

## **Harp's Crossing Christian Academy**



### **Parent-Student Handbook for the 2025-2026 Academic Year**

## **Introduction**

### **Our Charter:**

Harp's Crossing Christian Academy (HCCA) is accredited with Association of Christian Schools International (ACSI) and Cognia.

### **Our Vision:**

To walk alongside families and offer support as they raise the next generation, who will stand boldly for Christ in all aspects of life.

### **Our Mission:**

To provide quality education in a Christian environment while supporting families in the important task of child rearing.

### **Our Goals:**

1. To encourage the development of the whole child: mentally, physically, spiritually, emotionally, and socially; and
2. To use everyday life experiences, classroom curriculum, the arts, and Bible lessons to teach each child they are a treasure from God.

### **Our School Verse:**

Be on your guard; stand firm in the faith; be courageous; be strong. (1 Corinthians 16:13)

### **School Governance:**

HCCA was founded in 2020 as an outgrowth of the Harp's Crossing Baptist Church Pre-school, and the expansion was the result of the vision of a group of laymen, pastors, and educators. The Academy is an independent, Bible based educational facility, and is a ministry of Harp's Crossing Baptist Church.

A self-perpetuating Board of Trustees (the "Board") governs the Academy. The Board consists of parents, Christian business leaders, and Christian educators responsible for ensuring the mission of the Academy is fulfilled. This Board sets policies for the Academy carried out by qualified administration, faculty, and staff. Additionally, the Board may participate in conflict resolution with respect to unresolved grievances that may arise, when requested.

### **Our Strategy:**

1. Our educational program nurtures the whole student by facilitating spiritual, intellectual, physical, and social growth.
2. We employ faculty and staff who are Christian role models, as well as qualified professionals in their fields of teaching.
3. Christian values are taught and modeled in our classrooms, and Christian behavior is expected from each student in the classroom.
4. Harmony between the school and the home is encouraged through small student-teacher ratios enabling communication and cooperation between teachers and families.

The Academy continues to disciple and equip students to make a difference in a world that is increasingly secular, even hostile, to biblical principles. It is our mission to serve families and work with the church to make quality Christian education a part of the hope we have in our Lord. We thank the Lord for His past blessings, we commit ourselves to current faithfulness through excellence and planning, and we trust Him for future success and growth as we strive to serve the Lord in Christian education and academic excellence.

**School Personnel:**

**Upper Campus Administration -**

Head of School: Heather Hager

Director of Academic Excellence & Teacher Support: Gabby Fisher

Director of Redemptive Discipline & Support (K-5): Jenny Lyman

Director of Redemptive Discipline & Support (6-10): Tracy Murray

Director of Business: Kristen Little

Director of Operations: Andrea Piper

Director of Athletics: Frank Winfrey

Director of Development – Cindy Disharoon

Preschool Director: Amanda Weigman

Administrative Assistant: Donna Jutras

Accreditation Coordinator: Jennifer Bentley

Professional Development Coordinator: Gina Gilmore

**Preschool Administration -**

Preschool Director: Amanda Weigman

Administrative Assistant: Misty Torres

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## **HARP'S CROSSING CHRISTIAN ACADEMY STATEMENT OF FAITH**

**Harp's Crossing Christian Academy is a ministry of Harp's Crossing Baptist Church. As such, we will adhere to the Doctrinal Statement of the Church.**

**God:** God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and Holy Spirit. These three are co-equal and are one God.

**Father:** He is all powerful, all knowing, all loving, and all wise. He reigns with providential care over the universe and the flow of human history goes according to His purposes and plan.

**Jesus:** Jesus Christ is the Son of God. He is co-equal with the Father. Jesus has eternally existed and became man at His incarnation. He lived a sinless human life and offered himself as the perfect sacrifice for the sins of all people by dying on a cross. He bodily arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return to earth again someday to reign as King of Kings and Lord of Lords.

**Holy Spirit:** He is the third person of the Trinity. He guides men into all truth, exalts Christ, convicts of sin, righteousness and judgment, cultivates Christian character, comforts believers, bestows spiritual gifts by which believers serve God and seals the believer unto the day of final redemption. His presence in the lives of believers is the assurance of God to bring us into the fullness of the stature of Christ.

**Scriptures:** The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and Christian living. Because it is inspired by God, it has salvation for its end and is truth without any mixture of error.

**Eternal Security:** Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" your salvation. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

**Eternity:** People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separate from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

**Baptism by Immersion:** We believe scriptural baptism must be: (1) by being completely immersed under the water and (2) after salvation. Jesus was immersed and all baptisms in the New Testament were by immersion. These two facts set the standard for baptism today. Baptism has no saving power but is the first act of obedience symbolizing (1) the believer's faith in the death, burial, and resurrection of Jesus, (2) the believer's death to

sin and resurrection to walk anew in Christ, and (3) the Christian's belief that he will die, be buried, and that Jesus will resurrect him from the dead.

**Lord's Supper:** The Lord's Supper is a symbolic act of obedience whereby believers remember the death of the Lord Jesus and anticipate His second coming. The bread is symbolic of His body and the juice represents His blood.

**Statement on the Sanctity of Human Life:** We believe all human life is sacred and created by God in His image. We affirm life begins at conception and continues until natural death. Psalm 139:13 states, "For you formed my inward parts; you knitted me together in my mother's womb." We are called to defend, protect, and value human life.

**Statement on Marriage, Gender, and Sexuality:** We believe God created each person as male and female and the two are not interchangeable. We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe the term "marriage" has only one meaning: the uniting of one man and one woman as husband and wife, in a single, exclusive union, as delineated in Scripture (Gen 2:18-25), and the word "spouse" refers only to a person of the opposite sex who is a husband or a wife.

We believe any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe in order to preserve the function and integrity of Harp's Crossing Christian Academy, and to provide a biblical role model to HCCA students and the community, it is imperative all persons employed by Harp's Crossing Christian Academy in any capacity, or are students of Harp's Crossing Christian Academy, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be rejected and are not in accord with Scripture nor the beliefs of Harp's Crossing Christian Academy.

It is imperative all persons employed at Harp's Crossing Christian Academy in any capacity agree to abide by all statements of faith set forth in this document.

**Lifestyle Statement:**

HCCA requires its employees to be born-again Christians living their lives as Christian role models (Romans 10:9-10, I Timothy 4:12). Employees will conduct themselves in a manner that will not raise questions regarding their Christian testimony. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contented under authority, and a commitment to follow the "Matthew 18 principle" should an issue arise with fellow employees or management. Moral misconduct, including sexual misconduct, whether of a homosexual or heterosexual nature, as defined by Scripture, violates the bona fide occupational requirements of employees being Christian role models. Employees acknowledge the unique role of male and female are clearly defined in Scripture (Romans 1:21-24; I Corinthians 6:9-20). Employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand, or in some cases, dismissal from employment at HCCA. There are additional grounds whereby an employee may be dismissed from HCCA. It is the goal of HCCA that each employee will have a lifestyle where "... He might have the supremacy." (Colossians 1:18 NIV).

**Education Philosophy:**

HCCA believes in the inerrant, inspired Word of God, the Bible, the only infallible rule of faith and practice. The Academy's mission is to assist parents in fulfilling God's ultimate purpose of preparing children to enter into and mature within His spiritual family and to respond to Him with respect and obedience. The Academy seeks to assist in a student's personal growth and development by providing an education based upon an integrated understanding of biblical principles and academic knowledge. Education with an emphasis on the spiritual, mental, social, and physical aspects of life will lead to the balanced development of the whole person.

It is our goal to follow the scripture in Proverbs 22:6 which says, "Train up a child in the way he should go. And when he is old he will not depart from it." We believe that keeping Christ at the center of a child's education will provide him or her what is necessary to grow educationally and spiritually. Therefore, we at HCCA seek to bring our students into fellowship with God through our integrated Christian education. Our goal is to evangelize, equip, and disciple the students God placed in our Academy. It is our Academy's desire to equip students to become godly leaders that stand boldly for Christ whether in the community or within the church. We also believe it is our God-given responsibility to equip students academically whether they desire to attend college in a technical or university setting, assisting students in the preparation of living out God's plan and purpose for their lives.

## **Expected Outcomes**

We believe it is important to develop programs, strategies, and methodologies within the context of biblical principles to equip students for Kingdom service and produce graduates with a Christian worldview who:

### **Spiritual**

- Are taught to love God and love others as described in God's two greatest commandments: "Love the Lord your God with all your heart, mind, and soul and love your neighbor as yourself."
- Understand the meaning of salvation and be given the choice to accept Jesus Christ as their personal Savior.
- Have the knowledge to articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- Are disciplined in prayer, God's Word, and discipleship.
- Recognize and understand God's word as the Truth and how to apply it to their lives.
- Demonstrate God's love, grace, and forgiveness through actions and words.
- Demonstrate an understanding that every human being is created in the image of God.

### **Academic**

- Are versed in all academic disciplines and proficient in mathematics, science, reading, writing, speaking, listening, and thinking.
- Demonstrate reasoning and critical thinking skills.
- Have a Biblical worldview foundation in all subject areas.
- Are equipped with skills and knowledge to use in all areas of a lifelong service to the Lord.
- Communicate effectively (oral, written, and digital) through reports, presentations, and respectful discussions.

### **Emotional/Relational**

- Support/volunteer in the community in a way that brings honor and glory to God.
- Demonstrates a heart of humility.
- Live a life of integrity and strong moral character.
- Demonstrate redemptive conflict resolution.
- Demonstrate personalized leadership skills within the school and within the community.
- Participate in community service and mission outreach as it aligns with the Great Commission.
- Understand the importance of practicing justice, mercy, and peacemaking in family and society.
- Demonstrate respect and relate appropriately to others as evidenced by the Holy Spirit's work in their lives.

## **Admissions Policy:**

HCCA admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. Additionally, the Academy will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities.

A student must meet the following criteria to receive official acceptance to HCCA:

1. Submission of an application form and non-refundable payment of \$50 application fee.
2. Payment of curriculum fee (by designated date) based on age/grade level.
3. A student must be in good academic and behavioral standing with his/her previous school. Students with more than 3 behavioral offenses could jeopardize admission to Academy.
4. Submission of Form #3231 verifying all immunizations are up to date; or the student must have a religious exemption on file.
5. Teacher recommendation: the student may be asked to submit a HCCA Teacher Referral Form.
6. Registration; payment of appropriate tuition and fees.
7. Families may be asked to meet with Head of School prior to enrollment being complete.
8. New students will be expected to take and pass the HCCA grade appropriate admission's test for 4<sup>th</sup> grade and up.

Once students are accepted, they are asked to attend open house (date to be determined) prior to first day of school. At this time the Parent/Student Handbook will be given out. Parents and students are asked to thoroughly read the statements of conduct and support included in **Appendix B** (Student Conduct Agreement) and **Appendix C** (Parent/Guardian Statement of Support) of this handbook.

### **School Day Hours:**

HCCA Campus Elementary Students (Kindergarten through Fifth Grade):

1. Monday – Friday 8:15 a.m. to 2:30 p.m.
2. Student drop will begin at 7:55 a.m. at the back door under the large awning.

HCCA Campus (Middle School)

1. Monday – Friday 8:15 a.m. to 2:30 p.m.
2. Student drop off will begin at 7:55 a.m. at the south, smaller canopy door.

If a middle school student has an elementary sibling, the elementary sibling may drop off at the middle school door as well.

HCCA Campus (High School)

1. Monday – Friday 8:15 a.m. to 3:30 p.m.
2. Student drop off will begin at 7:55 a.m. at the south, small canopy door.

If a high school student has an elementary/middle school sibling, the elementary/middle school sibling may drop off at the front door as well.

HCCA Campus Preschool Students:

1. Monday – Thursday 9 a.m. to 1:00 p.m.
2. Doors open at 8:40 a.m.



### **Administrative prerogative**

The intent of this handbook is to give specific and general, overall guidelines to be adhered to by students and parents. Sometimes new situations will occur or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

## **GENERAL**

### **Athletics**

HCCA is striving to develop an athletic program that supports glorifying God through sports and athletic competition while developing student's gifts and talents. HCCA is currently working with GAPPS (Georgia Association of Private and Parochial Schools) to establish both athletics and fine arts programs.

Athletics is an excellent means to help students grow both physically and more importantly spiritually (2 Timothy 4:8). Athletics can provide a valuable opportunity in helping participants develop such Christ-like character qualities as self-control, perseverance, patience, diligence, love, respect, humility, kindness, obedience, and integrity. As HCCA athletes grow in Christ, these qualities should also become more apparent in their lives, which in turn will provide greater opportunity to be used by Him, all of which should be the ultimate goal and purpose of Christian athletics (2 Peter 1:5-8).

Athletics also offers the opportunity for an effective witness of the transforming power of Christ in the lives of believers to the viewing community (Acts 20:24). When non-Christian players, students, and fans see the Christian behavior and attitude expressed by HCCA coaches, players, students and fans, this behavior will be in sharp contrast to that of the world and, as such, will have the approval of God and hopefully the approval of man (Romans 14:18; 1 Peter 2:12; 2 Corinthians 8:21). This will bring proper attention to Christ and witness to His power. HCCA athletics seeks to be set apart for Christ in its purpose, its conduct, its character, its efforts, and its excellence, all of which is keeping with a philosophy of athletics.

### **Attendance**

Regular, consistent attendance in school is required by the State of Georgia for all students ages 6-16. It is also conducive to high scholastic achievement and is good training for the work God calls us to do. Ecclesiastes 9:19 says, "Whatever your hand finds to do, do it with all your might....". HCCA requires regular, consistent attendance for all students enrolled, regardless of age. HCCA is committed to provide a formal quality education to its students. To achieve this goal, students must consistently attend school. Without consistent, timely student attendance, it is extremely difficult, if not impossible, for teachers to meet these educational goals.

### **Excused absences from school include:**

1. Personal illness; after 3 consecutive days of illness, a written doctor's excuse may be required.

2. Serious illness or death in the family necessitating the student's presence
3. Medical or dental appointments; the administration may require a doctor or dental slip.
4. Emergency or set of circumstances which in the judgment of the administration constitutes a good and sufficient cause for the absence from school.
5. Students cannot reach school because of weather conditions.
6. Court appearance.
7. Administrative pre-approved vacation for no more than five days.

Unexcused absences are absences that occur without validity. Unexcused absences could result in a "0" for daily grades such as missed tests, quizzes and homework. An administrative letter will be sent home to students who accumulate more than 5 days of unexcused absences. These students are considered truant and risk being referred to proper authorities based on Georgia code O.C.G.A. Section 20-2-690.2.

When a student is absent due to being suspended from school, he/she may receive a grade of zero on any graded assignments, tests, or quizzes. Students are not allowed to attend any school activity to include extracurricular clubs/events or athletic events on or off campus on any day of suspension.

Students that are absent or not present for more than half of the school day will NOT be allowed to participate in school activities such as athletics or clubs for that day. **If a student misses more than 20 days during the year, his/her promotion will be in jeopardy.**

The following guidelines have been established to help students make up work when absent from class.

1. Any work assigned prior to an absence will be due upon the student's return to class. Failure to turn in assignments may result in a lowered grade.
2. Work assigned during an absence, including tests and quizzes, is to be made up within a maximum of one day for each day absent from class. Student or parents need to communicate with the teacher on the day the student returns to class and schedule a time to make up any missed work. Failure to schedule make up work or failure to make up work according to the agreed upon time limit may result in a lowered grade.
3. It is the responsibility of the student/family to send in excuse (written or email – No text messages) and to ask for missed work.

### **Awards**

HCCA sets aside a day in May to honor students for academic success as well as character awards. The awards are based on grades and behavior from the first quarter through progress reports of the fourth quarter.

Honor Roll – Grades 2 and Up

*A Honor Roll* - Any student that has all A's on their report card for each quarter.

*AB Honor Roll* - Any student that has all A's and B's on their report card for each quarter.

\*Honor Roll does not include skills based grades (Ex: music, PE, art)

### **Bible Class**

Bible study is recognized as being of fundamental importance and is a required subject. It augments the study of English, history, geography, math, and science. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as the Word of God. As part of their textbooks, each student will need their own Bible (preferably New King James Version or English Standard Version Bible) that they will use throughout the year. It is expected that each student brings their Bible daily.

Knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character. We believe keeping Christ at the center of all we do is vitally important. We believe this will allow us to be used by Christ to point our students to live out the life He has planned for each of them.

### **Calendar**

An annual school calendar is published. HCCA attempts to follow the Fayette County school calendar, when possible, for the convenience of parents and teachers who have children in public school. The school operates on a 180-day school year

### **Carline/Dismissal**

**All students are required to go through the carline for security and safety purposes.** Each student family will have a car tag that will need to be hung from their mirror. It is expected that everyone will drive through car-line because it is the safest and fairest way for everyone involved.

If someone other than approved adults will be picking up a student, a written note with a parent's signature is required. Children will not be released to persons other than those on the release form without a signed note. In case of emergency a phone call will be acceptable, but the parent will need to talk to the school administration or the student's teacher. A sign-out sheet is kept in the office to confirm time, date, and persons picking up students. A student's safety is of the utmost importance to us, and we strive to secure a safe environment for them and a peace of mind for you.

### **Celebrations**

Classroom parties may be held on occasion. Celebration of birthdays will be observed by allowing parents to provide snacks for the class during the time agreed upon by the teacher. We would appreciate advanced notice when bringing in food. Being mindful of our school's desire to maintain Christ at the center of all we do, holidays are celebrated with a Christ-centered approach

### **Cell Phones and Electronics Devices**

Cell phones and smartwatches must be powered off during school hours. Any device brought to school with the student should remain in the student's backpack throughout the entire school day. Parents should contact the school office if a message needs to be relayed to a student. Consequences will be enforced if a cell phone is on for any reason. Other wireless devices including (but not limited to) laptops, iPads, iPods, and tablets should not be brought to school unless permission is granted by a teacher for a specific project or educational purpose.

HCCA understands that we live in the age of technology, and we enjoy the benefits of advancing technology. We also understand the importance of communication with your children. However, due to these advancements, it is increasingly difficult to monitor the activities of cell phones with text messaging and cameras, Ipods, and game systems. These devices also create a distraction in the classroom which can inhibit learning. HCCA prohibits the use of cell phones during the school day and prohibits the use of Ipods and game systems on campus (unless given permission for special functions).

**If an electronic device is used at school, it will be immediately taken to the front office and a parent, not the student, will have to retrieve the phone after school.**

Due to privacy issues, students are not allowed to take photographs or make video and/or audio recordings while on campus unless it is done under the supervision of a teacher. Students are subject to disciplinary action for any violations of this guideline. Any other electronic items (Ipods, headphones, PDA's, etc.) are not allowed on campus unless permission has been granted.

HCCA recognizes that there are instances where cell phones are used for medical purposes. If this is needed, please provide appropriate documentation for administration to distribute to the necessary teachers and staff.

### **Chapel**

Chapel is a time set aside each week that allows students and teachers to come together corporately and worship God and hear His Word proclaimed. Chapels will consist of worship through song, prayers, and Biblical based lessons appropriate for their age group. Chapel takes place on Wednesday for Preschool, Elementary, and Middle School/High School.

### **Communication**

HCCA believes that open and clear communication is essential to maintaining an effective home/school partnership. In order for this to take place, there must be a development of trust and respect between teachers and parents, and communication must be proactive from both teachers to parent and from parent to teachers. All messaging and communication should be through our online student information system or school email.

1. Office support. Parents may also call the school office as needed. Examples may include financial assistance, getting information to a student, admissions, etc.

2. **Teacher Conferences.** Conferences may be arranged as needed. Teachers or parents should request conferences at least 24 hours in advance, and teachers are not required to meet with parents at unusually early or late hours. Please feel free at any point throughout the year to meet with the teacher regarding any problems or questions that concern your child. We do urge, however, that such conferences be made by appointment outside regular class time to include before school, after school, or during the teacher's designated conference time. If the concerns are unaddressed, then a meeting with the administration may be requested.
3. **Administration Conferences.** If you have met with the teacher and expressed your concerns but would like more support, you may set up an administrative conference. If your concern is about your child's academics or their teacher, you will first set up a meeting with the Director of Academic Excellence and Teacher Support. If your concern is about discipline or relational/emotional conflict, you will set up a meeting with the Director of Redemptive Discipline for your students' needs.
4. **Head of School.** If you have met with your child's teacher and administrative support and still have concerns, you may request a meeting with the Head of School.

Jenny Lyman K-5<sup>th</sup> Redemptive Discipline Director:

jlyman@hccalions.com

Tracy Murray 6<sup>th</sup> -10<sup>th</sup> Redemptive Discipline Director:

[tmurray@hccalions.com](mailto:tmurray@hccalions.com)

Gabby Fisher Director of Academics and Teacher Support:

gfisher@hccalions.com

Heather Hager, Head of School:

hhager@hccalions.com

## **Community Service**

Community Service is defined as:

- Any approved activity that witnesses to the Christian faith
- Activity in which there is no remuneration, either monetary, merchandise or material gain for person, class, or organization
- Any activity that helps another person or organization and is not part of a classroom assignment

## **Service Requirements**

- Freshmen 10 hours
  - Sophomores 15 hours
  - Juniors 20 hours
  - Seniors 25 hours
- Total for all years 70 hours

## Purpose

The purpose of this program is to fulfill our core values of Christlikeness and stewardship by:

- Instilling or affirming a servant's heart in our students
- Teaching the Biblical lesson of responsibility (Luke 12:48)
- Helping our students to learn to put others first

## Guidelines

- At least 1/2 of required yearly hours should be completed by the start of the second semester.
- Most activities should be pre-approved in writing, to include parental permission.
- A single event can be used to satisfy one semester's requirements only.
- A year equals June to May.
- Multiple activities done over the summer can satisfy the requirements for the year.
- An evaluation of the student's activities and attitudes must be submitted by the sponsor, and the student must submit a "completion form."
- Activities must be scheduled outside of regular school hours.
- Organization, record keeping and oversight will rest with the Guidance Counselor and/or faculty/staff.
- Failure to complete the yearly service requirement will jeopardize the student's re-enrollment for the following year.
- All graduation activities will be suspended for seniors who have not met their requirements by the beginning of May.

## Recognition

- Individuals completing 100 hours of service will receive a silver medallion at graduation.
- Individuals completing 125 hours of service will receive a gold medallion at graduation.

## Curriculum

School textbooks are purchased through the annual fee for the school year. Some books (e.g., readers) will be on loan to the students. These books will be temporarily assigned to the student then returned to the teacher. Students may be charged for damaged or lost books. This decision will be left up to administration.

Biblical integration is vital to the HCCA program. Biblical integration can be seen in all subject areas. By this, we mean our entire curriculum is taught in light of God's truth, and the Bible—the Word of God—is the ultimate source of truth in all subject matter. Textbooks are written from a Biblical Worldview from Bob Jones and ACSI's *Purposeful by Design*. The Bible is included as part of the subjects required for each student.

Our program has a four-way emphasis: **spiritual, academic, physical, and social.**

1. The **spiritual** emphasis is clearly stated above.

2. The **academic** is “traditional” in the sense we stress the fundamentals of reading, writing, and math.
3. The **physical** is covered both in our outdoor play time whether on playground, organized game time, and athletics.
4. Our **social** emphasis means that we are concerned about a child’s place in society and about his or her relationships with other students and adults.

All students must participate in a variety of special classes each week. Examples of specials may include (but may not be offered each year): music, art, physical education, technology, and drama. The intention is utilizing these classes to enhance the academic learning environment and continue the process of educating the whole child:

1. For reinforcement: We believe most students require adequate review to master material essential to their educational process.
2. For practice: Following classroom explanation, illustration, and review of new work, homework is given to master the material.
3. For 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. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention. Incomplete or incorrect homework needs to be corrected by the student. Assignments will receive full credit for completion on time. Incompleted homework will be a zero. Any major projects (ex: research paper, science project) will receive 10 points off per day that it is late up to 3 days.

### **Discipline/Behavior**

“All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness” Hebrews 12:11.

HCCA has the heart to provide an excellent education with every student treated equally and fairly, regardless of nationality, race, or background. Whether or not a student has made a personal decision to become a Christian, each student will be expected to abide by the standards of conduct referred to throughout this Handbook, and to sign the Student Conduct Agreement (attached as **Appendix B** to this Handbook). HCCA expects full cooperation from both students and parents. When the Academy feels student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he/she may be requested to transfer out. HCCA is a gift from Christ, and we must seek to please Him in every area.

### **Biblical Principles**

HCCA is above all else a Christian institution in both philosophy and practice. We believe the Bible is the infallible Word of God (2 Timothy 3:16-17). After hearing the truths of Scripture, our desire is that each student come to a saving knowledge of Jesus Christ as their personal Savior (Isaiah 45:21-22; Ephesians 2:8-9). It is then our desire to see them grow through the work of the Holy Spirit (1 Corinthians 6:19-20). A life in Christ should

encourage students to live seeking to please Christ above all else by keeping Him first in their lives and then loving others as He loves us (Matthew 22:37-39; Romans 13:8-10).

HCCA utilizes a progressive yet redemptive discipline approach. Redemptive discipline takes a gospel centered approach. It is designed to focus on the heart of a student's behavior. When combined with progressive discipline, there is a gradual series of consequences. The goal is to focus on restoring positive behavior and addressing the reasoning behind the misconduct. The intent is to help student's correct behavior while seeking to grow in a Christ-like character. This form of discipline is Scripturally-based and grace oriented in nature. The intent behind this style of discipline is that students not conform to a particular behavior but are guided to be conformed to the image of Jesus Christ their Creator. With redemptive discipline our goal is to lead students to self-discipline where they can recognize, admit, and repent of their sin. Rules that are established based on scripture follow 2 Timothy 3:15-16 which is "profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work". Consequences for positive and negative behaviors must be logical and natural and will be determined by the nature of the behavior. HCCA does not practice the use of corporal punishment.

Standards of Conduct:

**Christ like character:**

To promote an environment conducive for our students' growth, students are expected to avoid association with or participation in activities contrary to Biblical principles. The gospel centered approach makes room for students to be continually growing in their character. A student shall not use profanity or obscene language, either written or verbal. This includes obscene gestures, signs. Pictures, websites or publications (pornography). Immodest, lustful, indecent, or lewd behavior will not be tolerated at school or at any school sponsored event.

**Social Media:**

Each student is fully responsible for the reputation he/she builds for himself/herself, including online and through social media. When a student's social media activity affects our school environment conversation or intervention will happen.

**Academic integrity:**

We want students to learn that academic success is determined by working hard and with integrity.

Cheating and plagiarism will be addressed directly. This includes:



1. "Borrowing" homework.
2. Plagiarism.
3. Asking for information about a test given earlier.
4. Obtaining information using any unethical method during a test.

Any incidence of cheating will result in a zero on the assignment.

### **Sexuality:**

We are supporting the biblical view of sexuality. Refer to our statement of faith. To support our students learning environment a student shall not participate in displays of physical affection (e.g. kissing, embracing) on school grounds.

### **Bullying:**

A student's safety and emotional health is a high priority, and HCCA seeks to provide an environment where students can learn, free from harassment and bullying of any kind.

Bullying may be identified as a repeated behavior, verbal or non-verbal, that is intended to cause physical, emotional, psychological, or social harm. This includes:

1. Physical Behavior. Intentionally endangering the welfare of others.
2. Verbal Behavior. Including but not limited to name calling, teasing, bossing, threatening, making fun of another's appearance, physical characteristics, or cultural background.
3. Indirect Behavior. Including but not limited to spreading rumors, circulating inappropriate notes or drawings, using other people to threaten, intimidate or humiliate one another.
4. Cyber Bullying. Including but not limited to sending inappropriate or threatening emails or text messages, creating or posting inappropriate or threatening information or pictures or websites.

A redemptive discipline approach does understand that students are growing in how to build healthy relationships, and much discipleship is required as they develop. Our approach is to have students use brave communication and communicate with teachers if they are feeling bullied as a first step. Parents are also encouraged to report directly to teachers any concerns without the fear of consequences. Often a student has not learned the skill of brave communication and it will be necessary for you as a parent to let the teacher know if your student is struggling. If a parent feels the teacher is not addressing your concerns, the next step would be the Director of Redemptive Discipline, and finally the Head of School.

## **Discipline Response:**

1. Teachers are the first line of defense in the discipline process. Teachers will notify parents and partner together to redirect behavior that reflects Godly character and integrity. Most discipline will be resolved in class with your student's teacher.
2. If there is a need for administrative discipline, the teacher will refer to the Director of Redemptive Discipline. Administration will attempt to deal with each matter in a timely and effective fashion. Each situation will be examined and consequences will be assigned on an individual basis and according to the offense. Possible consequences include but are not limited to caring conversation, creative discipline, conference, detention, suspension, and expulsion.
3. If a parent has a concern the procedure or discipline the procedure to follow is:
  1. Communicate directly with your student's teacher.
  2. Contact the Director of Redemptive Discipline for your student's grade for behavior and discipline issues. For concerns with academics or teacher concerns contact the Academic and Teacher Supports Director.
  3. If concerns are not resolved, parent may request a meeting with the Head of School.

Students' desks, book bags, lockers, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students may be suspended, expelled, or refused enrollment at the discretion of the administration for a divisive spirit or promoting division.

### **Alcohol, Tobacco, Inhalants, and Illegal Drugs**

No one is permitted to possess, use, transmit or conceal alcohol, tobacco products, inhalants, illegal drugs, or drug paraphernalia in any part of the school building or on school grounds at any time. These prohibitions include prescribed and non-prescribed medicines or counterfeit substances. A student shall not be under the influence of such alcoholic beverages, inhalants, or drugs at any time while on school property or at a school sponsored event. Such an offense may lead to a school suspension or expulsion.

### **Fire Arms, Weapons, and Dangerous Instruments**

HCCA's policy prohibiting possession of weapons on campus is a direct reflection of State Code 16-11- 127.1 which provides for school safety zones. This policy strictly forbids possession of weapons on your person, in your locker, or in your vehicle, while within the school safety zone which includes all secondary campus grounds. This applies to all hours and all functions. Students are reminded that possession of a weapon (firearms, knives, martial arts weapons, bludgeons, etc.) within a school safety zone is a felony in the state of Georgia. This offense will normally result in expulsion. The exception to the code are those involved in school security only.

A student shall not possess, handle, transmit or conceal any object considered a dangerous weapon or an instrument of violence. Examples include (but are not limited to) lighters, matches, firearms, ammunition, knives, fireworks, chemicals, explosives or any other dangerous object. This ban extends to all “look a likes” and counterfeits, including toys and replicas.

### **Dress Code**

The purpose of the HCCA Dress Code is to establish guidelines that are neat and modest and allow for an appropriate learning environment. It is generally true that an orderly dress code will foster proper classroom behavior and effort. Enforcing the dress code is not the sole responsibility of HCCA. We ask that parents partner with us in making sure that students leave the house in proper dress code attire.

This dress code is meant to establish principles and specific guidelines in the spirit of neatness, appropriateness, and modesty. The administration holds the right to enforce any issue related to dress code that may not be specifically addressed in this dress code.

Please refrain from animated or political characters or TV, music, and/or movie personalities on clothing, book bags, lunchboxes, masks, etc.

### **K through 5th Grade Girls**

- **Bottoms**
  - Khaki or navy dresses, skorts, or skirts
  - Khaki or navy shorts or pants. Leggings are only permitted under skirts or dresses; Leggings are not to be worn as pants.
- **Shirts**
  - Solid color shirts may be polo style or button up with a collar.
  - Spirit wear is also acceptable with uniform bottoms.
  - **NO** cropped tops
- **Outerwear**
  - Any **HCCA jackets, sweatshirts, or hoodie** may be worn during the school day.
  - Any **solid** color sweatshirt or hoodie may be worn during the school day. Small pocket emblem is acceptable with nothing on the back.
- **Footwear**
  - Shoes are to be worn every day.
  - Tennis shoes must be worn for PE activities.
  - All shoes must have a closed back or strap around the heel. Flip flops are not allowed. Light up shoes are not permitted due to distractions caused in the classroom setting.
- **Hats**
  - Hats are not to be worn in the buildings unless it is a designated hat day.
- **Body Piercing/Jewelry**
  - Piercings are limited to ears only. Other piercings are not allowed at any HCCA function, including school-sponsored trips and athletic events.
- **Hair**

- Extreme hair colors are to be avoided. These include but are not limited to red, yellow, green, purple, white, or any form of bleached color. Please consult the administration if you have any questions before proceeding with coloring your child's hair.

### **K through 5th Grade Boys**

- **Bottoms**
  - Khaki or navy shorts or pants.
- **Shirts**
  - Solid color shirts must be polo style or button up with a collar and should be tucked in.
  - Spirit wear may also be worn with uniform bottoms.
- **Outerwear**
  - Any **HCCA jackets, sweatshirts, or hoodie** may be worn during the school day.
  - Any **solid** color sweatshirt or hoodie may be worn during the school day. Small pocket emblem is acceptable with nothing on the back.
- **Footwear**
  - Shoes are to be worn every day.
  - Tennis shoes must be worn for PE activities.
  - All shoes must have a closed back or strap around the heel. Flip flops are not allowed. Light up shoes are not permitted due to distractions caused in the classroom setting.
- **Hats**
  - Hats are not to be worn in the buildings unless it is a designated hat day.
- **Body Piercing/Jewelry**
  - No earrings, body piercings, or inappropriate jewelry allowed. This applies to all HCCA functions, including school-sponsored trips and athletic events.
- **Hair**
  - Young men's hair should be neatly cut off the top of the collar, and eyebrows. If deemed unkempt, student will be asked to cut it according to the direction of administration. Buns/ponytails are not permitted. Extreme hair colors are to be avoided. These include but are not limited to red, yellow, green, purple, white, or any form of bleached color. Please consult the administration if you have any questions before proceeding with coloring your child's hair. **Please anticipate the need for haircuts and plan appointments before hair gets too long.**
- **Nail polish**
  - Polish on fingernails or toenails is not permitted.

### **Middle and High School Girls**

- **Bottom, Pants, and shorts**
  - Khaki or navy skirts, pants, or shorts may be worn
  - Hems should be no shorter than fingertip length
  - Modest fitting denim jeans with no rips, holes, or frays.

- **Shirts**
  - Solid color shirts may be polo style or button up with a collar.
  - Spirit wear is also acceptable with uniform bottoms.
  - **NO** cropped tops
- **Outerwear**
  - Any **HCCA jackets, sweatshirts, or hoodie** may be worn during the school day.
  - Any **solid** color sweatshirt or hoodie may be worn during the school day. Small pocket emblem is acceptable with nothing on the back.
- **Footwear**
  - Shoes are to be worn every day.
  - Tennis shoes must be worn for PE activities.
  - All shoes must have a closed back or strap around the heel. Flip flops are not allowed.
- **Hats**
  - Hats are not to be worn in the buildings unless it is a designated hat day.
- **Body Piercing/Jewelry**
  - Piercings are limited to ears only. Other piercings are not allowed at any HCCA function, including school-sponsored trips and athletic events.
- **Hair**
  - Extreme hair colors are to be avoided. These include but are not limited to red, yellow, green, purple, white, or any form of bleached color. Please consult the administration if you have any questions before proceeding with coloring your child's hair.

### **Middle and High School Boys**

- **Bottoms**
  - Khaki or navy shorts or pants.
  - Modest fitting denim jeans with no rips, holes, or frays.
- **Shirts**
  - Shirts must be polo style or button up and should be tucked in. Spirit wear may also be worn with uniform bottoms.
- **Outerwear**
  - Any **HCCA jackets, sweatshirts, or hoodie** may be worn during the school day.
  - Any **solid** color sweatshirt or hoodie may be worn during the school day.
- **Footwear**
  - Shoes are to be worn every day.
  - Tennis shoes must be worn for PE activities.
  - All shoes must have a closed back or strap around the heel. Flip flops are not allowed.
- **Hats**
  - Hats are not to be worn in the buildings unless it is a designated hat day.
- **Body Piercing/Jewelry**

- No earrings, body piercings, or inappropriate jewelry allowed. Boys may not wear excessive necklaces or wristbands. This applies to all HCCA functions, including school-sponsored trips and athletic events.
- **Hair**
  - Young men's hair should be neatly cut off top of the collar, and eyebrows. If deemed unkempt, student will be asked to cut it according to the direction of administration. Buns/ponytails are not permitted. Extreme hair colors are to be avoided. These include but are not limited to red, yellow, green, purple, white, or any form of bleached color. Please consult the administration if you have any questions before proceeding with coloring your child's hair. **Please anticipate the need for haircuts and plan appointments before hair gets too long.**
- **Facial Hair**
  - Neatly groomed facial hair. (For example, short and neatly groomed mustaches, goatees, and beards).
- **Nail Polish**
  - Polish on fingernails or toenails is not permitted.

**If students are not in dress code, parents will be called to provide a change of clothes.**

### **Friday Dress Code for All Grades**

No uniforms required. Jeans may be worn with no holes above the knees. No athletic wear, sweatpants, gym shorts, or workout leggings are allowed. No crop tops or tank tops.

### **Emergency Contact**

Parents are responsible for providing the school with updated phone numbers (home and business) and changes in living address and/or email addresses. The school must also be informed of changes in emergency contact people.

### **Extracurricular participation**

The priority of putting in extra time and effort in studies takes precedence over practice and sometimes games. Students leaving school early for game/event participation must have assigned work completed on time when they return. This necessitates getting class and homework assignments prior to leaving school.

A student absent from school cannot participate in practice or event (game, meet, etc.) on the day of absence. Students must attend at least half of their classes in a school day to participate in extracurricular activities. All extracurricular (including clubs) participation must fall in line with school and athletic association guidelines (as appropriate).

Students on academic probation will not be allowed to participate in extracurricular activities including all sports and clubs.

## **Field Trips**

Field Trips may be planned for each grade level as an extension of classroom learning. Field trip costs will be in addition to tuition and fees. Fundraisers may offset some costs. Middle school and high school students will take at least one field trip per year. Permission forms will be required before participation in the field trip can be allowed. If your student is unable to attend the field trip, HCCA will make accommodations on campus for them.

## **Field Trip Guidelines**

1. Students are encouraged to attend field trips.
2. Parent chaperones are often needed. All parent chaperones will be responsible for the students in their care. Chaperones will not bring other children on any field trips unless special permission has been given.
3. Parents not serving as chaperones are welcome to participate in all field trips at their own expense and by making their own arrangements.
4. HCCA students must always remain with the school group. This prohibits leaving with anyone except an official chaperone.

## **Financial Information**

The tuition fee may be paid in full at the beginning of the school year or paid in monthly installments. For those choosing to pay their tuition in full, there is a 3% discount offered. We do offer a multiple-child discount for our families. The first child will pay a regular monthly tuition rate then each additional child will receive a 5% discount on the monthly tuition. For those choosing to pay monthly installments, tuition is divided into ten equal payments to be paid each month beginning in August to May.

All tuition is due the first school day of the month, August through May. Failure to make your monthly tuition payment by the end of each month will result in a \$10 late fee which is applied to the following month's tuition. Late fees will incur if the payment is received after the 15<sup>th</sup> of each month. If there are any issues with tuition or you need to discuss a payment plan, please contact Kristen Little at [klittle@hccalions.com](mailto:klittle@hccalions.com) or 470-975-1577. All accounts must be settled prior to the last day of school.

Payments may be made by check, cash, money order, or online through the "FACTS" student information system. If you choose to pay by credit card online, there is a convenience fee on each payment. Please make checks payable to HCCA. A tuition reminder along with a red envelope will be sent home prior to tuition being due. Please enclose tuition in the envelope and send it to school with your child. The online payment option will continue to be available.

**Please note tuition will not be refunded or omitted for temporary absences, illness, surgery, family vacations, early withdrawal during a month, or inclement weather days.**

In the event of a returned check, you will be responsible for all applicable bank charges. Please refrain from giving payments to those working the drop off and pick up line. If your teacher or room parent requests money for a class project or party, the money should be

sent as cash in an envelope labeled with the student's name to your student's teacher or room parent.

If for any reason you choose to withdraw your student prior to the end of the school year, we will require a 30-day written notice along with a tuition payment to cover the 30-day notice.

The application fee, which is due with the application, is used to cover the cost of initially processing a student's application. The application fee is **non**-refundable. The annual fee is due in full by July 15. The annual fee covers curriculum, resources and building operations. Once the annual fee has been paid, it becomes non-refundable.

All regular financial transactions will be handled directly with the school office. Students may not be allowed to begin another semester's work, transfer permanent records, or receive report cards unless all previous accounts with the school have been paid in full. If a student withdraws from our program all school fees must be paid before we are able to send any transcripts

Other terms of payment include:

1. Application fee is to be paid upon completing the online application.
2. All checks returned by the bank to the school due to insufficient funds (as noted above) will be subject to a charge.
3. If payments go delinquent more than 2 months, a student may be asked to withdraw.

### **G1 Leadership – High School students only**

God First Leadership is a program raising up Godly leaders which is at the heart of our mission and vision. The world in which we live needs leaders that are not afraid to stand for and lead boldly for Christ. We recognize being an effective leader involves all aspects of a student's life. At HCCA, we have been called to teach students how to lead in life using Christ as our ultimate example.

Our desire is to have Christ-like uniqueness in every aspect of our journey with students. We are developing a leadership program that will see our high school students through all four years of their education. In this program, they will learn: debate from a Biblical worldview perspective, speaking skills, personal finance management, life skills, proper etiquette, character development, mentorship, and even internships once reaching their senior year. This will be an additional part of their academic studies and other electives that will provide opportunities to explore career paths that will open the door for them to seek God's call for their lives. We will strive for high school to be an experience they will never forget and one that will prepare them to be the leaders God is calling them to regardless if they pursue a college degree or enter the workforce.



## **Grade Reports**

Grades are issued every nine weeks at the end of the quarter at HCCA. Halfway through each grading period a progress report will be sent home. When reports go home, parents will receive a text via FACTS. The purpose of report cards is to give parents and students regular indication of progress being made. Parents and students may stay up to date with graded assignments using our FACTS online grading system (grades K and up). New parents will receive log-in instructions and a password the first week of school.

## **Grading Scale**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 – 59

## **Behavioral/Work Ethic Grades/Specials Grades**

All students will receive the following grades for behavior in class and work ethic:

E = Excellent

S = Satisfactory

NI = Needs Improvement

U = Unsatisfactory

## **Academic Probation**

If students' grades fall below a 70 percent in any subject area, they will be placed on academic probation. During this time, a meeting will be set with teachers, administration and parents to create a plan that best supports the academic needs of the student. If the student does not progress based on the plan put in place we will meet again to discuss next steps.

## **Graduation Requirements**

Students graduating from HCCA must meet the minimum high school graduation requirements set by the school. These requirements are in accordance with those set by the Georgia State Board of Education. No student will graduate from HCCA unless he has been enrolled for at least one year and has successfully completed the requirements of that year (unless there are extenuating circumstances).

English.....	4 units
Science.....	4 units
Math.....	4 units
Bible.....	4 units
History.....	2 units
Social Services (Government/Economics).....	1 unit
Health/PE.....	1 unit
Foreign Language.....	2 units
Fine Arts/Technology.....	2 units
Electives.....	up to 3 units

**Grievances:**

Grievances should be prayerfully considered before being communicated to the appropriate person including the following questions/concerns:

1. Functioning of the classroom: Teacher.
2. Performance/conduct of a teacher: Director of Academic Excellence & Teacher Support and Head of School.
3. School buildings or grounds: Head of School.
4. Finances: Director of Business
5. HCCA Curriculum: Director of Academic Excellence & Teacher Support
6. HCCA Vision: Head of School.
7. HCCA Volunteers: Director of Operations
8. HCCA PTF Volunteers: President of Parent Teacher Fellowship (PTF)

If a grievance is communicated to the appropriate person as stated above, and a satisfactory resolution has not occurred, then the grievance is to be taken to the next level of authority. The progression level of authority is:

1. Teacher
2. Director of Redemptive Discipline
3. Director of Academic Excellence & Teacher Support
4. Head of School
5. Chairman of the HCCA Board of Trustees

Most importantly, please note HCCA teachers want what is best for your child. Many problems in school result from misunderstandings, which are not readily communicated and resolved. Our goal is to address problems/areas of concern before they become points of friction, and to resolve points of friction before they become points of conflict. Handled quickly and honestly, problems/areas of concern are merely challenges providing teachable moments and opportunities for growth. Christ gives us the basic principles for settling differences in Matthew 18:15-20

**High School**

**Appendix A** of this handbook includes information and plan for high school students. Minimal changes will be made as needed.

**Homework**

Homework may be given at the teacher's discretion and may include incomplete classwork, additional reading, studying for tests and quizzes, special projects, etc. Written homework will not be given on Wednesday night.

Homework is an integral part of the educational process:

1. For reinforcement: We believe most students require adequate review to master material essential to their educational process.
2. For practice: Following classroom explanation, illustration, and review of new work, homework is given to master the material.

3. For 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. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention. Incomplete or incorrect homework needs to be corrected by the student.

**Inclement Weather:**

Should the weather become so bad that student transportation and safety is jeopardized, the Academy will be closed or delayed. HCCA will follow guidance from weather channels and actions taken by the Fayette County agencies. Due to students attending HCCA from other counties, consideration will be given to weather conditions in those areas as well when making decisions about closure or delays. HCCA uses the FACTS messaging system parent alert/ Text Messages and school wide emails. Please ensure the Academy has all current telephone and email information.

**Internet**

Students must sign the HCCA Technology Acceptable Use Policy (see **Appendix D** to this Handbook) prior to using the Internet. Any violation of the policy may result in the student losing computer privileges or even more serious consequences.

**Legal Documents**

It is necessary that all affected parents provide information pertaining to legal documents involving custody, guardianship, restraining orders, and any other legal documents that would affect a student or students at HCCA. A copy of the legal documents will be kept in the student's folder. When needed, provide photos to the HCCA administration that would help provide safety to both students and staff.

**Library**

Students will participate in the library at least once a week for grades K-5th. Middle school and high school students will utilize the library as required by their class. Library books can be checked out of the library and must be returned by the scheduled due date. If books are not returned to the library, parents may be asked to replace the book or one that is comparable.

**Lost and Found:**

Students are responsible for their personal property; the school does not accept responsibility for lost property. Students are cautioned not to bring valuables or large amounts of money to school. All personal items used at school should be clearly marked with the student's name. Students who find lost items are instructed to take them to the school office to be placed in "Lost and Found". Donations are made to local shelters from "Lost and Found" on a yearly basis.

**Lunch/Forgotten Lunches:**

Each student is required to bring their own lunch and snacks for the day. If a student forgets lunch, the parent will be notified by the office. If a parent brings lunch to a student,

that lunch should be left in the office for delivery to the student. Students will have the potential for purchasing lunches from designated vendors. Information for will be sent home at the beginning of the year with details concerning ordering lunch. We are NOT a peanut-free school. However, if your student has a peanut allergy, please notify your student's teacher and the main office so that we can take the proper precautions.

### **Lunch Visitors**

Visitors are welcome to eat lunch with a student. The visitor must sign-in and wear a visitor's badge prior to going to the lunchroom. Parent cooperation is essential to maintain a well-operated lunchroom. Parents are asked to urge their children to observe proper lunchroom behavior. The following is a list of the lunchroom rules:

1. Students will remain in the lunchroom unless given permission to leave.
2. Students will maintain an acceptable noise level while in the lunchroom.
3. Students will keep their hands, property, and food to themselves.
4. Students will be responsible for cleaning the area in which they eat. Students will show respect to all lunchroom personnel.

### **Medication & Illnesses**

All prescription and non-prescription medications are to be administered by the school office. The office does stock Tylenol, antacids and cough drops and may dispense with written parental consent or a doctor's authorization. You may wish to send in your own for the school to have "on hand" for your child. However, any medications, prescription or non-prescription MUST be clearly labeled with the child's name and accompanied by a completed and signed "Office Medication Form".

If your child has any allergies, especially to food, please notify the office and the teacher. We will need a letter from your child's doctor confirming any allergies and a doctor's order to administer an Epi-pen and/or Benadryl in time of emergency.

If it is essential medication be administered during the school day, please observe the following:

1. A parent/guardian written request is required for school personnel to administer any medication.
2. All medications, whether over the counter or prescription, need a current medical order. An order from the student's physician or dentist for administration of medication can be verified by phone or fax.
3. Medication must be delivered to the school in a properly labeled or original over-the-counter container. The student's name must be on the label, with proper identification of the drug, dosage, and directions for administration.
4. The medication order is effective for the current school year only. If changes in the medication order occur, the parent is responsible for notifying the school and providing medical verification from the physician or dentist.

For the protection and well-being of your children, the illness policy is carefully and consistently enforced. If you are notified your child is ill in school, we ask that you pick up your child as soon as possible. A sick child may return to school after being symptom

free for 24 hours (without any aid from medicines, which may mask symptoms, such as Tylenol for a fever or Imodium for diarrhea). A child may also return if accompanied by a doctor's note stating that the child is not contagious.

If your child is placed on an antibiotic for treatment of a communicable illness, your child must be on the antibiotic for a full 24 hours before returning to school. If your child has head lice, you must wait a full 48 hours after successful treatment before your child can return to school. Upon returning to school, a physical head check will be performed.

Your understanding and cooperation are necessary to help keep all HCCA children, teachers, and staff as healthy as possible. A child with any of the following symptoms may **NOT** attend school or will be sent home from school if there is:

1. A fever of 100 degrees and above.
2. Diarrhea or vomiting (sent home after vomiting or 2 loose stools).
3. Rashes (other than normal skin irritations) and open sores.
4. Any other contagious symptoms (e.g., green nasal discharge, sore throat, severe coughing).
5. Any symptoms related to a communicable illness (e.g., "pink eye", chicken pox).
6. Head lice and/or nits.

### **Exposure to Communicable Disease**

It is important HCCA is notified if your child has been exposed to a communicable disease. If your child is exposed to a communicable disease, our Academy will notify the appropriate parents and take all necessary precautions.

### **Exclusion of Children with Communicable Disease**

A chart in the HCCA main office includes recommendations and information from the State of Georgia. We follow the communicable disease chart recommendations regarding children's exclusion from and re-admittance to the facility.

### **Notifiable Communicable Disease**

HCCA is required by law to report any suspected case of notifiable communicable disease to the local county health department.

### **Messages**

The school office staff can and will deliver messages to students during the school day. If a parent needs to see a student, he/she should come to the school office so the student may be called. Parents are not permitted to go directly to a classroom during school hours. Messages for teachers are to be left with the main office. Students are **NOT** permitted to have cell phones on during school hours.

### **Open House**

Open House will be held for students and their families prior to the first day of classes. The day and time will be sent to registered families via the FACTS email portal.

### **Parent/Teacher Fellowship**

Parent Teacher Fellowship was established to allow for parent connections, to support both students and teachers, and assist the school through prayer, activities, and over all encouragement. Throughout the year PTF looks to provide projects that foster positive relationships among families, students, and staff. More information regarding the Parent-Teacher Fellowship (PTF), including PTF's membership, structure, events and volunteer information is included in **Appendices E, F and G**.

### **Pledges**

A basic foundation of our Christian faith and heritage is reflected in the love of God and country. Each student will be expected to voluntarily participate in the pledges as a testimony to that belief. The pledges in which they will participate include: Pledge to the American Flag, Pledge to the Christian Flag, and Pledge to the Bible.

### **Positive Encouragement**

Developing character traits honoring Christ is vital to the mission of HCCA. Teachers and administrators will look for – and cultivate – traits such as leadership, self-control, respect, obedience, kindness, responsibility, and honesty in students. Students will be recognized with possible rewards such as dress down pass, homework pass, or a special treat.

### **Promotion, Placement, and Retention Policy**

Students in the primary grades (1-3) may be retained if the child has an “F” average in one or more major subjects (reading or math).

Students in the intermediate grades (4-8) may be retained if the student has an “F” average in 2 or more major subjects (reading, math, social studies, or science).

Students in high school receiving an “F” in academic classes will need to pursue credit recovery. The student and parent will work with High School Guidance/College Planner to establish what is needed.

In addition to grade average, the following are considered to determine if a student should be retained:

1. Attendance.
2. Age.
3. Emotional, physical, social maturity.
4. Academic ability as reported by achievement tests or diagnostics.

### **Safety Drills**

All students at HCCA participate in regular safety drills throughout the year. Practice alternates between fire drills, tornado drills, and lockdown drills. As a school, we have emergency preparedness procedures established for bomb threats, intruders, severe weather, and first aid

### **School Pictures**

School pictures are taken in the fall several weeks after the opening of school. These are more traditional style pictures and will be available for purchase. These pictures serve as our yearbook photos.

Throughout the school year, students participating in athletics will also have the opportunity to have both team and individual photos taken.

### **Security**

HCCA takes seriously the safety and wellbeing of every child. Preventive measures have been put in place to ensure we take care of our students and employees. All exterior doors are locked during school hours. The main entrance requires admittance by administration.

Security cameras have been installed in various places throughout campus to provide further security. A fully developed security and crisis plan is in place, and staff members are well trained in its contents by our Security Advisor.

All visitors – including parents, relatives, parent volunteers, and former students – who enter the school section of the buildings must sign-in at the school office. This policy will be strictly enforced. Any student leaving school will be checked out from the office. The school office will call the student from the classroom. Parents must wait for students in the school office. Please be aware HCCA is legally responsible for protecting all students. Any visitors in the classrooms or hallways after 8:15 a.m. will be asked to leave immediately, unless they have signed-in with the school office. Parents should not linger in classrooms for any reason. Conferences must be scheduled with the teacher's approval.

### **Signing-In/Signing-Out**

When a student comes to school after 8:15 am or must leave school early for any reason, parents must complete the entry on the "Sign-In/Sign-Out" register. Students will only be released to individuals listed on their student information sheet unless parental permission has been given. Please send a note with your child in the morning so the teacher will be aware of the early dismissal.

### **Restrictions on Child Pickup**

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have a certified copy of the court order of final judgment on file in the office. All names of individuals not allowed to pick up a student must be in writing and placed in the student's permanent record in the office.

We will not allow a child to leave with anyone not listed on the registration form without a note from his/her parents. If the person who picks up your child is unknown to the staff, identification will be required.

**Snacks**

Students are permitted to bring a snack for the scheduled snack time during class. Students are encouraged to bring healthy snacks. Students are not allowed to bring colored drinks; however, they may have bottled water. Students with medical conditions who require snacks should make arrangements with the designated school administrator.

**Special Education**

HCCA, as a non-federally funded program, is neither subject to requirements to provide Individualized Education Plans (IEPs) (pursuant to the Individuals with Disabilities Education Act), nor is it required to provide "504 Plans" (under Section 504 of the Rehabilitation Act). At the sole discretion of the administration and teachers, we may make accommodations in the classroom for students if needed in a particular context, when such accommodations are reasonable and practicable. If at any point, teachers and administration determine we are unable to successfully provide an academic atmosphere that supports student growth you may be asked to un-enroll your student.

**Standardized Tests**

Each spring HCCA administers the Iowa standardized achievement test to all students in grades one and higher. It is important students attend school each day during testing. Tenth graders will participate in the PSAT. Eleventh and twelfth graders will participate in SAT/ACT.

**Student Drivers**

Students in grades nine through twelve with a valid driver's license are permitted to drive to school. This is considered a privilege at HCCA. Once the students have arrived on the school campus, they are not permitted to leave until school is finished for the day. Students will have designated parking spots assigned. They must leave their car immediately upon arriving on school grounds in the morning. Students may not return to their cars during the school day without the permission of the administration. If this privilege is abused in any way, such as on-campus traffic accidents, reckless or dangerous behavior, or observed traffic violations, it may be revoked at the discretion of administration.

**Student Supplies**

Students are expected to bring their own school supplies. A list will be provided to parents and students through the FACTS student information system as an email. Additional supplies may be required throughout the year.

**Tardiness**

HCCA is committed to the core value of stewardship in all aspects of the school's program. It is essential that time is used wisely as a gift from God. Students are expected to be on time for homeroom and all classes. When students are late to school and/or class, it can disrupt the learning that is taking place.

A student arriving to school after 8:15 a.m. needs to be signed in by an adult. The tardiness will be either excused (medical appointments, accidents, weather conditions, or



emergencies) or unexcused, depending on the reason for the student's tardiness. Please refer to the attendance section for explanations of excused and unexcused absences. Each semester, students will be allowed 5 unexcused tardies. After the 5<sup>th</sup> tardy families will be charged \$5 per unexcused tardy.

### **Transportation**

Parent Parking, Pick-up, and Drop-off. Vehicles should be parked in designated parking areas only. Parking in the school driveway is not allowed. It is vital students be picked up promptly. Parents who are not on time to pick up their students will incur a \$5 charge per occurrence. Please follow the designated procedures for drop off and pick up to help traffic run smoothly and avoid unnecessary delays. To maintain a safe environment, we ask that you pick-up and drop-off your student in the car rider line.

### **Visitors**

All visitors must sign-in and sign-out through the school office. Visits to the classroom are not allowed during school hours unless a visitor has arranged in advance with a classroom teacher to assist in the classroom. Visits are allowed during lunch, some school parties as determined by the teacher, and special assemblies.

### **Weapons, Dangerous Instruments, and Threats**

A student shall not possess, handle, transmit or conceal any object considered a dangerous weapon or an instrument of violence. Examples include (but are not limited to) lighters, matches, firearms, ammunition, knives, fireworks, chemicals, explosives or any other dangerous object. This ban extends to all "look a likes" and counterfeits, including toys and replicas. Administration, along with the head of security, will investigate each scenario and has the right to expel the student due to severity of the situation.

### **Withdrawals**

Student withdrawals from HCCA are handled through the school office. Parents will need to fill out an official withdrawal form. In order to transfer academic records, all fees must be paid, all books and other school belongings returned, and the proper forms completed. Advance notice must be given in order for students to receive records at time of withdrawal, and please allow 2-3 working days for all records to be finalized and recorded. Please refer to the financial information section of this handbook for more information.

### **Yearbook**

Throughout the year, pictures will be taken in preparation for a yearbook. A yearbook class has been organized as an elective for our high school students.

***Be on your guard; stand firm in the faith; be courageous; be strong.  
I Corinthians 16:15***

## APPENDIX A – HCCA HIGH SCHOOL PLAN

<b>9<sup>th</sup> Grade</b> <b>Bible 9</b> <b>English 9</b> <b>Algebra 1 or Geometry</b> <b>Geography or U.S. History</b> <b>Physical Science or Biology</b> <b>Health/PE</b> <b>Leadership 1</b> <b>Elective</b> <b>Mission – Local Mission Trip</b>	<b>10<sup>th</sup> Grade</b> <b>Bible 10</b> <b>English 10</b> <b>Algebra II or Geometry</b> <b>Biology or Chemistry</b> <b>World History</b> <b>Spanish I</b> <b>Leadership II</b> <b>Elective</b> <b>Mission – Georgia Mission Trip</b>
<b>11<sup>th</sup> Grade</b> <b>Bible 11</b> <b>English 11 or DE</b> <b>Algebra II or Geometry or Pre-Cal or Alg III</b> <b>U.S History or DE</b> <b>Physics</b> <b>Spanish II</b> <b>Leadership III</b> <b>Elective</b> <b>Mission – National Mission Trip</b>	<b>12<sup>th</sup> Grade</b> <b>Bible 12</b> <b>English 12 or DE</b> <b>Algebra III or Pre-Calculus or Calculus</b> <b>Government or DE</b> <b>Economics or DE</b> <b>Science</b> <b>Leadership IV</b> <b>Elective if needed</b> <b>Mission – International Mission Trip</b>

The course of study for high school students follows the Georgia requirements for graduation. HCCA will continue to adjust as the needs arise. This is in no way all- inclusive information, but it will be added to as the year's progress and as needs arise. We will incorporate Dual Enrollment (DE) educational opportunities, sports, electives, and Advanced Placement (AP) classes (TBD). The goal is to offer career pathway options for students to investigate gifts and passions the Lord lays on their hearts. Graduation requirements will include community service hours and mission trips.

Other important high school information in the process of development:

Move on When Ready  
 Hope Scholarship Eligibility  
 National Honors Society  
 Beta Club

## APPENDIX B – STUDENT CONDUCT AGREEMENT

It is our desire every school student reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do, both on and off campus, is extremely important.

Since the testimony of our lives is so important, you are asked to read and sign the following agreement which pertains to student conduct both on and off campus, during and after school.

1. I agree to strive for excellence as a student in all that I say and do.
2. I agree to obey the Bible in speech and conduct.
3. I agree to respect and cooperate with those in authority at the school.
4. I agree to avoid alcohol, drugs, and tobacco.
5. I agree to avoid cursing, sexual immorality, witchcraft, dissension, and cheating. (These and other specific acts and attitudes HCCA adheres to are cited in Galatians 5:19-21.).
6. I agree to abide by the dress code as published in the Harp's Crossing Christian Academy Student Handbook.
7. I agree to submit to the discipline policy of the school.
8. I understand that once I enroll at Harp's Crossing Christian Academy, I am a part of The Harp's Crossing Christian Academy Family wherever I am. Therefore, I agree to avoid behavior, both on and off campus, that would dishonor Jesus Christ, the school, the church, my family, and me.
9. I understand that I can be held accountable by the school for any negative behavior, both on and off campus, at any time during the year.
10. I have received and read the Academy's Student Handbook and are willing to abide by the content set forth by administration.

The student is to abide by the guidelines presented in this handbook. Disrespect, arguing and an "attitude" are not helpful if the student is being disciplined. If the student disagrees with the teacher, then he/she should make their disagreement known in private in a respectful manner.

Proper response to discipline, even if the student believes they are wronged, indicates maturity and acceptance of responsibility to the teacher.

### ACKNOWLEDGEMENT

**STUDENT** \_\_\_\_\_  
Printed Name

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX C – PARENT/GUARDIAN STATEMENT OF SUPPORT

1. We have received and read the Academy's Student Handbook and are willing to have our children educated in accordance with them.
2. We will regularly and earnestly pray for Harp's Crossing Christian Academy.
3. We will fully cooperate in the educational activities of Harp's Crossing Christian Academy by doing our best to make Christian education effective in the lives of our children. This is to include providing our children with an area and supplies to complete assignments such as homework, projects, etc.
4. We will require our children to support the spiritual activities of the school. (Chapel, Bible classes, Scripture memory, etc.)
5. We will pay all of our financial obligations to Harp's Crossing Christian Academy on or before the date due. If we are unable to do so, we will notify the Financial Administrator, giving a reasonable explanation for the delay and stating when payment will be made.
6. The school has full discretion in the discipline of our children in accordance with the "dress code policy" and the "discipline policy" as published.
7. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
8. The school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school.
9. We will volunteer for duties and responsibilities for Harp's Crossing Christian Academy as opportunities arise and God provides the time and strength.
10. We will be faithful to attend all parent functions at Harp's Crossing Christian Academy, as best we can. These include open houses, parent teacher fellowship meetings, parent conference requests, information nights, etc.
11. If we become dissatisfied with Harp's Crossing Christian Academy in any way we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism. (Matt. 18:15-17; 5:23-24)
12. We will seek to support and advance Harp's Crossing Christian Academy in every area possible – spiritually, academically, physically, and financially.

### PARENTS / GUARDIANS

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Printed Names (both parents)

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX D – HCCA TECHNOLOGY ACCEPTABLE USE POLICY (AUP)**

The school's information/technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources.

Students must:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Do not view, use or copy passwords, data, or networks to which they are not authorized.
  - c. Do not distribute private information about themselves or others.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a teacher or administrator.
  - c. Do not destroy or damage data, networks, or other resources that do not belong to them, without the clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
  - a. Do not infringe on copyrights (e.g., no making illegal copies of music, games, or movies).
  - b. Do not plagiarize.
4. Respect and practice the principles of community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting material to the teacher.
  - c. Do intentionally access, transmit, copy, or create material that is illegal or in violation of HCCA's code of conduct/mission (e.g., messages or sites that are pornographic or obscene, threatening, rude, discriminatory, or meant to harass; stolen materials, or illegal copies of copyrighted works).
  - d. Do not send spam, advertise, or otherwise conduct business, unless approved as a school project and by the Head of School.

In accordance with the above policy, students may:

1. Access approved websites as a resource for classroom study.
2. Use the resources for any educational purpose as directed by the teacher.

### **Consequences for Violation:**

Violation of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's Internet/technology resources.

Failure to follow these guidelines can violate the official code of Georgia, OCGA Codes 16-9-90, 16-9-92, 16-9-93, and 16-9-93.1 as well as United States Public Law 106-554, known as the Children's Internet Protection Act.

**Supervision and Monitoring:**

School and network administrators and their authorized employees monitor the use of information/technology resources to help ensure uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information/technology networks to further the health, safety, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, if necessary.

Parents, please discuss these rules with your child (ren) to ensure that he/she understands them. The rules also provide a good framework for your student's use of computers at home.

**ACKNOWLEDGEMENT**

**STUDENT**

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Printed Name

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PARENT**

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Printed Name

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **APPENDIX E – PARENT-TEACHER FELLOWSHIP (PTF)**

### **Purpose**

The purpose of the Parent-Teacher Fellowship (PTF) is to function as a service organization to assist Harp's Crossing Christian Academy (HCCA) and its families, and to foster fellowship among parents, teachers, and the administration to ultimately create a sense of community within the school.

### **Goal**

The goal of the PTF is to equip, enrich, and encourage parents and guardians in their: 1- understanding of Christian education; 2- rearing of their children; and 3- commitment and loyalty to HCCA. This is accomplished by embracing academy families for the glory of God, strengthening the relationship between the academy and parents/guardians, and creating events and activities to build an enriching educational experience.

### **Membership**

Parents and guardians who have enrolled their children in HCCA – as well as caretakers, teachers, and administrators responsible for children attending HCCA – are members of the PTF. HCCA teachers and staff are also PTF members.

### **Governance, Structure, Duties, & Responsibilities**

The PTF is governed by an executive committee comprised of the HCCA Head of School (who reports to the Board of Trustees) and four officers – president, vice president, secretary, and treasurer – with the following duties and responsibilities:

1. President.
  - a. Schedules and gives notice of all PTF meetings during the school year to the Academy and families, and presides at all meetings.
  - b. Appoints all committees, subject to approval of the PTF executive committee.
  - c. Is a member of the executive committee, as well as a member ex officio of all PTF committees.
  - d. Performs other duties – as required – pertaining to the office.
2. Vice President.
  - a. Performs the duties of the president in her/his absence.
  - b. Is a member of the executive committee and – if established - serves as chairperson of the program committee.
  - c. Assists the president – as required – in whatever duties and responsibilities the president designates/delegates.
3. Secretary.
  - a. Keeps the minutes of all meetings of the PTF and the executive committee.
  - b. Maintains custody of all records and documents of the PTF and of the executive committee except financial records as are retained by the treasurer.
  - c. Is a member of the executive committee and conducts all necessary correspondence of the PTF.

4. Treasurer.
  - a. Responsible for – and custodian of – all PTF funds; ensures no checks are written or funds released without proper approval.
  - b. Maintains records of all receipts and disbursements; provides a report at each PTF annual and regular meeting.
  - c. Is a member of the executive committee; ensures all books and records of the treasurer are open at all times to the inspection of the PTF executive committee and PTF membership.

## Committees

1. The **executive committee** (described above) is the principle governing body of the PTF with primary duties including transacting necessary business in the intervals between PTF meetings and other business as may be referred to it by the PTF; approving plans of standing committees as formed; presenting a report at the regular PTF meetings; appointing an auditor or committee before the annual meeting to audit the treasurer's accounts; and approving payment of routine bills.
2. Meetings of the executive committee will be held periodically during the school year as determined by the PTF president. A majority should constitute a quorum.
3. Standing committees may be established by the president of the PTF – as required – including a **program committee** (plans PTF programs for the school year); **attendance committee** (takes attendance at meetings, contacts absentees following the meetings, and serves as a welcoming committee at meetings); **refreshment committee** (provides and serves refreshments at meetings, provides prayer and praise information periodically, and organizes an academy-wide prayer chain); **fellowship committee** (aligns “new families” with “old families” at the beginning of the school year, and fosters coordination and communication throughout the school year encouraging assigned “new families” to attend school functions); class committee (two parents from each class who serve during the school year to coordinate class parties and other events in coordination with teachers); and **scholarship committee** (determines the criteria whereby PTF monies will be distributed to worthy students via scholarships, etc.).

## Events

Throughout the year, PTF will sponsor a variety of events.

## Volunteers

All PTF members and volunteers fall under the oversight of the PTF executive committee and will be offered the opportunity to participate in PTF activities/event in a two-tier volunteer structure – with corresponding Codes of Conduct – according to their level of participation and interaction with students.

1. **Volunteer Leaders.** Volunteers who have direct, substantive, and on-going interactions with students at the Academy. Specifically, these volunteers –



including PTF offices – are referenced in the Academy’s Governance Documents as those who “perform a crucial role in the spiritual lives of students”. They will be asked to consent to background checks and to sign the **Volunteer Leaders Code of Conduct** at **Appendix F** affirming their agreement with – and commitment to – HCCA’s doctrinal statements and foundational beliefs.

2. **Friends of the Academy.** Volunteers who provide direct or indirect support to the PTF, but whose tasks do not involve direct, substantive and on-going interactions with students at the Academy. These tasks might include – but are not limited to - fundraising activities, assisting with the annual 5K fundraiser, pumpkin patch sales, and other activities that do not involve direct student involvement. These Friends of the Academy will be asked to sign the **General Code of Conduct** at **Appendix G** affirming their agreement with – and commitment to – the prescribed general standards of conduct.

## **APPENDIX F – PTF VOLUNTEER LEADERS CODE OF CONDUCT**

As prescribed in **Appendix E, Volunteer Leaders** include parents, guardians, caretakers, teachers, administrators, and PTF officers who have direct, substantive, and on-going interactions with students at the Academy; and who perform a crucial role in the spiritual lives of students.

Moreover, Volunteer Leaders will uphold a high degree of integrity and ensure a safe and secure environment is maintained not only through written rules and consequences, but also through a nurturing environment where all individuals are treated with dignity, respect, and compassion. Consequently, this Volunteer Leaders Code of Conduct should be viewed as a means of strengthening the PTF and school community through the following rights and responsibilities:

1. Volunteer Leaders are subject to background checks and by signing below, affirm their agreement with – and commitment to – HCCA’s doctrinal statements and foundational beliefs – including the HCCA Statement of Faith, Lifestyle Statement, Education Philosophy, and other guidelines regarding appropriate conduct as described in the HCCA Parent-Student Handbook (collectively, “Standards of Conduct”).
2. Volunteer Leaders will not work for personal gain or exercise undue influence due to position or knowledge of Academy or community information to pursue a personal/social agenda. Genuine PTF expenses will be reimbursed as approved by the executive committee subject to a valid receipt and approval.
3. Volunteer Leaders will respect the privacy of school staff, children and that of other members as they carry out PTF activities/events.
4. Volunteer Leaders will respect and work within HCCA policies as published on the Academy website.

### **ACKNOWLEDGEMENT:**

#### **VOLUNTEER LEADER**

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Printed Names

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **APPENDIX G – FRIENDS OF THE ACADEMY GENERAL CODE OF CONDUCT**

As prescribed in **Appendix E, Friends of the Academy** provide direct or indirect support to the PTF, but whose tasks do not involve direct, substantive and on-going interactions with students at the Academy.

Moreover, **Friends of the Academy** will uphold a high degree of integrity and ensure a safe and secure environment is maintained through a nurturing environment where all individuals are treated with dignity, respect, and compassion. Consequently, this General Code of Conduct should be viewed as a means of strengthening the PTF and school community through the following rights and responsibilities:

1. Friends of the Academy will not provide support or participate in PTF activities/events for personal gain or exercise undue influence due to position or knowledge of Academy or community information to pursue a personal/social agenda.
2. Friends of the Academy will respect the privacy of school staff, children and that of other members as they carry out PTF activities/events.
3. Friends of the Academy will respect and work within HCCA policies – including posting on social media – as published on the Academy website.

### **ACKNOWLEDGEMENT:**

#### **FRIENDS OF THE ACADEMY**

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Printed Names

Signature: \_\_\_\_\_

Date: \_\_\_\_\_