any other event deemed appropriate by the HCA administration. Redbook guidelines, particularly adornments, hairstyles and jewelry, apply to all extracurricular events. **MODESTY SUPERCEDES ALL GUIDELINES.**

GUIDELINES FOR YOUNG LADIES

Absolutely no shorts are permitted.
No sleeveless blouses or dresses.
No jeans (denim) material is allowed.
Pants must be ankle length.
Dresses and skirts **MUST BE NO SHORTER THAN 4 INCHES ABOVE THE KNEE.**
Dresses and skirts with **SLITS MUST BE MODEST.**
No tight fitting pants, spandex, windpants, or sweatpants.

GUIDELINES FOR YOUNG MEN

Absolutely no shorts are permitted.
No jeans (denim) material is allowed.
No T-Shirts.
No tight fitting pants, windpants, or sweatpants.

JEANS DAY

On special occasions, students will be given Jeans Days. The only appropriate wear on those days will be plain blue jeans, without designs and different colors, and an approved shirt. Girls are to wear shirts that completely cover their midriff. All blue jeans are to be well fitted and hemmed so as not to drag on the floor. NO SHIRTS ADVERTISING MATERIAL OFFENSIVE TO CHRISTIANITY ARE ALLOWED. Students who wear black shoes on Jeans Day may wear black socks. For the student's safety, extremely high platform shoes are not allowed. Participation in Jeans Day is a privilege. Any secondary student with an outstanding infraction fine will not be allowed to participate in JEANS DAY.

The following items are not allowed on Jeans Days.

Tight fitting pants
Windpants

Spandex
Sweatpants

Khakis
Hats

Students are required to bring a uniform to school in case the administration determines that their choice of clothing is inappropriate for school. Students who dress inappropriately on JEANS DAY or dress in jeans without paying their infraction fines will be subject to the following consequences.

1. If the student has brought the required school uniform to change into, the student will be issued an infraction fine and will have to change into his/her school uniform for the day.
2. If the student has not brought the required school uniform to change into, they will be issued an infraction fine, and they will be sent home to change into a proper school uniform.
3. Students who continually abuse the privilege of Jeans Day will either lose the privilege for the remainder of the year and/or be suspended.

JEWELRY

Although we see the importance of individualism, HCA has adopted a policy of modest adornment in jewelry. All students must abide by the following guidelines.

1. Students may wear only one necklace. That necklace is not allowed to be tight fitting and should be tucked into the student's uniform shirt at all times.
2. Girls may wear only one bracelet per arm. Boys are not permitted to wear bracelets. Rubberbands and sweatbands are not permitted for both boys and girls.
3. Girls are limited to one earring per ear. Earrings should not be bulky. Only small post earrings are permitted – no loops or dangles.
4. Excessive showy jewelry is not permitted.
5. Boys are not permitted to wear wallet chains, sweat bands, earrings, or showy jewelry.
6. Boys are not permitted to pierce any part of their body. Girls may **only** pierce their ears.

***Due to continually changing fads, all jewelry is subject to administrative approval.**

***All Jewelry guidelines must be followed while on campus and at all school sponsored activities.**

MODESTY

It is the desire of HCA for all students to dress in a modest fashion. The HCA Administration reserves the right to judge and require changes in skirt length, hair style, jewelry, and all manner of student appearance.

SEMI-FORMAL & FORMAL DRESS CODE

This dress code will apply to the following events: Prom, Home-Coming, Graduation, Chapels (Upon Administrative Approval), Senior Chapel, and any other event deemed appropriate by the HCA administration. Redbook guidelines, particularly adornments, hairstyles and jewelry, apply to all extracurricular events. **MODESTY SUPERCEDES ALL GUIDELINES.**

GUIDELINES FOR YOUNG LADIES

- Dresses or skirts and blouses ONLY. No split skirts.
- Dress shoes or sandals.
- Sleeveless blouses or dresses are subject to administrative approval.
- Dresses and skirts **MUST BE NO SHORTER THAN 4 INCHES ABOVE THE KNEE.**
- Dresses and skirts with **SLITS MUST BE MODEST.**
- Pantsuits are permissible. (Jacket and pant must match.)

GUIDELINES FOR YOUNG MEN

- Dress slacks only.
- No jeans (denim) material is allowed.
- Dress shirts with collars (no knit pullovers, crew necks, etc.), and ties.
- Dress shoes (Absolutely no sneakers).

SPIRIT SHIRT DAY (Optional)

Spirit shirts are sold at the beginning of each school year. New shirts are designed and offered each year. You **MUST** have a current shirt to participate in "Spirit Days". The proceeds go to support our athletic program. Special "Spirit Days" are designated throughout the school year. Those who purchase a Spirit shirt may wear it along with plain (no designs or different colors), hemmed, ankle length blue jeans at no charge. The required undershirt may be red, black, or white and must be tucked in. Students who wear black shoes on Spirit Shirt Day may also wear black socks. Students with outstanding infraction fines will not be allowed to participate in Spirit Shirt days. Spirit Shirt Days fall under the same guidelines as Jeans Days. Please see DRESS CODE – JEANS DAY.

SWEAT SHIRTS

Students are allowed to wear black embroidered HCA sweatshirts only. Sweatshirts may be purchased through the school office. Please see school office for order forms. **NOTE:** *Youth sizes run very small.*

UNIFORM GUIDELINES

Uniforms are available at *School Time* (Jefferson Hwy. at Old Hammond Hwy.), and *Inka's* (Druscilla Shopping Plaza). Students are expected to present a neat appearance while on campus. We ask parents to help by purchasing only regulation apparel and keep an ample supply of laundered uniforms available.

- Uniforms must be kept in good repair and be well fitted.
- No excessively faded or stained uniforms are permitted.
- The HCA emblem must be clearly legible on all uniform shirts, sweaters and jackets.
- Uniforms with holes must be replaced immediately.

ANY ITEMS NOT LISTED IN THE FOLLOWING TWO SECTIONS ARE NOT CONSIDERED PART OF THE OFFICIAL HCA UNIFORM AND ARE THUS NOT PERMISSABLE.

LADIES:

- **Shirts**
 - White oxford dress shirt with H/C logo on the collar.
 - Shirts may be long or short sleeve.
 - White Oxford shirts shall be tucked in at all times.
 - Collar shall remain buttoned at all times.
 - Only the top button may be unbuttoned.

- K5 – 5th grade girls may wear a white blouse with a Peter Pan collar. The H/C logo must be on the collar.
- White banded shirt with H/C logo may be worn any day except Chapel Day.
- **T-Shirts**
 - Every secondary girl will wear plain white t-shirts under her school shirt.
 - 6th – 12th grade girls may wear a solid white turtleneck under their oxford shirts instead of a T-Shirt.
- **Skirts & Skorts**
 - 5th – 12th Grade girls may wear plaid uniform skirts.
 - Shall be fitted but not snug.
 - Shall be no less than 4 inches from the floor when kneeling. This applies to all parts of the skirt – front, back, and sides.
 - For modesty issues, every girl shall wear a pair of jogging shorts underneath her skirt.
 - Ladies are permitted to wear white or black tights under their skirts or skorts on cold weather days.
 - Black tights are **only** permitted with black dress shoes.
- **Shorts**
 - K5 – 12th Grade girls may wear plaid uniform shorts.
 - Shall be fitted but not snug.
 - Shall be no less than 4 inches from the floor when kneeling. This applies to all parts of the shorts – front, back, and sides.
 - Shorts are **not** permitted on chapel days.
- **Socks**
 - Only H/C logo socks (above the ankle), all white crew socks (to the calf), or all white knee high socks are permissible.
 - Shall be worn above the ankle & below the knee.
- **Shoes**
 - All shoes must be closed toed and closed back.
 - All shoes must have a “non-marking” sole.
 - Shoes and laces should not distract from the uniform. No bright or fluorescent, or other materials that would draw unusual attention to the feet.
 - Shoes must be laced correctly at all times.
 - Predominantly white, black, or gray tennis shoes or black/brown leather shoes.
 - **No** canvas shoes. **No** high top tennis shoes. **Only** low cut shoes are permitted.
 - Due to changing fads, all shoes are subject to administrative approval.
- **Jumpers**
 - K5 – 5th grade girls may wear plaid uniform jumpers.
- **Sweatshirts**
 - Sweatshirts are available for purchase through the school.
 - If a student chooses to wear a sweatshirt, she must wear her school shirt underneath the sweatshirt.
 - 6th – 12th grade students are **not** permitted to wear or have HCA sweatshirts during chapel services.
- **Sweaters**
 - K5 – 5th grade girls may wear solid white, red, or gray sweaters (cardigan or pull-over). HCA emblem must be on the upper, left torso of the sweater.
 - Black sweater vests with logo on upper left torso are permissible any day of the week, but are **mandatory** on all secondary chapel days for 6th – 12th.
 - Black sweater vests can only be worn with the HCA skirts or skorts.
- **Jackets**
 - 6th – 12th grade students are only permitted to wear official school jackets to school, on field trips, and in class.
 - K5 – 5th grade girls may wear any jacket to school. However, only official school jackets may be worn in class. Any other jacket must be placed in the student’s locker (2nd – 5th) or hung up on a hook (K5 & 1st) once they arrive at school.
 - School jackets must be worn in the appropriate manner at all times.
 - The following items are considered official school jackets:
 - HCA letterman’s jacket.

- Current athletic jacket. For those students participating in varsity athletics, they may wear the current year's jacket (if applicable) in class. No jacket from past year's teams may be worn.
- HCA black fleece jackets with the H/C logo on the upper middle back.

COLD WEATHER UNIFORMS – K5 through 5th grade girls only

The following items may be worn on days where the temperature falls below 50°. These items must be worn in conjunction with each other and may not be worn separately.

- **Pants**
 - Girls must wear the black pants available only through Inka's. These pants shall be fitted but not tight.
 - Pants must be hemmed.
 - Oversized pants are not permitted.
 - Pants must not drag the ground.
 - Pant leg cannot be cut.
 - Pants cannot drop below the hip.
- **Shirts**
 - Girls must wear the gray polo shirt available only through Inka's. These shirts shall be fitted but not tight.
 - A plain white T-shirt must be worn under the gray polo shirt.

CHAPEL DRESS UNIFORMS – 6TH through 12th grade ladies only.

- Ladies must wear the black sweater vests with the H/C logo embroidered on the upper, left torso.
- The regular school day white oxford dress shirt with H/C logo on the collar must be worn underneath the black sweater vests. Long or short sleeve is permissible.
- Ladies who choose to wear the long-sleeved white shirts must keep the sleeves buttoned at all times. The sleeves cannot be rolled up or pushed up the arm.
- Ladies are only permitted to wear their skirts or skorts on chapel days. Shorts are **not** permitted.
- Ladies are permitted to remove their sweater vests after chapel has ended.
- Ladies are not permitted to wear or have HCA sweatshirts during chapel services. Only HCA black fleece jackets and HCA letterman jackets can be worn during chapel services.

GENTLEMEN:

- **Shirts**
 - White, red or black collared shirts with embroidered H/C logo.
 - Shirts shall be tucked in at all times.
 - Only the top button may be unbuttoned.
- **Belts**
 - Shall be solid black or brown.
 - Should be visible from the back and sides at all times.
 - Belts and belt buckles must be plain and not showy.
- **T-Shirts**
 - Every secondary boy will wear plain white t-shirts under his school shirt.
- **Pants / Shorts**
 - Boys may wear gray uniform pants or shorts.
 - Pants shall be fitted but not snug.
 - Pants and shorts must stay above the waist or hips at all times. Pants and shorts are not permitted to sag and drop down below the waist, since every boy will be wearing a belt.
 - Pants must be hemmed and must not drag the ground.
 - Oversized pants are not permitted.
 - Pant leg cannot be cut.
 - Shorts are **not** permitted on chapel days.
- **Socks**
 - Only HCA logo socks (above the ankle) or all white crew socks (to the calf) are permissible.
 - Shall be worn above the ankle and below the knee.

- **Shoes**
 - All shoes must be closed toe and closed back.
 - All shoes must have a “non-marking” sole.
 - Shoes and laces should not distract from the uniform. No bright, fluorescent, or other materials that would draw unusual attention to the feet.
 - Shoes must be laced correctly at all times.
 - Predominantly white, black, or gray tennis shoes or black/brown leather shoes.
 - **No** canvas shoes. **No** high top tennis shoes. **Only** low cut shoes are permitted.
 - Due to changing fads, all shoes are subject to administrative approval.
- **Sweatshirts**
 - Sweatshirts are available for purchase through the school.
 - If a student chooses to wear a sweatshirt, he must wear his school shirt underneath the sweatshirt.
 - 6th-12th grade students are **not** permitted to wear or have HCA sweatshirts during chapel services.
- **Sweaters**
 - K5 – 5th grade boys may wear solid white, red, or gray sweaters (cardigan or pull-over). HCA emblem must be on the upper, left torso of the sweater.
- **Jackets**
 - 6th – 12th grade students are only permitted to wear official school jackets to school, on field trips, and in class.
 - K5 – 5th grade boys may wear any jacket to school. However, only official school jackets may be worn in class. Any other jacket must be placed in the student’s locker (2nd – 5th) or hung up on a hook (K5 – 2nd) once they arrive at school.
 - School jackets must be worn in the appropriate manner at all times.
 - The following items are considered official school jackets:
 - HCA letterman’s jacket.
 - Current athletic jacket. For those students participating in varsity athletics, they may wear the current year’s jacket or sweatshirt (if applicable) in class. No jacket from past year’s teams may be worn. Students who are no longer members of a team are not allowed to wear that team jacket or sweatshirt.
 - HCA black fleece jackets with the H/C logo on the upper middle back.

CHAPEL DRESS UNIFORMS – 6th through 12th grade gentlemen only.

- Gentlemen must wear the black collared uniform shirt with the embroidered H/C logo.
- Gentlemen are required to wear a plain white T-shirt under their black collared uniform shirt.
- Gentlemen are only permitted to wear pants on chapel days. Shorts are not permitted on chapel day.
- Gentlemen are **not** permitted to wear or have sweatshirts during chapel services. Only HCA black fleece jackets and HCA letterman jackets can be worn during chapel services.
- The black collared uniform shirt is permissible any day of the week, but **mandatory** on all secondary chapel days.

❖ ***ALL GUIDELINES APPLY FROM THE TIME A STUDENT ARRIVES ON HCA PROPERTY UNTIL HE OR SHE DEPARTS OR AT 3:30 PM.***

❖ ***STUDENTS FAILING TO MEET THESE GUIDELINES WILL BE ISSUED AN INFRACTION FINE.***

❖ ***IN THE CASE OF EXTREME AND/OR REPETITIVE VIOLATIONS OF THE DRESS CODE, THE STUDENT WILL BE SENT HOME TO CHANGE INTO THE PROPER SCHOOL UNIFORM OR SENT HOME FOR A ONE-DAY SUSPENSION.***

STUDENT INFORMATION

ANNOUNCEMENTS

Announcements will be made each morning immediately following the reading of the daily scripture verse, prayer and pledges. Announcements will also be made each afternoon near the end of the last class period. It is the students' responsibility to listen carefully to these announcements. If they have questions, they may seek assistance in the office.

BOOKSACKS

Students are not permitted to use booksacks with wheels on the HCA campus.

COMMUNITY SERVICE

The basic interpretation of the word Christian means to be Christ-like. Jesus himself said in Matthew 20:28 (Living Bible) "Your attitude must be like my own, for I, the Messiah, did not come to be served, but to serve, and give my life as a ransom for many."

As we teach our students to be more Christ-like, we feel it is imperative for them to learn how to serve others. In keeping with this philosophy, Hosanna Christian Academy will require its students in grades six through twelve to complete a certain number of community service hours per term. The number of hours and the locations where those hours can be completed will be determined by HCA.

These hours are mandatory for all secondary students. Completion of these hours will count as 1/3 of a student's grade for their Bible class. Please pick up a Community Service Guidelines Packet from the school office for further details.

EVACUATION PROCEDURES

In the unlikely event that we would need to evacuate the campus the following plan is in place: Our staff will use the emergency cards you completed to contact you by telephone. **IT IS OF VITAL IMPORTANCE THAT YOU INFORM THE OFFICE IN WRITING CONCERNING ANY UPDATES NEEDED ON YOUR CHILD'S EMERGENCY INFORMATION.**

Similar to the procedures concerning our severe weather policy, we will contact the local radio and TV stations concerning closure.

FIELD TRIPS

In connection with their studies in the arts and sciences, students may have a limited number of field trips scheduled during the year. These off-campus experiences are sources of enjoyment for the students and are designed to motivate learning. Parental permission slips must be signed and received by the teacher, along with any required fees, at least the day prior to the students' leaving campus. Students with outstanding infraction fines or documented discipline problems will not be permitted on field trips. Students on field trips are responsible for their own make-up work. Students on field trips must abide by all school policies as recorded in this handbook. Dress for field trips will be either (A) school uniform or (B) blue jeans and current HCA spirit shirt.

FIRE DRILLS

At the sound of the fire alarm, students are to stand, get in a straight line, and walk quietly out of the building in an orderly manner to their designated area. The "all clear" signal will inform the students to return to the classroom in the same orderly manner. Students must walk in a line. They are expected to refrain from talking, pushing, or running. Each teacher will be with his/her class. Fire drills will be given periodically throughout the school year.

LOCKER PROCEDURES

1. Each student in 2nd through 12th grade will be assigned a locker. No switching of lockers (without the knowledge and approval of the administration) or sharing of lockers is permitted.
2. Secondary students with lockers are required to keep a **combination lock** on their locker at all times. All students are further required to give their homeroom teacher the combination to their locker. This will assist the student, parent, and teacher in obtaining make up work and books in the event the child misses school.
3. All materials not in use by students shall be neatly arranged in lockers. For health and safety reasons, unannounced inspections can and will be made at the discretion of the administration.
4. HCA will not assume the responsibility for lost or damaged personal property.
5. It is recommended that students lock both their hall and PE lockers.
6. Stacking items on top of lockers is not permitted due to Fire Marshall Regulations.

LOST & FOUND

It is important that all articles (clothing, lunch boxes, books, athletic gear, etc.) be permanently marked so that it can be identified and returned to the proper owner. Students may only go to the Lost & Found between 3:00 pm and 3:30 pm on school days. HCA is not responsible for any lost or stolen item. All lost and found items will be discarded at the end of each month.

LUNCHES

Lunches are prepared and served by Socially Yours. Students are not required to purchase from Socially Yours lunches, but may bring their lunches from home. Parents packing lunches for their child(ren) should send the lunch in the morning with the child. Parents please understand that due to the busy nature of our school office, lunches dropped off during the school day may not reach the student in time.

Students must eat their lunches in the cafeteria. Students are not allowed to eat or drink on the sidewalks, grass area, or under the outside walkways. *Only 5th, 8th, and 12th grade students may eat their lunches at the picnic tables. Students are not permitted to eat or drink in a classroom unless there is an official club/sport meeting being conducted and supervised.

** This privilege will be suspended if the courtyard eating area becomes trashy and may be reinstated at the administrations discretion.*

Secondary students' eating their lunches in the cafeteria will be dismissed to go outside 5 minutes before the bell rings signaling the end of their lunch period. At that time, students must throw away all trash, food and drinks. Students are not allowed to bring any food or drink outside the cafeteria. Students eating in the courtyard area are responsible for its cleanliness.

Groups of 4 – 5 students will do lunch duty each week. Each student will be assigned one or two weeks during the school year to perform lunch duty. Rags will be provided. Students are simply to run the wet rags over the tops and benches of the tables. Students will also be sweeping the floors. Students should finish in a timely manner. If students begin with 5 minutes left in the lunch period, the students should not be tardy for their next class.

STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS TO GET LUNCH OR HAVE LUNCH DELIVERED. Any student leaving campus to get lunch will be suspended for skipping. Parents, please do not check your child out with the sole purpose of getting lunch. This will be considered skipping as well, and your child will be the one facing consequences. Parents, with office permission, may make arrangements on special days (i.e. birthdays, class parties, etc) to have food delivered to their child(ren).

OFFICE PROCEDURES

1. Students are to use the office window when needing assistance, reserving the counter inside for adults.
2. The telephones in the main office, library, staff offices, and the teachers' lounge are for school business. Students may use the pay phone (See PAY PHONE for procedures).
3. Items left on the grounds or in the building may be turned in to the Lost & Found in the Main Office.
4. School office hours are 7:30 a.m. to 3:30 p.m. Monday through Friday. (Summer hours vary)
5. All payments, including pre-school tuition, pictures, T-shirts, etc., must be made in the Main office. All payments should be in clearly marked envelopes, indicating the parent's and the student's names.
6. HCA cannot cash checks. Please write separate checks when paying for registration, pictures, T-shirts, etc.
7. The school office is not equipped to give change to students. Please make sure that your child has exact money for lunch, pictures, etc.

PAY PHONE

Students can **only** use the pay phone. The office phone and teacher's lounge is not for student use. Students may use the pay phone after school from 3:00 pm to 3:30 pm. Should a student need to make a phone call at any other time during the day, they must obtain a hall pass from their teacher and must have permission through the main office. Students caught using the pay phone without permission will face disciplinary action.

There will be a 3 minute time limit on all phone calls placed on the pay phone. The pay phone does not receive incoming calls.

PICTURES AND RETAKES

School pictures in uniform will be taken in the Fall of each year. Should a problem arise, retakes will be available. Sports and organization pictures will be scheduled throughout the year and will be announced. All payments for pictures should be made in the school office, unless noted otherwise.

PLEDGES

- | | |
|---------------------|--|
| 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. |
| Christian Flag: | I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood, uniting all true 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 word in my heart that I might not sin against God. |

SENIORS: Early Dismissal

Seniors at HCA, schedule permitting, are allowed to leave school after sixth period. This is a privilege and not a right. As HCA grows and expands its curriculum, this privilege may not be extended to future senior classes.

Seniors who leave early are expected to leave school grounds once their last class lets out, unless they have official school business to take care of. There will be no "hanging out" in the hallways, classrooms, gym, offices, or parking lot. Seniors remaining on school property after their last class lets out are subject to all HCA rules and policies.

STUDENT DELIVERIES

All deliveries must go through the school office. Students are welcome to receive balloons, flowers, etc. Such deliveries must remain in the school office until the end of the school day. When parents need to drop off a forgotten lunch or books, please be sure they are labeled.

TEACHER'S LOUNGE

This room is absolutely **OFF LIMITS** to all students. Expect severe discipline if violating this rule.

TEXTBOOKS AND SUPPLIES

Students are expected to keep all textbooks in the same condition as they were received in. All books should be covered with a book cover to prevent damage. Lost and badly damaged books must be paid for and be replaced through the office. All records and grades will be held until these fees are paid in full.

VEHICLES

Students with a valid driver's license and proper auto insurance may drive their personal vehicles to HCA and park in the designated areas. Upon arrival students must leave their vehicles and report to the supervised area suitable for their grade. Students may **NOT** go to any vehicle at any time during school hours without permission from the office or administration. If students drive in an unsafe manner, they will lose the privilege of driving on campus.

VENDING MACHINE

Vending machines are available for use before school, during lunch and after 3:30 p.m. **ONLY!** Vending machines are off limits between classes. Infraction fines will be given to secondary students ignoring this policy. **Note:** Students who bring food or drink into the classroom are also subject to an infraction fine.

YEARBOOK

The Publications class coordinates and compiles the HCA yearbook. Ads are available for purchase by contacting a Publications student or the yearbook sponsor. Every effort will be made to include late enrollees in the yearbook.

They will be delivered to HCA in the fall of each year. Students who have withdrawn or transferred and have paid for a yearbook are responsible for obtaining it within 2 months after delivery.

When yearbooks are received, please see to it that your student's name is clearly labeled in their yearbook.

HCA ELEMENTARY STUDENT PROCEDURES

The following procedures will be adhered to by all elementary students. Teachers may have additional procedures or rules that students will be expected to follow. Those will be distributed to the students at Orientation. HCA reserves the right to add to or modify these procedures in order to better serve the overall functioning of the school.

Morning Care

1. Any student dropped off before 7:30 AM must report to the gymnasium regardless of their age. While in morning care, the students are expected to sit quietly in their lines on the gymnasium floor (K5-5th). The morning care worker has the option of allowing the students to participate in organized activities, such as shooting baskets.
2. Any student dropped off between 7:30 AM and 7:55 AM should proceed directly to the gymnasium. Students are not permitted to go to their classrooms or lockers during this time. Students are also not allowed to wander outside, in the hallways, or off school property. Students may only use the restroom with permission of the duty teacher.
 - a. Students should sit quietly at their designated areas.
 - b. Students should not be constantly wandering around the gym, cafeteria, or Elementary building.
 - c. Students are permitted to talk quietly to each other.
 - d. Students may go to the vending machines with the permission of the duty teacher.

Morning Assembly

- 7:55 **HCA bell rings** -Duty teachers have students put away toys and books, straighten lines, and sit quietly.
- 8:00 **Beginning of morning procedure.** The hall and outside teachers take their positions and send late students for a tardy slip. Students arriving late must first go to the student office to receive a tardy slip. The student will then return to the gymnasium and wait at the entrance with the duty teacher.

The teacher leading with the megaphone will lead the students through prayer, pledges, motto and songs. The students are expected to participate and show respect when reciting the pledges, motto, and songs. Any other behavior is not permitted during morning assembly.

- 8:10 **Morning announcements.** These will be made in the classrooms over the intercom system.

ORDER OF ASSEMBLY

1. Prayer - led by duty teacher
2. Pledge to the American flag
3. Pledge to the Christian flag
4. Pledge to the Bible
5. Sing patriotic song of the month
6. Recite school motto
7. Students waiting at the main gym entrance will join their class upon instruction of the duty teacher.
8. Students load their belongings upon the signal, "Gear up." This signal is given by the duty teacher when all students are quiet and attentive.

DISMISSAL

1. Upper elementary grades dismiss out of the large double doors and follow the sidewalk around the elementary building to the elementary stairways.
2. Lower elementary grades dismiss out of the large double doors leading into the downstairs elementary building.
3. The school bell will determine tardiness to class not the clocks in the classrooms. Students that are found in the elementary hallway after procedure will be sent to get a tardy slip. They are not allowed in the classroom without one. Only an official tardy slip from the Student Office will be accepted by the teacher. Upon entering the classroom, the student will quietly place the tardy slip in the tardy box or on the teacher's desk. The student should then go quietly to their seat and begin work immediately.
4. Upstairs students will enter the classrooms immediately. They will not go to their lockers to unpack until the teacher checks the roll and gives permission.

ENTERING SCHOOL BUILDINGS

1. Students should walk in line. No running will be permitted. Lines should stay to the right.
2. Students should not talk in hallways. No screaming or yelling will be allowed.
3. Students are not permitted to put anything on the tops of the lockers per Fire Marshall orders.
4. Students are not permitted to throw trash on the floors. Any student seeing paper or other trash on the floor should pick it up and dispose of it in the garbage cans.

OFFICES

The HCA offices are for conducting business. As such, students are not permitted to "hang out" in either the main office or the student office. Students needing to obtain materials or information may do so before school, after school, or at lunch (with permission of the teacher).

ENTERING THE CAFETERIA

1. Classes enter through the double doors at the end of the courtyard area.
2. All students wash their hands.
3. Students check in with cafeteria staff and get lunch.
4. Students with lunch from home proceed to their designated area.
5. Students should not talk during lunch.
6. Students are expected to eat neatly and use manners.
7. At the end of the lunch period, the class will line up properly at the side of the lunchroom.
8. Classroom helpers wipe tables and seats.
9. Classes quietly exit out of the double doors facing the library.
10. The picnic tables may be used only by the fifth grade at the discretion of the Administration.
11. Students may not go to the vending machines during lunch. (5th grade may purchase soft drinks.)
12. Students may go to the restroom only with permission from the teacher.

CHAPEL ROUTINE

The HCA Chapel is the house of God and should be treated with reverence. No student is allowed to bring food into the chapel. No student is allowed to sleep during chapel. Students are not permitted to prop their feet on the back of the pews.

1. Classes enter the building silently and sit in their designated area.
2. Students will have the opportunity to sing with the praise and worship music that is playing.
3. Lesson/Message
4. Dismiss K, then 1st, 2nd, 3rd, 4th, and finally 5th grade.

BATHROOM ROUTINE

1. Teachers will incorporate bathroom breaks for their entire class into their daily schedule.
2. Students are expected to remain quiet and make sure they keep hands and feet off of the walls.
3. Student helpers will clean up paper towels and excess water.
4. Elementary students are asked to avoid using the high school bathrooms on the first floor of the building. The bathrooms upstairs in the high school building are okay for students to use during activity.

AFTERNOON CAR LINE

1. Classes are to be packed and prepared to exit classrooms no later than 2:35. The students will be prompt when packing up to ensure that car line will begin on time.
2. On rainy days car line will begin at 2:30. Students should be seated in the designated areas and ready to begin promptly.
3. Car line ends at 3:00. 5th grade, then 4th grade, then 3rd grade through K5 exit the building. Teachers will escort the classes to extended care. The students will walk in an orderly manner.
4. There will be no talking in the hallways by students during car line. Teachers will monitor the behavior of the students during this time. No papers, books, or any other materials will be allowed during car line. This has proved to be a distraction and is time consuming.

RECESS

1. Students will walk to the playground. No running or yelling is permitted by the students until they are outside of the building.
2. Students are **not** allowed to purchase snacks during recess. Students are allowed to bring snacks from home, or purchase them from the vending machines before school.
3. Each class is responsible for the condition of the playground after use. The students will make sure that all trash and clothing has been picked up and playground equipment is in place.
4. Students will re-enter the building quietly and orderly, taking special care to remain quiet while getting water so that other classes are not disturbed.
5. Students will not play on swings or any other playground equipment with puddles under or near them to prevent getting wet.
6. The kindergarten and first grades do not allow snacks at recess.
7. Second through fifth grade students are allowed to eat snacks during recess, but they must be seated within the painted circle. When the student is finished eating all paper must be thrown away.
8. No snacks are allowed on the playground.

PRIME TIME

1. All teachers will have board work posted or papers on desks for the students to work on upon entering the classroom each morning.
2. Students are to enter classes quietly and begin work immediately.

CLASSROOM

1. The following items apply to all classes. Teachers may add additional classroom rules that the students will be expected to follow.
2. Students are not permitted to talk unless they raise their hands and are acknowledged by the teacher.
3. Students are not permitted out of their desk unless given permission by the teacher.
4. There will be no sleeping in class. Students caught sleeping will be given one warning then sent to the office to check out. This will count as an unexcused absence.

PENCIL PROCEDURE

1. The teacher will require pencils as part of the class supply list to be brought to school on the first day by the students.
2. There will be two cups on the teacher's desk. One cup will have sharpened pencils in it. The other will have broken or unsharpened pencils in it.
3. The student will raise their hand and not speak to signify when they need a new pencil. The student may get out of their seat only upon permission of the teacher.
4. The student will go directly to the teacher's desk and take a sharpened pencil out of the cup. If a student has a broken or unsharpened pencil, he/she will place it in the cup.

HOMEWORK

Homework will be given on a regular basis. The students are expected to complete the assignments neatly.

EXTENDED CARE

1. Extended care students include any students that have not been picked by 3:00 p.m.
2. After carline, these students will be escorted to the cafeteria by their teacher.
3. Students will officially check in with the extended care worker(s).
4. Parents will be charged for extended care services if your child is not picked up by 3:15 p.m.

HCA SECONDARY STUDENT PROCEDURES

The following procedures will be adhered to by all secondary students. Teachers may have additional procedures or rules that students will be expected to follow. Those will be given to students at Orientation. HCA reserves the right to add to or modify these procedures to better serve the over all functioning of the school.

7:30 **Arrive at school**

1. All students will report to the cafeteria or the courtyard.
2. Students arriving before 7:30 a.m. will report to the gym and sit quietly in the bleachers until 7:30. Then you may report to the cafeteria.
3. Any student arriving between 7:30 and 7:55 will report directly to the cafeteria or courtyard.
 - a. Students are not allowed to go to their lockers before the 7:55 bell rings.
 - b. Students are not allowed to sit in their cars in the mornings.
 - c. Students are not allowed to stand in the parking lot and talk in the mornings.
4. Any student dropped off between 7:55 and 7:59 will report directly to their classroom.
5. Once the student has arrived at school, he/she may not leave campus without parental permission being given to the HCA office.
6. Students will behave in the following manner in the morning.
 - a. Students are not permitted to sit on the floor or on top of tables in the cafeteria.
 - b. Students will remain seated on the benches of the cafeteria tables. Students will not constantly wander around the cafeteria.
 - c. Students are welcome to do their homework in the cafeteria in the mornings. However; Students are not permitted to copy homework from another student. This is cheating. (See "Cheating" in the Parent / Student Handbook.)
 - d. Students are not permitted to go upstairs for any reason before the 7:55 a.m. bell.
 - e. Students are not permitted to congregate in the restrooms. Students are allowed to go to the restrooms once they have received permission from the duty teacher.
 - f. Students must arrive at school fully dressed in their school uniforms. The bathrooms are not intended for students to put on makeup or do their hair. Please get dressed at home.
 - g. Students are allowed to go to the offices for business before the first bell rings.
 - h. Students are not allowed to walk up the stairway near the preschool playground before the bell rings.

Hallway Behavior

1. Students must walk through the hallways. No running will be permitted.
2. Students are not permitted to stop and talk to each other in the middle of the hallway.
3. No screaming or yelling is allowed in the hallway.
4. Students are not permitted to put anything on the tops of the lockers per Fire Marshall orders.
5. Students are not permitted to throw trash on the floor.
6. Any student seeing paper or other trash on the floor should pick it up and dispose of it in the garbage cans.

- 7:55 **HCA Bell rings.**
- 8:00 **Tardy bell rings.**
- 8:05 **Daily scripture verse reading, prayer and pledges.**
- 8:10 **Morning Announcements.**

Entering / Exiting the classroom / Student behavior

1. Student behavior:
 - a. Students are not permitted to run or talk loudly when entering the classroom.
 - b. Students will go directly to their desk and begin the board work.
 - c. Students must raise their hand for permission to speak or to get out of their desk.
 - d. Students are not permitted to sleep in class.
 - i. Student will be warned the first time.
 - ii. If student continues to sleep, he or she will immediately be sent to the office to check out. This will count as an unexcused absence.
 - e. Students are not permitted to lay down or sit on the floor.
 - f. Students are not permitted to bring food or drink into the classrooms.
2. With approximately 3 minutes left in class, the students will put up all their books, notebooks, papers, etc. Students will need to clean up their work area. This includes picking up paper and other things off the floor. We are expecting excellence and pride in HCA.
3. The bell does not dismiss the students, the teacher will dismiss the students. All students must be sitting in their desks when the bell rings. The teacher will dismiss the class when everyone is sitting quietly.

Board work

1. Students will have a board work assignment to work on for the first few minutes of class. Board work will be posted at the same place on the board each day. There will be an assigned place for students to put the board work. Board work will be checked and will be counted as a percentage of the students grade.
2. Board work may consist of a problem or question to answer, a journal entry, the completion of a previous assignment, a sentence that the student could complete, etc.—something simple.
3. Board work should take about 3 to 5 minutes. When time is up, turn in the board work whether you are finished or not.

Attendance

1. Students must go to the office with notes from home and get the proper slip before entering the classroom. You should do this before school begins.
2. Students will not be allowed into the classroom without the admit slip. If you do not have a note from home, the office personnel will issue you an unexcused absence until you bring the proper excuse.

Tardy students

1. A student is considered tardy if he/she is not in his/her desk when the bell rings. If the student is not in his/her desk when the tardy bell rings, he/she should report to the office for a tardy slip and will not be allowed to enter the classroom without one.
2. Students who are tardy because they were helping a teacher or were in the office, still need to bring a note to a staff member in the office in order to receive a tardy slip.

3. Students walking in late are not permitted to interrupt class. All students coming in late will place the tardy slip either in the appropriate box or on the teacher's desk. Student will then proceed directly to his/ her seat.
4. Students forgetting their books, notebooks, or other material will
 - a. be sent to their locker with their hall pass. (Do not fill out the hall pass.)
 - b. go to their locker to get his / her materials.
 - c. go to the office for an unexcused tardy.
 - d. report immediately back to class and enter class as described in #3.

Prayer, pledges, and announcements

We are blessed to live in America and be able to go to a Christian school where the word of God can be preached freely. Therefore, all students are expected to participate fully and be respectful during morning scripture reading, prayer and pledges. The following is expected from all students:

1. Students will stand up straight next to their desk.
2. Student will place their hand over their heart for the pledge to the American flag. Their hands should be in front of them for the pledges to the bible and Christian flag.
3. Students will recite the pledges in an audible and clear manner.
4. Students must sit quietly during announcements and are not permitted to talk.

Bell Schedule

<i>Time</i>	<i>Junior High</i>	<i>Time</i>	<i>High School</i>
8:00 am – 9:00 am	1 st Period	8:00 am – 9:00 am	1 st Period
9:05 am – 9:55 am	2 nd Period	9:05 am – 9:55 am	2 nd Period
10:00 am – 10:50 am	3 rd Period	10:00 am – 10:50 am	3 rd Period
10:55 am – 11:45 am	4 th Period	10:55 am – 11:45 am	4 th Period
11:50 am – 12:15 pm	Lunch	11:50 am – 12:40 pm	5 th Period
12:20 am – 1:10 pm	5 th Period	12:45 am – 1:10 pm	Lunch
1:15 pm – 2:05 pm	6 th Period	1:15 pm – 2:05 pm	6 th Period
2:10 pm – 3:00 pm	7 th Period	2:10 pm – 3:00 pm	7 th Period

Clean Up Duty/Cafeteria.

1. The students will be cleaning the cafeteria on a weekly basis. There will be a list on the bulletin board letting you know when your week to work will be. This will entitle students to work two weeks out of the year—one in the fall and one in the spring. If a student is in a meeting on the week of his/her duty, he/she is expected to be in the cafeteria for clean up duty.
2. If a student is not in the cafeteria, his/her name will be submitted to the office, and he/she will be considered skipping.
3. Students are not permitted in the classrooms for any reason other than a scheduled meeting during lunchtime. (A list of students who are attending these meetings and the times they plan to meet will be given to duty teachers.)
4. This is the process for lunch duty:
 - a. Students wipe off tables. (bucket of water and rags should be out)
 - b. Students lift up tables.
 - c. Students sweep floor. (brooms and dustpans should be out)
 - d. Students put tables down.

Note: All students will eat in the cafeteria. The picnic tables will be used only by the 8th and 12th graders at the discretion of the Administration.

Lunchtime reminders:

- a. There will be no food or drink outside the cafeteria. Everyone will sit inside the cafeteria at his or her designated area.
- b. After being dismissed from the cafeteria, students are not allowed to go past the school library or on the front side of the building by the office doors.
- c. On rainy days, students will stand under the walkways.
- d. Students are not allowed to go to their lockers or roam the hallways for any reason.
- e. Students are not allowed to wait in the “trophy area” for the bell to ring.
- f. Only two students at a time are allowed to go to the restrooms.
- g. If a student loses money in the vending machine he/ she is allowed to get a refund from the office. Please do not beat on the vending machines.
- h. Duty teachers will determine if a student is allowed to go to the office.

End of School / Dismissal.

1. If you are in a carpool, proceed to car line in the front of the school closest to Goodwood Avenue.
2. Students are required to assemble under the overhang and will wait for their names to be called.
3. Students who are running around will be given an infraction fine.
4. All students must be out of the building by 3:10.
5. Items that are left on the top of lockers will be taken to lost and found.
6. Secondary students are not allowed to go to the vending machines until 3:30.
7. Parents are not to pick up students in the parking lot unless they are coming inside of the building or have an appointment.
8. Student drivers, please make sure you are driving slowly through the parking lot. Student drivers who drive recklessly will lose their driving privileges.
9. Students are not allowed to “hang out” in the parking lot after school.
10. Students who are not in proper uniform until 3:30 will be given an infraction fine.

Extended Care

1. Extended care students include any students that have not been picked up by 3:30 p.m.
2. Extended care students must report to the designated classroom where an extended care teacher will provide supervision.
3. Teachers will escort any student roaming the hallways to the extended care room.

Chapel Procedures

1. Students must place all books and purses in their classrooms before coming to chapel.
2. Students are to enter the chapel quietly and respectfully. Students should reverence the house of the Lord.
3. Students must keep their feet off the pews and must not sit on the back of the pews.
4. Students are not allowed to sleep in chapel.
5. There will be no food or drink allowed in the chapel.

Note: Any student violating the above chapel rules will be sent to the office for discipline.

Other reminders:

- a. Students are not allowed to leave the chapel for any reason without permission from the office or their teacher.
- b. When students have been dismissed, teachers and students will return to their classroom immediately. Students are not permitted to go to the restroom or offices at this time.
- c. Teachers will allow approximately five minutes from the time chapel is dismissed until classroom doors are closed. At this time, students will not be allowed to enter the classroom without an excused or unexcused tardy slip.

Miscellaneous

1. Student forgetting a pencil.
 - a. Each student will bring a box of pencils with them the first day of school.
 - b. Teacher will keep two cups on his/her desk. One cup has sharpened pencils in it. The other cup has unsharpened pencils in it.
 - c. Student will raise their hand to get permission to get out of his/her seat.
 - d. Student shall go directly to the desk and take a sharpened pencil out of the cup. If student has an unsharpened or broken pencil, he/she shall place it in the other cup.
2. Students are not permitted to sleep in class. Students caught sleeping in class will be given one warning then will be sent to the office to check out. This will count as an unexcused absence.
Note: Repeat offenders are subject to suspension or expulsion.
3. Students are only allowed to get snacks from the vending machine before school, during lunch, and after 3:30 p.m.
4. Only students who have business with the office will be allowed to go there. Students will not be allowed to "visit" in the office or in the classrooms before and after school.