

HAMILTON CHRISTIAN ACADEMY
1415 8TH Street
Lake Charles, LA 70601

Approved by the Louisiana State Board of Education

PARENT/STUDENT HANDBOOK

2012-2013

439-1178

Front Office
Finance Office
Athletic Office

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SCHOOL PHILOSOPHY

PURPOSE STATEMENT

The goal of Hamilton Christian Academy is to provide a Christ-centered college-preparatory education in a disciplined environment.

Christ-centered – A values-neutral education is impossible. Every teacher brings a set of presuppositions to the classroom – views about God, the human condition, right and wrong, death, etc. The question is not if values will be taught, but whose values will be taught. HCA is unapologetically Christian. The word *universe* suggests that there is a unity in the diversity of life. This is because all truth comes from God; no education is complete without tying all of the pieces of the puzzle together in a cohesive whole. At HCA, truth revealed in the Scriptures is integrated into every subject. Our goal is to produce graduates with Christ-like character who can analyze, understand, evaluate, and influence the world around them based upon the eternal truths of God’s Word.

Non-Christians may enroll at HCA with the understanding that no one is exempt from regularly scheduled school activities including Bible classes and chapel services. HCA is a non-denominational independent school, and an effort will be made to teach non-sectarian doctrine such as that reflected in the Statement of Faith below. Middle and high school Bible classes may discuss sectarian issues in a non-threatening, respectful manner.

College-preparatory – A rigorous curriculum challenges students to maximize their educational potential and be fully prepared for the next level of learning. “Helps” classes and other efforts will be made to aid the struggling student; however, those with serious academic challenges will find the curriculum difficult and unpleasant. HCA is state-approved so that all credits will transfer to other schools and graduates may participate in the TOPS scholarship program.

Disciplined environment – The philosophy and structure of HCA is designed for well-behaved students. While the school is compassionate with parents whose children have emotional or behavioral problems, our commitment to provide an education-friendly, safe, Christian environment requires that we screen all applicants and deal sternly with misbehavior among existing students. It is not the mission of HCA to serve as a reform school or to bring discipline to a student who has failed to find constraint elsewhere.

THE HANDBOOK

The *Parent/Student Handbook* provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Hamilton Christian Academy. Although the *Handbook* is not intended as a definitive statement on these subjects, it is written to answer the most frequently asked questions about the policies and procedures of the school. Commitment to these policies and procedures by students, parents, and staff enables the school to run smoothly and orderly. Consistent implementation of these guidelines will ensure that all parents, students, and staff are treated in a fair and equitable manner. Items not covered specifically by the *Handbook* will be addressed as needed by the administration.

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 (II Timothy 3:16).
- ...in one God, Creator of all things, eternally existent in three persons: Father, Son, and Holy Spirit (I 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, and in His personal, future return (I Corinthians 15:3; I 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 (I Thessalonians 4:16-18).

STATEMENT OF PHILOSOPHY

We believe...

- ...that each student is a distinct individual creation of an omnipotent God (John 1:2; Ephesians 2:10; Ecclesiastes 12:1).
- ...that each individual is the creation of God and, therefore, is the property of God (Psalm 119:73; Colossians 1:16; Hebrews 2:10).
- ...that each person must be a careful and faithful steward of his conscience (Acts 24:16; I Corinthians 8:7-10; I Peter 2:19; Hebrews 10:22).
- ...that each individual student is directly responsible to God for the direction of his life (Psalm 119:105; Proverbs 16:9; Psalm 37:23).
- ...that an individual who allows the Lord to govern his life will demonstrate proper Christian character (Proverbs 3:5-6; Matthew 12:34-35; Colossians 2:6-7).
- ...that we need to establish models of Christian character for our students to emulate (I Timothy 4:12; Titus 2:2-5; Proverbs 23:26).
- ...that the parents have been given by God the responsibility of educating their children and that the Christian school acts as an extension of the Christian home (Proverbs 22:6; Deuteronomy 6:6-9; Ephesians 6:4; II Timothy 3:15).
- ...in utilizing Biblical methods of correction for training young people (Proverbs 13:24; 23:13-14; 29:15).
- ...that the center of our curriculum ought to be Christ and the progression of Christianity throughout history, and that the great unifying factor in the early history of our country was the Lord Jesus Christ (Colossians 1:15-18; Proverbs 1:7; 2:6).

...that our country was founded upon Christian principles, and that our country must be led by people of Christian principles for it to remain a Christian nation.

...that a Christian school is made up of students being trained by Christian teachers with a Christ-centered philosophy.

COMPLAINT PROCEDURE

1. Christian unity is not only a treasure to be guarded, but a command to be obeyed (Eph. 4:3). As often as possible, give others the benefit of the doubt. It is to your glory to overlook an offense (Prov. 19:11). Make it your goal not to be easily offended or defensive.
2. If the disagreement is such that your child will suffer if the issue is not addressed, please bring your grievance directly to the offending person (Matt. 18:15). It is the goal of all HCA faculty and staff to be available and accessible to parents. Appeals to the administration are welcome if you have approached the offending person in an effort to clear any misunderstandings and have been unsuccessful.
3. Do not broadcast your complaint. Express it only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved.
4. 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 Ephesians 4:1-2 and Colossians 3:13-17.

ADMISSION

GUIDELINES FOR ADMISSION

Admission to the school is always subject to availability in regard to each grade level's capacity. Priority will be given to returning students, siblings of existing students, and then new students/families. When positions are available, the following is necessary to gain admission to the school:

1. Parents and students must agree to abide by all policies and procedures of the school as stated in the current *Handbook*.
2. Pre-kindergarten, Kindergarten, and First Grade students will be admitted unless there is evidence of special needs for which the school is not equipped to serve. All other transfer students must have at least a 2.0 average (on a 4 point scale) on the most recent report card in Reading/English/Language, Math, Science, and Social Studies AND score within one grade level in math and reading on the HCA entrance exam OR have a 3.0 GPA in the core subjects listed above. Students transferring from home-schooling must meet the first criterion. Students not meeting either standard will not be admitted and any fees paid will be refunded.
3. Summer testing dates for transfer students are the second Monday of June and July. Parents are responsible to arrange testing on one of these two dates. Appointments may be made through the front office.
4. Parents and students seeking admission into the middle or high school must sign a disclosure at registration affirming that the student has had no involvement with drugs, alcohol, paternity or maternity and is not or has not been under the supervision of a parole officer or under the custody of juvenile court within the previous year. **No student expelled from another school will be accepted.** Students with multiple suspensions will be carefully reviewed by the Administration. Their possible acceptance will be at the discretion of the Administration. All additional criteria (see #2 above) must also be met.
5. High school transfer students are required to take a drug screening (\$70.00).
6. Transfer students during the second semester of the school year must have a parent/student and administration meeting to discuss the reasoning behind transferring. Each case will be examined individually and requires administrative approval unless the student's family is making a move that necessitates a change of schools.
7. Students assigned to alternative school by another educational agency must serve that time before being considered for admission at HCA.
8. Registration at HCA for the following year is necessary **before** students will be allowed to participate in spring try-outs or practice for any fall sport or activity.
9. We, at HCA, believe all of our teachers are outstanding. The Administration will make student/teacher assignments.

The final decision in regard to admission to the school resides with the principal.

ADMISSION PROCEDURES (New Students)

1. Read this handbook carefully in its entirety and agree to abide by its terms.
2. Complete registration forms, with two parent signatures, if applicable.
3. Submit up-to-date immunization record (Pre-K-12) at registration. Please check with your child's physician for requirements.
4. Present a state-issued birth certificate (Pre-K-12) and original copy of the child's Social Security card at registration. Original documents will be returned after copies are made in the office. Legal documents regarding custody, if applicable, must be submitted.
5. Present the following applicable information: previous year's standardized testing scores, LEAP scores, report card, disciplinary record, and any IEP or Resource evaluations.
6. Arrange an interview (parents and student) with administration. Behavior requirements will be discussed.
7. Pay registration fee (non-refundable).
8. Arrange for entrance testing, if applicable.
9. Parents will be notified of acceptance.
10. Parent attendance at orientation is required.

NONDISCRIMINATION POLICY

Students of any race, color, nationality, or ethnic origin are admitted. Such students are accorded all rights, privileges, programs, and activities generally made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

ENROLLMENT (2012-2013)

Enrollment begins January 23, 2012, for current HCA students and February 6, 2012, for new families. Class sizes are limited by state guidelines and school policies, and classes are filled on a first come, first served basis. **Enrollment is not official until registration fees are paid, the registration form is completed with two-parent signatures where applicable, and up-to-date immunization record, social security card, birth certificate, any applicable legal documents, and other required documents are presented.** Registration fees **ARE NOT REFUNDABLE.**

AGE REQUIREMENTS

Students entering pre-Kindergarten must be 4 years old on or before September 30th. Those entering kindergarten must be 5 years old on or before September 30th. Those students entering first grade must be 6 years old on or before September 30th.

MARRIED STUDENT POLICY

It is the policy of HCA not to accept any student who is married or has been married. If a student marries while enrolled at HCA, that student must withdraw immediately.

FINANCIAL POLICIES

TUITION AND FEES

REGISTRATION FEES

January 23– February 15, 2012 (current families) \$250.00 per family
 February 16 - July 12, 2012 (any student) \$300.00 for first student and \$50 for each additional student
 After July 12, 2012 \$350.00 for first student and \$50 for each additional student
 \$70.00 drug test fee for transfer students (grades 9-12)

| | FEES FOR 2012-13 | | |
|--------------|------------------------|-----------|----------|
| | NEW PLAN W/BOOK RETURN | | |
| | TUITION | BOOK FEES | COST PER |
| GRADE | RATE | 2012-13 | STUDENT |
| PRE-K | --- | --- | --- |
| KINDERGARTEN | --- | --- | --- |
| FIRST | 4,100.00 | 375.00 | 4,475.00 |
| SECOND | 4,100.00 | 375.00 | 4,475.00 |
| THIRD | 4,100.00 | 375.00 | 4,475.00 |
| FOURTH | 4,100.00 | 375.00 | 4,475.00 |
| FIFTH | 4,100.00 | 375.00 | 4,475.00 |
| SIXTH | 4,325.00 | ** | ** |
| SEVENTH | 4,325.00 | ** | ** |
| EIGHTH | 4,325.00 | ** | ** |
| NINTH | 4,400.00 | ** | ** |
| TENTH | 4,400.00 | ** | ** |
| ELEVENTH | 4,400.00 | ** | ** |
| TWELVTH | 4,400.00 | ** | ** |

| | FEES FOR 2012-13 | | |
|--------------|-----------------------|-----------|----------|
| | TO BUY AND KEEP BOOKS | | |
| | TUITION | BOOK FEES | COST PER |
| GRADE | RATE | 2012-13 | STUDENT |
| PRE-K | 4,100.00 | 260.00 | 4,360.00 |
| KINDERGARTEN | 4,100.00 | 280.00 | 4,380.00 |
| FIRST | 4,100.00 | 440.00 | 4,540.00 |
| SECOND | 4,100.00 | 440.00 | 4,540.00 |
| THIRD | 4,100.00 | 450.00 | 4,550.00 |
| FOURTH | 4,100.00 | 450.00 | 4,550.00 |
| FIFTH | 4,100.00 | 450.00 | 4,550.00 |

**** Fee is determined by student schedule.**

NON REFUNDABLE FEES:

- REGISTRATION
- CAPITAL IMPROVEMENT FEE
- BOOK FEES

Increases as deadlines are passed, but smaller per administration.

All Tuition, Book Fees, and Capital Improvement payments are payable in twelve (12) payments (June – May) and are drafted on the fifth of each month (no exceptions). Late charges begin to accrue after the 5th of each month.

NOTE: There is a discount of \$200 per additional child. This \$200 will be taken from the youngest child’s fee.

PAYMENT OPTIONS

Monthly payments of tuition, books, and capital improvement fees are through F.A.C.T.S. and are processed on the 5th of each month. A late fee of \$25 and an insufficient funds fee of \$30 will be assessed by F.A.C.T.S. The first draft will be June 5.

Returning families will automatically be enrolled by F.A.C.T.S. The onetime \$46 F.A.C.T.S. fee will be processed in June.

CAPITAL IMPROVEMENT FEE – NON-REFUNDABLE

The Capital Improvement Fee of \$550.00 per family pays the bank note on the buildings.

ATHLETIC FEE

Participation in athletics is encouraged, but brings added costs to the school. Athletic fees are due before the first regular season game of the sport. The following fees will be charged per child per sport (up to a maximum of \$300.00 per high school student and \$250 per middle school student) to help off-set coaching stipends for athletic teams. Additional fundraisers will be used to fund a program's equipment, travel, and other needs. Cheerleading also has additional costs for uniforms, training, and camp.

\$300 for high school football, basketball, volleyball, baseball, or softball

\$250 for high school track or golf

\$250 for middle school football, volleyball, or basketball

\$200 for middle school track

\$170 for high school cheer

\$ 50 for middle school cheer

ONE PAYMENT DISCOUNT

A deduction of five percent (5%) may be taken if tuition is paid by cash or check for the entire year by June 28, 2012. Capital Improvement fee may be paid for the entire year or monthly through FACTS, but no discount is available. Please inform finance department if making one full payment.

TEXTBOOKS

1. This year ONLY, HCA will purchase books from families at the used rate that was listed on the previous book fee lists. This would include elementary readers and any other book that wasn't consumable.
2. At the end of this year, we will have a form for you to submit with books you would like to sell to the school. Once your student's teacher approves those books and checks them in, a credit will be issued to you and your tuition would be reduced by that amount. Senior parents and families who do not re-enroll would receive a cash payment if a credit cannot be issued on your account.
3. Used books must be approved before they can be used for the 2012 - 2013 school year. Books for resale must be submitted for approval between April 27 and May 11, 2012. **NO BOOKS WILL BE APPROVED AFTER THE CLOSE OF BUSINESS ON MAY 11, 2012.** Books must be brought in a brown paper bag marked with the child's name and grade. No plastic bags will be accepted.
4. Textbook fees are non-refundable.
5. Tests, quizzes, and any graded materials will not be returned when a student withdraws from the school.
6. Rental books must be returned to the school. There will be a pre-determined fee to replace any damaged/lost book(s). This fee will be determined by HCA at the time of rental. HCA will be responsible to order any damaged/lost rental books.

Parents are NOT allowed to replace any damaged/lost book(s) apart from HCA.

SPRING TRY-OUT/PRACTICE POLICY

New as well as returning students who participate in spring try-outs or practice for any fall sport or activity must be enrolled for the following year.

REFUND POLICY

Parents are responsible for tuition and capital improvement fee for any month in which the student is in attendance. No pro-rated refunds will be given for partial months. No refund is given for textbooks, capital improvement or registration. No refunds for athletic fees. Students who withdraw during the first semester will not receive a refund for the first semester. Students withdrawing during the second semester will not receive a refund for the second semester. FACTS paying students who withdraw during the first semester are responsible for payment for the first semester. FACTS paying students who withdraw during the second semester are responsible for payment for the second semester. Students asked to withdraw are responsible for payment for the semester in which they are asked to withdraw. If you decide to withdraw BEFORE school starts mid August 2012, all fees paid except registration, books, and capital improvement will be reimbursed to you. For a family that pays with FACTS—If a student starts school and withdraws in August, no refunds for the first three months will be given. For a family that prepays in June—If a student starts school and withdraws in August, reimbursement for September through May will be issued.

OVERDUE ACCOUNTS

If any account becomes 45 days overdue, the student will be subject to withdrawal from the school. Records will not be released until fees are paid. Absolutely no student will be allowed to begin fall classes if there is an outstanding balance from the previous year. Also, report cards will be held if a student has any financial obligations that have not been fulfilled concerning HCA matters.

AFTER SCHOOL CARE/STUDY HALL

After school care is available and may be contracted by the day (\$6) or week (\$30). Forms are available in the Finance Office. This care is for grades pre-K – 5. Requests will be considered on a case by case basis. After school care hours are from 3:00 PM until 6:00 PM. There is also Study Hall for grades 6-12 that carries the same cost of \$6 a day or \$30 a week. Study Hall hours for grades 6-12 are from 3:05 PM until 6:00 PM.

FUNDRAISERS

Non fee-based organizations may sponsor fund-raisers to support their activities, and athletic teams may also raise funds through the sale of tickets, concessions, advertising, and memorabilia.

Unfortunately, tuition and fees do not cover the expenses of operating a private school. School-wide fundraisers will be held to supplement the general school budget. An effort will be made to keep these to a minimum and make them as practical as possible. Participants may be rewarded with class parties and other prizes. Parents are asked not to allow students to go door-to-door alone to do fundraising. HCA families are urged to consider other avenues of supporting the school such as:

1. Making tax-deductible donations to HCA. *
2. Utilizing programs at work which provide matching grants or donations. Please check with your employer.*
3. Advertising your business with school signs and publications.
4. Urging your church to become an official partner in education with HCA (\$1000+/yr.), provide scholarships or partial scholarships for members attending HCA, display school brochures, and/or pray regularly for the school.
5. Using a Kroger share card earmarked to benefit HCA.
6. Using a Target credit card earmarked to benefit HCA.
7. Donating Box tops for Education and/or Community Coffee UPC labels.
8. Bringing used inkjet or laser cartridges and old cell phones to HCA for recycling.
9. When shopping at Office Depot, request that your purchase benefit HCA at check-out.
10. Using Millennium Business Group for your business's credit card processing service. The service is guaranteed to cost nothing to switch and to match the existing rate. A portion of fees paid will be donated to HCA.

***Grants or donations from individuals or businesses cannot be applied to any fee owed by a student or family, including Capital Improvement.**

All funds collected must be deposited into a school approved account by the next business day.

HEALTH AND SAFETY REGULATIONS

MEDICINE

State Law prohibits teachers/staff from dispensing medication without proper documentation from a physician. A student should not have medication of any kind on his person or in his locker. We encourage you to keep your child out of school if he has been vomiting, has diarrhea, complains of a sore throat or has had fever in the last 24 hours. For any and all prescription and non-prescription medication, the Front Office must have a medical release form. This form must be obtained from your child's physician. The form should be filled out in its entirety and returned to the Front Office along with the corresponding medication. Parents may come to school and administer medicine themselves. If the parent/legal guardian wants medication to be administered at school by a staff member, the following steps must be taken:

1. Obtain a written order for **each** medication to be given at school, including **annual renewals at the beginning** of the school year. Orders dated before July 15th of the school year will not be accepted. *No corrections will be accepted on the physician's medication order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's stamp will not be accepted.*
2. Obtain a prescription for **all medications** to be administered at school, including medications that might ordinarily be available over the counter. **Only the physician may write on the medication order form.**
3. Arrange for the safe delivery of medication to and from school (**by a responsible adult**), in a **properly labeled container** as dispensed by the pharmacist. A 40-day supply is the maximum supply allowed at the school at any given time. **The parent/legal guardian will need to get two containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication container is not properly labeled and does not match the physician's order exactly, the medication will not be given.**
4. Provide an authorization form that contains the following information:
 - a. Student's name
 - b. Clear instruction for **school administration**
 - c. RX number, if any
 - d. Current date
 - e. Student's diagnosis
 - f. **Name of medication, amount of each school dose, specific time of school administration, route of medication (how it will be delivered to the school), and reason for use of medication.**
 - g. Physician's or dentist's name.
 - h. The parent's/legal guardian's printed name and signature.

Any medication left in the Front Office after June 13, 2013, will be destroyed.

DRUG FREE YOUTH

All students in grades 6-12 must enroll in the District Attorney's DFY program which provides free random drug testing of students. Participants receive prizes for being drug free. If parents do not want their students tested at school, they must agree to secure a private testing at their own expense at a random time (determined by the administration) during the school year.

IMMUNIZATION RECORD

The State of Louisiana has changed its requirements on inoculation of students. Check with your physician to assure up-to-date immunizations. Registration cannot proceed without complete records.

LICE POLICY

If a case of lice is discovered at school, the child will be politely sequestered in the office and a parent called. Parents of other students in the immediate class will be notified of possible exposure. No student will be permitted to return to school until completely free of lice. A private inspection by one of the staff is necessary upon return.

STAYING IN AT RECESS OR P.E.

Middle and high school students must dress out for P.E. and participate in a limited activity such as walking even when a parent note is given. Total release from P.E. activity must be at the recommendation of a physician. Elementary students may miss up to three (3) days from P.E. with a parent note, after which a statement from your doctor will be required if the student is not to participate in P.E.

ATTENDANCE

SCHOOL HOURS

Classes meet from 7:55 A.M. – 3:05 PM. Students must arrive after 7:30 AM., as teachers are not on duty until that time. Students must be picked up by 3:30 PM. First bell rings at 7:50 AM. Tardy bell rings at 7:55 AM.

ABSENCES

The only legitimate reasons for absences are illness of the student, dire emergencies, and death in the family. Please call the Front Office by 9:00 a.m. to report an absence. A written, dated excuse signed by the parent or guardian must be presented to the secretary on duty in the cafeteria (7:30 – 8:15 AM) when a student returns to school after an absence. Excuses SHOULD NOT be written in elementary assignment pads. Notes should be turned in no later than the last day of applicable six weeks. Notes are needed even when a student has submitted a special absence form prior to the absence. Students arriving late (7:55 – 8:15) for school are also to report to the cafeteria for a tardy slip. Students arriving after 8:15 must check in at the Front Office.

An effort should be made to schedule doctor, dental, music, or other appointments after school hours or on days when school is not in session. Please attempt to schedule fishing trips, hunting trips, ski trips, and vacations around the school calendar as excessive absences inhibit a child's progress and bring added work to teachers. Absences deemed "educational" must receive **prior approval** to be excused. Special Absence forms are available in the Front Office.

If a student misses an exam, quiz, or any graded assignment during an **unexcused absence**, he will receive only 75% of the grade scored on the test. **Suspended students** will serve the suspension on the day(s) immediately following the infraction and receive 50% of the grade scored on any missed work, including tests. This policy also applies for those students serving "in school" suspension. Students serving an out-of-school suspension are not permitted at any school activity for the entire day, including athletic events.

To excuse an absence, the office must receive a note from home or doctor, which includes the reason for and date of the absence. The *Louisiana Child Attendance Law* allows a maximum of ten (10) absences per year (5)per semester for high school and ten (10) per year for elementary and middle school. Failure to meet this requirement may cause your child to be held back or lose credits. All medical excuses must be presented to the Front Office by the last day of the six weeks grading period. Students and families with excessive absences are subject to be reported for **TRUANACY**. ****Note**** Truancy has legal ramifications

Students who do not report to school by 11:00 AM may not participate in an athletic event scheduled for that day. Following extracurricular activities, **students are expected to be on time for the following day class. There will not be any excuses for tardiness or lateness following extracurricular activities.**

RELEASE FROM CLASSES

When it becomes necessary for the parent to take a student out of class for a doctor's appointment or other reasons, release of the student should be made through the school office. Parents are not to disrupt classes.

Students are not be taken from school during school hours without being checked out through the school office. The school regards the safety of your student as an important responsibility and asks your cooperation in this matter.

Students are not to go to cars without permission of administration during the day. Students who leave campus without signing out with the Front Office risk suspension.

SPECIAL ABSENCES

All requests for missing school other than the legitimate reasons listed on the previous page should be submitted to the school principal **at least two days prior** to the anticipated absence on a special form that can be obtained from the Front Office. The state allows absence for educational purposes, but only those submitted beforehand will receive consideration as an excused absence. Upon return, please send a note to document the absence for school records.

TARDY POLICY

Middle and high school students are subject to disciplinary action after three (3) tardies in one grading period. When a student in any elementary grade is tardy five (5) times in one grading period, a parent will be required to meet with administration. Students and families with excessive tardies are subject to be reported for **TRUANACY**. ****Note**** Truancy has legal ramifications.

PERFECT ATTENDANCE (Pre-K – 12)

1. If a student reports to school before 11:00 a.m., the student is not considered absent for the day. However, individual class absences will result. The student has the responsibility of clearing this with his homeroom teacher. A written excuse is required.
2. If a student reports after 11:00 a.m., he will be given a blue absence slip. The absence in homeroom will stand, thus making the student ineligible for perfect attendance. A written excuse is required.
3. If a student checks out before 11:00 a.m., he will have an official absence, and the office will notify the homeroom teacher. A written excuse is required.

WITHDRAWALS AND DISMISSALS

Withdrawals from school are to be made through the Front Office in writing by the parent or guardian. A student may not be accepted for re-admittance if his account for the previous year is or has been delinquent. A student cannot participate in graduation exercises if all fees are not paid by May 1, 2013. **Report cards and/or school records will be held until all fees are paid and/or school property is returned.**

Any time a student or parent cannot remain in harmony with the philosophy, rules and policies of Hamilton Christian Academy, the child may be dismissed from the school and not accepted as a student in the future.

ACADEMICS

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 parents. Therefore, the privilege of graduating with one's class on graduation day is governed by the following:

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 School Board.
3. Certification by HCA principal as 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.
4. All tuition, capital improvement fee, graduation fees, and other student fees have been paid, and all school property returned.
5. No student will graduate from HCA before completing four full years of high school studies.
6. No student will be allowed to participate in any graduation activities if he fails to meet the requirements for graduation.

ACADEMIC ACHIEVEMENT

- a. Students having a 4.0 grade average or above make the Banner Roll for the six weeks.
- b. Students receiving A's and B's will make Honor Roll for the six weeks.
- c. Certificates will be given at the end of the year for perfect attendance and outstanding achievements.

PERMANENT RECORDS

Beginning in the ninth grade, 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 parents receive and understand students' yearly accumulation of credits toward graduation.

Upon completion of the ninth grade, the student must have earned 5 credits; upon completion of the tenth grade, 11 credits; upon completion of the eleventh grade, 18 credits; and upon completion of the twelfth grade, 26 credits.

Should the student fail any subject in the ninth or tenth grade, it is strongly urged that he attend summer school and make up the failed subject.

Report cards and/or school records will be held until all fees are paid and/or school property returned.

REPORTING SYSTEM

Report cards are issued every six weeks. Grades are determined according to the following standards:

| <u>Letter</u> | <u>Percentile</u> | <u>Grade Point</u> |
|---------------|-------------------|--------------------|
| A | 90 - 100 | 4.0 |
| B | 80 - 89 | 3.0 |
| C | 70 - 79 | 2.0 |
| D | 60 - 69 | 1.0 |
| F | 59 - Below | 0.0 |

Grades will be indicated as letter grades. Please do not compare your child's grades with those of other children. Each student is different and reports make an effort to reflect progress. Parents are able to keep report cards. A \$1.00 copy fee will be charged for any lost report card.

PUPIL PROGRESSION (Grades 1-8)

The following requirements are necessary for advancement to the next grade:

- 1st Grade Must pass Reading and Math
- 2nd Grade Must pass Reading, Math, and Language Arts (Spelling & Language)
- 3rd Grade Same as 2nd grade
- 4th Grade Must pass 4 of 5: Reading, Language Arts, Math, Science, Social Studies
- 5th Grade Same as 4th grade
- 6th Grade Must pass every subject except one
- 7th Grade Same as 6th except failed subject cannot be same as that in 6th grade
- 8th Grade Same as 7th except failed subject cannot be same as that in 7th grade

SERVICE PROJECT

Students will be required to participate in community service before graduating from Hamilton Christian Academy. A student may participate in:

- a. a school sponsored mission trip, OR
- b. a church-sponsored mission trip with approval from HCA administration , OR
- c. Forty (40) hours of documented community service (forms available in the Front Office)

The requirement may be met at one particular time or over the course of the student's ***high school*** career.

STANDARDIZED TESTING

Grades 1-9 will be given the Stanford Achievement Test in the spring of the year.

Grade 10 students will take the PLAN Test in the fall of the year.

Grade 11 students will take the PSAT and ASFAB tests in the fall of the year.

ACT-All juniors are encouraged to take the ACT at least once during their junior year. Seniors are urged to take the ACT as many times as possible.

ACADEMIC REQUIREMENTS (High School)

The Louisiana Board of Regents has set a "core four" curriculum of college prep courses. This is included in the minimum requirements for graduation from HCA. These requirements also meet the curriculum criteria for students wishing to be considered for the state's Tuition Opportunity Program for Students (TOPS).

4 UNITS of English (I, II, III, IV) **Term papers required for English III & IV**

4 UNITS of Math (Algebra I, Algebra II, Geometry, and Advanced Math (C), Calculus (C)

4 UNITS of Science (Biology, Chemistry, Physical Science, and Biology II (C), Physics (C)

4 UNITS of Social Studies (American History, Civics/Free Enterprise, World History and World Geography)

1 UNIT of Fine Arts Survey or substitute 2 units performance courses in music (Required of students graduating in 2012 and thereafter)

2 UNITS of Foreign Language (both must be in the same language)

1 UNIT of Computer Science

4 UNITS of Bible (I, II, III, IV)

2 UNITS of Health and Physical Education (I, II)

A minimum of 26 credits will be required to graduate.

NOTE: Middle and high school students must pass the last 6 weeks period or the final exam to pass the course for the year.

HONORS PROGRAM AND/OR ADVANCED PLACEMENT (AP) CLASSES

1. Elective honors classes include: Advanced English I, II, III, and IV, Biology II, Advanced Math, Calculus, Computer Science I, Physics, Spanish III, and Spanish IV. Online or dual enrollment classes may qualify. See the counselor for information.
3. In these courses quality points will be given accordingly:
A = 5 points B = 4 points C = 3 points D = 2 points F = 0 points
4. A student's final grade point average will be determined by adding all quality points, including those of the 5.0 scale, and dividing by the total number of units attempted. It would be possible to finish with a GPA of between 4.0 and 5.0.
5. Classifications: Summa cum Laude GPA of 3.90 – above
 Magna cum Laude GPA of 3.70 – 3.89
 Cum Laude GPA of 3.50 – 3.69
6. If a student takes four or more of the honors classes that are offered, he is recognized "with honors" i.e. "Magna Cum Laude with Honors."
7. The final GPA will determine the ranking of the graduating students. The top student(s) will be recognized as valedictorian(s) and the second student(s) will be recognized as salutatorian(s).
8. Once enrolled in a regular or honors class, the student will remain in that class for the duration of the school year.
9. Any student wishing to be switched to or from an honors class must take the necessary steps during the 1st five days of school.

NOTE: In order to receive an honor cord, students are required to have a C average or better for that honors class.

TRANSFER OF CREDITS

If a student comes from a non-accredited school or home school, the student must take subject matter test at his particular grade level to receive credit for each subject attempted. If the home school is certified,(ABEKA) we must have supporting documentation, in order for HCA to accept grades.

ACADEMIC PROBATION / EXTRACURRICULAR ELIGIBILITY

Due to changes in the Louisiana High School Athletic Association rules for eligibility the following guidelines have been adopted by HCA: In order for a student to be eligible to participate in extracurricular activities (sports, cheerleading, etc.) that student must maintain a 2.0 GPA for the first semester (fall semester) and pass 6 subjects for the first semester to be eligible for the second semester (spring semester). To be eligible for the first semester, the students must maintain a 2.0 GPA for the second semester and pass 6 subjects during the second semester. Seniors must take 4 academic classes and pass all 4 with a 2.0 GPA. Seniors taking 5 classes must pass all 5 with a 2.0 GPA. Seniors taking 6 or more classes must pass 6 classes with a 2.0 GPA. The 2.0 GPA refers to the student's overall GPA for the semester. *****NOTE*** The prior semester makes you eligible for the current semester.**

HOMEWORK

Believing that homework is an integral part of the school 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 may be given for drill, practice, remedial activity, or for research.

A student's grade will reflect completion of homework assignments. An effort will be made to keep parents posted in regard to incomplete work. We request parents' full cooperation in seeing that the assignments are completed. Points will be deducted for late homework. As much as one fourth of a student's grade could depend on his homework. Repeated delinquent homework could result in a student's expulsion. Limited homework will be given on Wednesday evenings because students are encouraged to attend a mid-week church service.

For middle and high school students, after a third assignment is missed in a particular class during a six-week session, the student's grade is lowered one letter. After six (total) assignments are missed, the student's grade is lowered another letter. The student will be sent to the principal for further disciplinary action.

Middle and high school teachers will post class homework assignments to EDLINE each Monday by noon. In the event that Monday is a holiday, the posting will be made the first return day that school is in session.

HOMEWORK MAKE-UP

Students are expected to make up any missed work due to any absence. However, a teacher will have to review each case individually. Elementary parents are encouraged to pick up student assignments and books for an absence. Please allow the office secretary to coordinate this activity. Middle and high school parents may get homework assignments from the Internet through the Edline program. If Internet access is not available, please feel free to call the school office for middle and high school assignments. Please do not call teachers at home for assignments. A telephone call request for homework should be made **before 9:00 AM** to ensure assignments are ready by 2:00 PM.

PROGRESS REPORTS

Student progress is updated on Edline regularly for grades K-12th. Edline logon information can be obtained from the front office.

FIELD TRIPS

Field trips are useful to supplement classroom educational exercises and create interest in a subject area. A limited number of days will be allotted for activities away from campus. Written parental permission slips must be signed and received by the teacher prior to the students' leaving campus (verbal permission is not sufficient). Students on field trips must abide by all school policies as recorded in the Parent/Student Handbook. Dress for field trips will be the uniform or designated school issue t-shirt. **Siblings are not permitted to attend field trips with students unless they are both enrolled in the class.** Transportation for field trips must be by bus or adult driver. **No students will be allowed to drive on school-sponsored field trips.**

DRESS CODE

RATIONALE FOR DRESS CODE

1. Uniform dress limits subjection to peer pressure in regard to expensive designer clothing or fashions which may not be consistent with conservative, Christian standards.
2. Uniform dress contributes to a disciplined environment. Just as students would dress one way for a picnic and another way for church, there is an appropriate way to dress for school. A well-groomed, attractive student should come to school with an attitude that prepares him for neat, conscientious work. His attire should give him respect for himself, his fellow students, and his teachers.
3. The appearance of our students communicates many things about our school to the community and has clearly been a valuable testimony in establishing our reputation as an outstanding school with superior students.

Adherence to the dress code is the first and most tangible rule of the school to which an entering student must respond. Consistent and blatant non-compliance reveals an attitude of rebellion and disrespect for authority. The distraction caused by non-compliance affects teachers, students, administrators, and office staff. Please make a concerted effort to understand the following guidelines and ensure your child's compliance.

POLICY STATEMENT

Students must always be neatly and modestly dressed. When a student is observed by a faculty member or an administrator to be in violation of the following code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he may be held out of class for the remainder of the day. The student's grade for each class will reflect his unexcused absence. Since this normally works a greater hardship on the parents or guardian than on the student, parents are urged to supervise their child's dress on a daily basis. If a student is found to be in noncompliance, complaints or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his parents or guardian(s) who are responsible for proper dress consistent with the spirit and the intent of the dress code.

DRESS CODE FOR 2012-2013

Uniforms must be purchased through HCA vendor, School Time.

Girls-PK-5th

Jumper: HCA Plaid (within two inches of the knee)
Black modesty short (under jumper)
Shirt: Black or white pique shirt w/logo & white undershirt
Slacks: Dark gray w/logo
Shorts: HCA Plaid
White or black socks (Socks must be visible)
Predominantly white or black tennis shoes
Black belt

Girls-6th -12th

HCA Plaid 8 pleat skirt
Black or white pique shirt w/logo & white undershirt
Black modesty short
Dark Gray Pant w/logo
Black belt
White socks or black (Socks must be visible)
Predominantly white or black tennis shoes
Predominantly black or brown Sperry style non-skid shoe

Boys-PK -5th

Dark gray pant w/logo
Dark gray short w/ logo
Black or white pique shirt w/logo & white undershirt
Black belt
White or black socks (Socks must be visible)
Predominantly white or black tennis shoes

Boys- 6th - 12th

Dark gray pant w/logo
Dark gray short w/logo
Black or white pique shirt w/logo & white undershirt
Black belt
White or black socks (Socks must be visible)
Predominantly white or black tennis shoes
Predominantly black or brown Sperry style non-skid shoe
No denim, no wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no carpenter or cargo styles, no hip-huggers, no side-knee pockets. Emblems, logos, or decorations are not allowed. No slits on jeans, shorts, or other pants. No cutoffs or ragged hems/edges on jeans, shorts, or other pants.

Friday Dress

T-shirt Any current year school-issue shirt or **only the t-shirt of the sport that is in season & only while that sport is in season.**
Pants Plain blue blue-jean pants, plain blue-jean shorts (within two inches of the knee), or blue-jean Capri pants (for girls)
Jeans may not have holes or have the worn or rugged (fake hole) appearance.
Shoes Fully-enclosed shoes with non-marking sole (no more than one inch heel). No Crocs or house shoes. Shoes with ties must be tied, and those with buckles must be buckled.

General

Undershirt: Must be solid white
Sweatshirt: Official HCA sweatshirt (purchase at HCA) sponsored by the senior class
Coats: Parent's discretion (Worn **ONLY** outside class; HCA issue only in class).
Backpacks: No distasteful logos or imprints
Make-up: Girls may wear in moderation
Shoes: No Crocs, house shoes, sandals, or ballerina style shoes

P.E. Dress

6-12: Required for P.E. - HCA P.E. shorts and P.E. t-shirt. Girls may substitute green culottes.

Sweats: Forest green or gray (optional)

P.E. shorts and P.E. t-shirts, HCA sweatshirt and HCA t-shirt: purchase from **HCA** after school begins.

Free Dress Days

An occasional Free Dress Day is given for school pictures or as an award for a class project. Low necklines and exposed backs, shoulders, or midriffs are prohibited as are distasteful logos or imprints. Skirts must be within two inches of the knee or longer. Backless sandals are permitted on free dress days only. Please do not wear flip-flops.

Athletic Practice Dress Code

When practice for HCA-sponsored athletics is not conducted in school-issued uniforms, the following guidelines must be followed: **Shirts** must be worn at all times, must cover the mid-section, and not be tight-fitting. **Shorts** must be at least mid-thigh and cover undergarments completely. Bike shorts or tights must be covered with shorts. No distasteful logos or imprints are allowed.

Game Days

With approval of the administration, athletes and cheerleaders may be permitted to wear school-issue clothing on days of athletic events.

Other School Events

During school-sponsored activities the student should dress accordingly, always keeping in mind modesty and neatness.

Students attending sporting events, etc. which carry the name of Christ and Hamilton Christian Academy into our community will adhere to a modest standard or face disciplinary action at the discretion of administration.

HAIRSTYLES, JEWELRY AND ACCESSORIES

1. Hair fashions which are extreme or which call attention to themselves, including close scalp shavings, bowl cuts, spiking, coloring, etc., are not acceptable. Conservative high-lighting and natural coloring is acceptable.
2. Male students' hair may not hang over the collar and must be cut above the eyebrows, trimmed neatly on the sides, no tails, and no sculptured shaving.
3. Beards and goatees are not allowed. Sideburns should be well-trimmed, not extending below the middle of the ear. Appropriate mustaches are acceptable.
4. Body piercings or other gadgets attached to any body part are not acceptable for boys or girls.
5. No earrings or plugs are allowed for male students.
6. Female students' hairstyles must not be outrageous. Their makeup must be in good taste and not excessive. Jewelry must also be in good taste, not excessive, and must match the uniform. Only those buttons, patches, stickers, and logos relating to school may be worn on uniforms.
7. Caps, hats, bandannas, or other headgear are not allowed inside the buildings.
8. "Dog collars" and/or chains, spiked or otherwise, as well as sweatbands or other arm bands are not allowed.
9. Tattoos are not allowed.
10. Markings on the body with Sharpies/markers are not permitted.
11. All dress and hair issues are subject to administrative approval.

DISCIPLINE

Hamilton Christian Academy is a school with high moral and ethical standards, dedicated to the task of providing quality education in a Christian atmosphere. Our goals are not to reform, but to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Students and faculty reflect these ideals and standards in their dress, appearance, and attitudes.

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 the authority of the home, school, and society. Students will be taught to accept a God-given responsibility to "walk honorably before all men." At HCA, a discipline which is firm, consistent, fair, and tempered with love is maintained. Our faculty members maintain standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

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 (Hebrews 13:17).

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. We believe that "all things should be done decently and in order." The following system of discipline will be employed. Chronic, habitual, and flagrant disobedience and failure to cooperate will result in an invitation to withdraw from the school, as outlined below. Attendance is a privilege, not a right. Those who cannot work within the philosophy and stated policies of the school diminish the educational atmosphere and morale of teachers and other students.

Level 1 Misconduct: Level 1 misconduct will be noted in the classroom by teachers. Every third offense within one grading period will generate a disciplinary referral to the administration and will result in disciplinary action. Teachers reserve the right to administer classroom consequences for misbehavior as well. Belligerent behavior is always subject to immediate disciplinary action.

1. Tardy
2. Gum chewing/eating/drinking (other than water) in class Computer labs: Water is not allowed at the computer stations
3. Unprepared for class
4. Dress code violation
5. Littering or not leaving an area clean
6. Possession of distracting devices such as radios, beepers, TVs, video cameras, iPods, or cameras (unless prior approval is given by the teacher) – the device will be held by the administration for one week. Subsequent violations will result in increased consequences.
7. Failure to remain at one's desk or assigned work area
8. Failure to pay attention/sleeping in class

Level 2 Misconduct: Level 2 misconduct will result in an immediate referral to the administration for disciplinary action. High-handed misconduct at this level can result in immediate referral to the Board for removal from the school if the administration deems such action to be warranted. Repeated conduct at this level can result in dismissal from the school (See **Procedure to Remove a Student from the School** on p. 15).

1. Disrespectful behavior toward a teacher/arguing or complaining against a teacher (Teachers will make an effort to be open to student concerns when presented in a respectful manner.)
2. Use of profanity, profane gestures, racial slurs, or suggestive speech in words, actions, notes, or text messages
3. Defacing school property
4. Cheating (a grade of '0' will be given for the assignment)
5. Lying
6. Public display of affection
7. Use of tobacco products
8. Possession of fireworks, matches, lighters, or chains
9. Truancy/leaving the campus or classroom during school hours without authorization
10. Failing to respect the property of others (stealing, going through another's desk, locker, or belongings without permission)
11. Forging parent/guardian signature on school correspondence, intercepting school correspondence with parents, or impersonating a parent or guardian
12. Class disruption—consequence may be out-of-school suspension, level 2 misconduct mark ("strike"), or both depending upon severity

Level 3 Misconduct: Level 3 misconduct will result in immediate referral to the Board for removal from the school.

1. The use or possession of drugs or drug paraphernalia*
2. The use or possession of alcoholic beverages*
3. Malicious destruction of school property
4. Possession of knives, guns, or other weapons
5. Conviction of a crime other than a minor traffic violation
6. Possession of/participation in pornography or attempting to access inappropriate internet web pages
7. Maternity or paternity

*If a student is suspected of being under the influence of an illegal drug or alcohol, he will be asked to submit to drug analysis 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 result in expulsion.

BULLYING, HARASSING, FIGHTING, AND HAZING

HCA has a spiritual, moral, and legal responsibility to ensure the well-being and safety of every student. Bullying, harassing, fighting, and hazing will not be tolerated at HCA. Consequences for such behavior will be determined by the severity of the conduct and include, but not be limited to, out-of-school suspension, level 2 mark (“strike”), or both. Given the serious and anti-social consequences of long-term bullying, the school will seek to identify those engaging in repeated patterns of bullying behavior and to help students change such patterns. Failing change, such students will be dismissed.

CELL PHONE POLICY

While cell phones are a daily part of life, they are disruptive to the course of the school day. Common attachments on cell phones such as cameras and recorders can be counterproductive to the teaching environment.

The policy of Hamilton Christian Academy is that cell phones may not be used during normal school hours, 7:55 AM – 3:05 PM. Any visible or audible evidence of a cell phone (intentional or unintentional) will result in disciplinary action as outlined below:

Cell Phone – making or receiving/checking a call or text, retrieving information or using tools on the phone or having a cell phone on you personally during the hours of 7:55 a.m. to 3:05 p.m. will result to the following disciplinary actions occurring.

- 1st offense: phone will be held for one week – parent must retrieve
- 2nd offense: phone will be held for two weeks – parent must retrieve
1 day out-of-school suspension
- 3rd offense: phone held for the remainder of the school year
2 days out-of-school suspension

Inappropriate Content Found on Student Cell Phone/Electronic Device

- 1st offense: Level 2 Misconduct (“strike”)
Parent must meet with an administrator
Mentor assigned to the student
Phone held for the remainder of the school year
1 day out-of-school suspension
- 2nd offense: 3 Day Suspension and student/family shall appeal administration to remain at HCA

NOTE: A courtesy phone is available in the front office during school hours when there is reasonable need to make a call.

DISCIPLINARY ACTION

The administration of HCA reserves the right to administer disciplinary action deemed necessary, including but not limited to, written assignments, work assignments, in-school suspension, out-of-school suspension, detention, corporal punishment, and expulsion. Disciplinary forms will be sent home for parent signature to document all actions taken. The original referral form must be signed and returned the next school day to avoid further consequences. A conference may be requested by teachers, administrators, or parents to discuss disciplinary action.

CORPORAL PUNISHMENT

Corporal punishment is used at HCA when warranted under the following guidelines:

1. The offense will be clearly discussed with your child.
2. A parent or legal guardian of the child will be contacted by either the principal or assistant principal before corporal punishment is administered. The parent or legal guardian will be given the following options:
 - a. Allowing corporal punishment to be administered by the principal or assistant principal within the guidelines set forth below section (3.)
 - b. Being present during the administering of corporal punishment as set forth in subsection (a) above; or
 - c. Opting out of corporal punishment for his/her child
3. If the parent or legal guardian chooses to allow corporal punishment to be administered by the principal or assistant principal as set forth in 2(a) above, the following steps will be followed:
 - a. An administrator will be present to witness the corporal punishment. If the student is a female, female designee shall administer the corporal punishment.
 - b. The corporal punishment will be administered by the principal or assistant principal, or female designee if applicable.
 - c. The corporal punishment will consist of a reasonable number of firm strokes, not to exceed 3.
 - d. The corporal punishment will be video-taped and recorded.
 - e. A written report will be made of the date, offense, number of strokes, name of principal, assistant principal or female designee that administered the corporal punishment, and the name of the administrative witness.
4. Any parent or legal guardian who does not wish his/her child to receive corporal punishment should provide written notice on the registration form. Additionally, any parent or legal guardian may opt out of corporal punishment for his/her child when contacted by the principal or assistant principal before corporal punishment is administered.

***Note* On occasion, corporal punishment is issued in lieu of suspension. In the event a parent/legal guardian cannot be reached, the student will receive an unexcused tardy/absence for class time missed until a parent/legal guardian is reached. If parents opt out of corporal punishment, the student will be suspended.**

PROCEDURE TO REMOVE A STUDENT FROM THE SCHOOL

STEP 1 – Students referred to the administration for “Level 2” misconduct will meet with the administration. The administrator may choose to meet with the teacher(s) and/or parent(s) also. The mentoring program will be introduced and offered. Discipline will be at the discretion of the administration, with the minimum punishment being one (1) week of kitchen duty.

STEP 2 – A second “Level 2” offense will necessitate participation in the mentoring program. Refusal to do so will result in immediate dismissal from the school. Discipline will be at the discretion of the administration, with the minimum punishment being one (1) day of suspension. **Mentors are to be appointed by parents/guardians with administrative approval.**

STEP 3 – A third “Level 2” offense or any “Level 3” offense is cause for the administration to recommend withdrawal from the school. Parents may choose to petition the Board if there is a desire to continue at HCA. The Board will either confirm or not confirm the invitation to withdraw.

A student asked to withdraw from the school will not be admitted to any HCA sponsored event for the remainder of the school year.

DETENTION

1. Detention will be from 6:00 – 7:30 AM on designated school days.
2. No one will be admitted after 6:05 AM.
3. Students not reporting to detention will be given a second assignment so that two sessions must be served. Missing detention for a second time will result in out-of-school suspension.
4. Students may not eat, sleep, or socialize at detention. Those not prepared to work independently will be given mandatory assignments to be completed.
5. Consequences will be altered and increased after three detentions are served.

PICK-UP FOR HELPS CLASS STUDENTS

Parents are to pick up students remaining for HELPS CLASS at 3:45 PM. After 3:45 a fee of \$5.00 will be assessed for being late. After 3:50 PM \$1.00 for each minute will be added to that fee.

OPERATING PROCEDURES

BAD WEATHER CONDITIONS

School closing announcements will be made through local media, the school web site, and “School Reach” phone messages.

CAMPUS RESTRICTIONS

1. HCA has a closed campus. Once the student has arrived, he will not be allowed to leave the school site before the end of the day without permission from the administration.
2. Guests must check in through the office and receive an Office Pass.
3. Students must have permission to be outside the classroom during class time.
4. Students may not go to vehicles or into storage rooms, private offices, etc., without permission of the administration via the Front Office.
5. Students may go into the classrooms only during class time or when there is a staff member present.

CLASSROOM INTERRUPTIONS

The school day is designed to run best with limited interruptions. Please have your student to school on time at 7:50 AM. When bringing an item from home, please allow the office staff to call your student during a class break. Lunches brought after the start of school must be taken directly to the cafeteria and retrieved by the student during the lunch period. If possible, make an effort to check-out students or administer medicine at class breaks.

CONTACT INFORMATION

Parents/students are requested to report to the main office all changes of address, phone number, place of employment, and emergency contacts or authorized pick-ups, as soon as possible. This information is also utilized in the “School Reach” emergency communication system.

COMPUTER / TECHNOLOGY POLICIES

Hamilton Christian Academy offers students a variety of opportunities to explore and apply modern technology through the use of computers, video and digital cameras, and Internet access. Students are allowed access to equipment under faculty supervision. Any student caught using equipment in any manner deemed inappropriate by the supervising teacher will have all access privileges revoked. This includes misuse of the keyboard and the mouse.

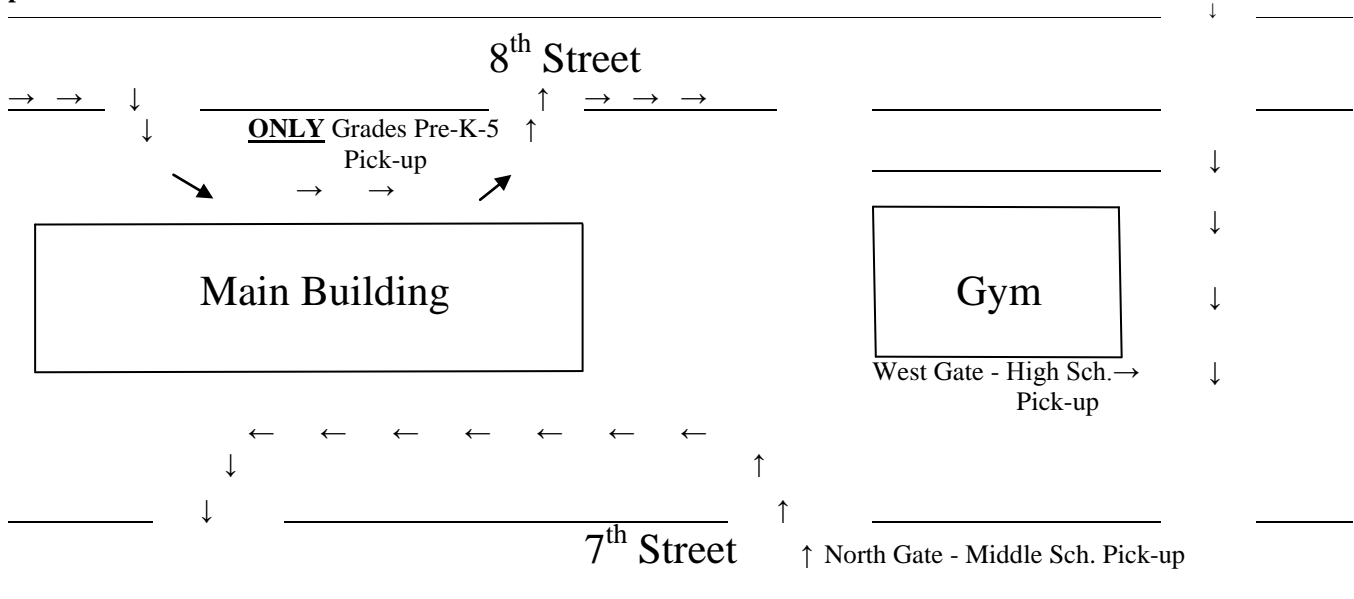
Students wishing to access the Internet for educational purposes must sign the HCA Student Acceptable Use Contract on the individual registration form required for registration. No student will be allowed access without that form on file. Students are expected to use all materials and resources appropriately, or privileges will be revoked.

THE INTERNET ACCEPTABLE USE POLICY IS IN THIS *PARENT/STUDENT HANDBOOK*, PAGE 16.

DROP-OFF AND PICK-UP OF STUDENTS (PLEASE REFER TO THE MAP BELOW)

1. Grades Pre-K - 2 are to be dropped off after 7:30 AM and picked up before 3:30 PM in front of the elementary building.
2. Grades 3 - 12 may be dropped off by the cafeteria or in front of the gym after 7:30 AM.
3. Grades 3 – 5 are to be picked up in front of the elementary building.
4. Grades 9-12 are to be picked up at the west gate on First Avenue before 3:30 PM (unless the student is involved in a school sponsored activity).
5. Grades 6-8 are to be picked up using the north gates on 7th Street before 3:30 PM (unless the student is involved in a school sponsored activity). Parents are urged to enter the rear parking area for pick-up rather than remain on the street.
6. Students are to be picked up no later than 3:30 PM. *After 3:30, students will be sent to After School Care/Study Hall and charged \$6.*
7. To expedite the pick-up for elementary students, all parents will be given a large card. The name(s) and grade(s) of the student(s) are to be written in large bold letters on this card. Card must be visible to the teacher at pick-up the entire year.
8. If you have children to be picked up at more than one pick-up point, your pick-up will be at the pick-up point of the **YOUNGEST** child.
9. It is important to follow the routes for pick-up on the map included in this handbook. All parents are expected to cooperate in this pick-up procedure and to follow the outlined rules.
10. Please remain in your car for pick-up. A teacher will deliver your child to your vehicle.

Arrangements for pick-up should be made with your child BEFORE dropping him off at school each morning. PLEASE do not phone the office for changes unless an emergency arises. In the event of an emergency, please call as soon as possible.



***NOTE: In the event of inclement weather, middle and high school students will be picked up in front of the gym.**

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities. As participants, students cannot say nor do anything that would cast a bad reflection on their family or school. Such action can result in suspension from that activity. All school policies will be enforced at school sponsored activities. Students on academic probation are ineligible for extracurricular activities.

INTERNET ACCEPTABLE USE POLICY

Internet access is available to students and teachers of Hamilton Christian Academy. We are very pleased to bring this access to HCA and believe that the Internet offers vast, diverse and unique resources to both students and teachers.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. HCA has taken precautions, including the use of filtering software, to restrict access and control all material; however, an industrious user may discover controversial information. We at HCA firmly believe that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If an HCA user violates any of these provisions, his access will be terminated and future access could possibly be denied.

The signature on your registration form is legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET – TERMS AND CONDITIONS OF USE

1. **Acceptable Use** – The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of HCA. Use of other organizations' network or computing resources must comply with the rules appropriate for each network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. (Each student and teacher who plans to access the Internet will be part of a discussion with a Hamilton Christian Academy staff member pertaining to the proper use of the network.) The system administrator will deem what is inappropriate use and their decision is final. Also, the system administrator may halt use at any time as required. The administration, faculty, and staff of Hamilton Christian Academy may request the system administrator to deny, revoke, or suspend privileges.
3. **Network Etiquette** – You are expected to abide by the general accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or information and/or the phone numbers of students or colleagues.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. All communications and information accessible via the network should be assumed to be private property.
 - g. Hamilton Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Hamilton Christian Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or Internet service interruptions caused by its own negligence and/or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Hamilton Christian Academy specifically denies responsibility for the accuracy or quality of information obtained through its services.
4. **Security** – Security of any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or the Hamilton Christian Academy Internet Coordinator. Do not demonstrate the problem to other users. Attempts to log-on to the Internet as a system administrator will result in cancellation of privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
5. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. Misuse of equipment, including the keyboard and mouse, will not be tolerated. **Also, vandalism is subject to disciplinary actions.**

LIBRARY REGULATIONS

The library is open Monday – Friday, 7:30 – 3:30. Grades Pre K – 5 have scheduled library time each week. Middle and high school students have access to the library before school at 7:30 AM, at morning break, during their lunch periods, and after school until 3:30.

Pre-K, K, and 1st grade students are allowed to check out one (1) book per week, which may be taken home. Elementary students, grades 2-5, may check out two (2) books for a period of one (1) week. No past due fines will be charged to elementary students; however, other books may not be checked out until the current one/s have been returned.

Middle/high school students, grades 6-12, may check out two (2) books for a period of two (2) weeks. The book/s may also be renewed for another two weeks. A fine of twenty-five (25) cents will be charged for each library day that a book is past due. Also, two “grace” days are given before fines actually start.

***Due dates are stamped in the books checked out by middle and high school students. Bookmarks are available on which the due date can also be written. Near the end of the six weeks, a written reminder slip is given to any student with overdue books and/or a fine. Report cards are held until the student clears with the library. Students who make no effort to turn in overdue materials and/or pay fines will also have a disciplinary referral form given to administration.*

Replacement costs will be charged for books returned damaged and for lost books.

Students are encouraged to use the library's collection of books and reference materials. Computers are available for research. Students can also make use of the books and materials available from the Calcasieu Parish Public Libraries. Their online catalog or OPAC has been bookmarked under Favorites on the library computers. It is highly recommended that middle school and high school students have a library card and know their PIN number. Books can then be reserved from any public library branch.

The Hamilton Christian Academy web page has a link for Library Information, including basic library information, elementary class schedules, the AR list of quizzes available, book fair information, etc.

LOCKER PROCEDURES

1. Each middle school and high school student will be assigned a hall locker. No switching or sharing of lockers is permitted without the knowledge and approval of the administration.
2. All materials not in use by students should be neatly arranged in lockers. Locker shelves are strongly recommended for organizational purposes. For health and safety reasons, unannounced inspections can and will be made at the discretion of the administration.
3. HCA will not assume responsibility for lost or damaged personal property.
4. Students are asked not to give out locker combinations to anyone.
5. Materials taken from atop the lockers or in the hallways are subject to a \$1.00 per item retrieval fee.
6. Students are responsible for damage done to lockers due to tampering with the lock mechanism.

CANINE INSPECTION DRUG POLICY

The Board Members of HCA are committed to providing students and employees with a drug-free school and workplace.

All persons are responsible for the security of any vehicle, locker, desk, bag, or other item they possess or bring onto HCA property or to an HCA sponsored event. No person shall possess, place, keep, or maintain any article or material that is prohibited by law or HCA policy in items, lockers, vehicles, desks, or bags assigned to them or under their control while on HCA property or at an HCA sponsored event.

In conjunction with other HCA security measures and in an effort to keep the school free of drugs, non-aggressive, specially trained dogs may be used to sniff out and alert staff to the presence of substances prohibited by law and HCA policy. Such dogs will be permitted to sniff the air around lockers, desks, bags, items, or vehicles that are on HCA property or at an HCA sponsored event. A dog's alert constitutes reasonable suspicion, and only the dog's official handler will determine what constitutes an alert by the dog. These inspections shall be unannounced and may be made at the discretion of the principal and/or designee.

If the dog alerts on a particular item or place, the person having the use of, bringing onto HCA property, or responsible for that place or item will be called to the scene to witness the inspection. All inspections shall be made in compliance with HCA policy and applicable law. However, if law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.

In the event the dog alerts on a locked vehicle, the owner or person bringing it onto HCA property shall be asked to open it for inspection.

Because lockers are under the joint control of the student and the school, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire, and/or other threats to student health, welfare, or safety emanate from the locker.

Refusal to open the item for inspection may result in referring the matter to law enforcement officials, disciplinary action, including but not limited to suspension or termination of employment for employees and suspension or expulsion for students, and loss of parking privileges on HCA property for students. Visitors or patrons may be banned from HCA property.

Discovery of a prohibited substance may result in referral to law enforcement or disciplinary action including but not limited to termination of employment for employees and referral to law enforcement or disciplinary action in keeping with HCA policy for students.

Dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog may not sniff any individual and shall be well separated from the audience.

LUNCHES

Students have the option of bringing lunch from home or purchasing lunch in the cafeteria. Grades Pre-K-3 are not allowed to bring any cold drinks (Coke, Dr. Pepper, Sprite, etc.). A hot lunch program is available. Menu selections must be made in advance using forms from the cafeteria. Cost is \$2.50 (subject to change) per meal and includes choice of milk or water. Parents may eat for \$4.00 (subject to change) if notice is given on the menu selection sheet. Lunch must be eaten in the cafeteria unless an alternate location is approved by and supervised by an attending staff member. Because lunches ordered are paid for in full at the beginning of the month and that number of lunches is provided each day, CREDIT FOR MEALS NOT EATEN can no longer be given.

OUTSIDE FOOD

Bringing restaurant food to students on a regular basis at lunch is discouraged. Classes will not be interrupted to deliver lunches to students. When necessary to bring a lunch to a student after school has started, a parent must sign in at the front office and deliver the lunch to a designated location in the cafeteria. Please label the student's lunch. **STUDENTS ARE NOT ALLOWED TO CHECK OUT FOR LUNCH.**

NEWSLETTER

A school newsletter is posted each Thursday with important announcements, information, and reminders. This is also available online at www.hcawarriors.org.

OFFICE PROTOCOL

1. The telephone in any office is for school business. Students must ask permission and sign the log to use the student telephone. Should a student need to call a parent, the student will be asked the nature of the phone call. Unless there is an emergency, the student will then return to class and office personnel will give the message to the parent.
2. Parents should read all newsletters, notes, order forms, etc. sent home from the office.
3. In order to meet with the principal, assistant principal, or teachers, appointments must be scheduled. These appointments are to be made through the school secretary.
4. School office hours (August – May) are from 7:30 AM to 3:30 PM, Monday through Friday.
Summer hours are 8:00 AM to 12:00 PM, Monday through Thursday.
5. HCA cannot cash checks. Please write separate checks when paying cafeteria, pictures, T-shirts, field trips, etc. \$25.00 will be assessed on each returned check regardless of the amount of check.
6. School offices are not equipped to give change to students. Please make sure your child has appropriate change and/or money prior to 7:50 AM.
7. Items left on the grounds or in the building(s) may be turned in to the Front Office for the lost and found box. Please label all clothing, as well as all student property.

PARENTAL INVOLVEMENT

Parents are primary educators of children. It is the goal of HCA to value, respect, and support parents. Parents are encouraged to be active in the school PTO, meet with teachers, attend orientation and open houses, and be available for help with field trips and class projects. Parent/teacher conferences can be arranged at any point during the year through the Front Office.

Parents may arrange with the administration and faculty to observe a student's class at any time. For the safety of your child, **it is important for ALL parents and visitors to check in at the Front Office when they arrive.**

Parents who are on campus for school-related activities or who are chaperoning for a school function are respectfully asked to be a good example by following the HCA dress code guidelines.

PARENT/TEACHER CONFERENCE

Please make appointments with the Front Office to speak with your child's teacher. Advance notice is not only courteous but allows a teacher to be better prepared to answer your questions and address your concerns.

PARTIES

A limited number of class parties may be held with approval from the teacher. Invitations to private parties may be distributed at school only if every member of the student's class is invited. If the party is gender specific, all girls or all boys from the student's class must be invited. Otherwise, invitations should be mailed or distributed off campus.

SENIOR PRIVILEGES

Seniors may park in front of the gym and leave upon completion of classes. They must check out with the Front Office and exit through the front doors by the front office. Seniors may also eat lunch in the courtyard. Seniors returning to campus are required to check in through the office.

VEHICLES

Students may drive their personal vehicles (car, motorcycle, bicycle, etc.) to HCA. Students may NOT go to any vehicle at any time during school hours without permission from the administration or Front Office. If students do not abide by school regulations in regard to safety, they may lose the privilege of parking their automobiles on campus.

PLEDGES

All students are expected to say all of the pledges. If a student objects for reasons of conscience, this objection should be noted with the administration at registration. Those objecting for conscientious reasons will still be expected to stand and remain quiet.

PLEDGE TO THE AMERICAN FLAG:

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation under God, indivisible, with liberty, and justice for all.

PLEDGE TO THE CHRISTIAN FLAG:

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

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 will hide its words in my heart that I might not sin against God.

INDEX

| | | | |
|---|----|---|----|
| Absences | 7 | Honors Program and/or Advanced Placement | |
| Academics | 8 | (AP) Classes | 9 |
| Academic Achievement | 8 | Immunization Record | 7 |
| Academic Probation/ Extracurricular Eligibility | 10 | Index | 20 |
| Academic Requirements (H.S.) | 9 | Internet Acceptable Use Policy | 16 |
| Admission | 3 | Internet Terms and Conditions of Use | 17 |
| Guidelines for Admission | 3 | Level 1 Misconduct | 13 |
| Admission Procedure (New Students) | 3 | Level 2 Misconduct | 13 |
| After School Care/Study Hall | 5 | Level 3 Misconduct | 13 |
| Age Requirements | 4 | Library Regulations | 17 |
| Athletic Fee | 5 | Lice Policy | 7 |
| Attendance | 7 | Locker Procedures | 18 |
| Bad Weather Conditions | 15 | Lunches | 18 |
| Bullying, Harassing, Fighting, and Hazing | 14 | Married Student Policy | 4 |
| Campus Restrictions | 15 | Medicine | 6 |
| Canine Inspection Drug Policy | 18 | Newsletter | 18 |
| Capital Improvement Fee | 5 | Nondiscrimination Policy | 4 |
| Cell Phone Policy | 14 | Office Protocol | 19 |
| Classroom Interruptions | 15 | One Payment Discount | 5 |
| Complaint Procedure | 3 | Operating Procedures | 15 |
| Computer/Technology Policies | 15 | Outside Food | 18 |
| Contact Information | 15 | Overdue Accounts | 5 |
| Corporal Punishment | 14 | Parent/Teacher Conferences | 19 |
| Detention | 15 | Parent Involvement | 19 |
| Discipline | 13 | Parties | 19 |
| Disciplinary Action | 14 | Payment Options | 4 |
| Dress Code | 10 | Perfect Attendance | 8 |
| Athletic Practice Dress Code | 12 | Permanent Records | 8 |
| Dress Code Policy Statement | 11 | Pick-Up for Helps Class | 15 |
| Free Dress Days | 12 | Pledges | 19 |
| Friday Dress | 11 | Procedure to Remove a Student from the School | 15 |
| Game Day Dress Code | 12 | Progress Reports | 10 |
| General Dress Code Guidelines | 11 | Pupil Progression (Grades 1-8) | 9 |
| Hairstyles, Jewelry, and Accessories | 12 | Purpose Statement | 2 |
| P.E. Dress | 12 | Refund Policy | 5 |
| Rationale for Dress Code | 10 | Registration Fees | 4 |
| School Sponsored Events Dress Code | 12 | Release from Classes | 7 |
| Drop-off/Pick-up of Students | 16 | Reporting System | 8 |
| Drop-off/Pick-up Map | 16 | School Hours | 7 |
| Drug Free Youth | 7 | School Philosophy | 2 |
| Eligibility for Diploma | 8 | Service Project | 9 |
| Enrollment | 4 | Senior Privileges | 19 |
| Extracurricular Activities | 16 | Special Absences | 7 |
| Expulsion (See "Procedure to Remove a Student") | 15 | Spring Try-out/Practice Policy | 5 |
| Field Trips | 10 | Standardized Testing | 9 |
| Financial Policies | 4 | Statement of Faith | 2 |
| Fundraisers | 6 | Statement of Philosophy | 2 |
| Handbook | 2 | Staying in at Recess or P.E. | 7 |
| Health and Safety Regulations | 6 | Tardy Policy | 8 |
| Homework | 10 | Textbooks | 5 |
| Homework – Make-up | 10 | Transfer of Credits | 9 |
| | | Tuition and Fees | 4 |
| | | Vehicles | 19 |
| | | Withdrawals and Dismissals | 8 |