2019-2020
7th-12th grades HANDBOOK

Hamilton Christian Academy
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Learn. Grow. Pray.

Hamilton Christian Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of it educational policies and programs.

Welcome to Hamilton Christian Academy

Dear Parents and Students,

I am so pleased to welcome you as a part of the family at Hamilton Christian Academy. We, as a staff, a school and a ministry of the local church, desire to help your child flourish on his/her life journey. Through prayer, the study of God's guidebook, the Bible, and through the blessing of teamwork, we desire to bring encouragement to your family as well as discipleship and educational success to your child. We believe that through the pursuit of Jesus' example and continuously improving teaching methods, we will team with you to raise children who excel academically, display good character and behave with discipline. As we join together to pour love, truth and good things into children, we give them one more positive piece to make a difference in their world. A teacher's greatest assignment is to fill children with a love for learning. In a Christian school setting, we have the added privilege of being able to lead children in a love for the Lord as well.

This school ministry began in 1963 as "Assembly of God Christian Kindergarten". Over the past 55 years we have grown to include primary grades through high school, yet we still have the same desire: to help children find their gifts, to grow in their strengths and to improve in their areas of weakness. We have set our goals to continuously increase the academic excellence and the life-changing opportunities at Hamilton Christian Academy. In the past few years we have added choir, band and car care class to our enrichment program. All students have drama or "presentation" instruction as well as art, music and P.E. In the fall of 2013, God gave our leadership the vision to consider purchasing a vacant school property. Once the real estate offer was accepted (a long journey of its own), the Lord brought together the full funding for the purchase in only 11 weeks! What a miracle! In September of 2014, after 17 weeks and over 200 individuals volunteering, our "new" campus at 778 Grantsdale Road opened in the historic Grantsdale School Building. In the spring of 2018, our first class of students to complete 4 years of education at Hamilton Christian Academy High School graduated. What an exciting time to be a part of HCA!

Please read through this handbook and let me know if you have any specific questions. It is a helpful tool in establishing common ground and providing another communication opportunity. It is our guide in policies and procedures throughout our school ministry and part of our contractual agreement with you, our families.

May God guide and direct you,
Stephanie Beck, B.S.Ed.
Head of School

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Parent Section:

THE SCHOOL

INTRODUCTION

Hamilton Christian Academy (HCA) is a ministry of Hamilton Assembly of God, a non-profit corporation in the State of Montana. All expenses incurred by the school are paid

through funds gained from tuition, fundraisers and donations. All funds acquired are used solely for school operations and student benefit.

Your children will be treated with love and concern for their individual well-being. It is our goal to assist you in leading them into responsible adulthood, so they will take their places in society with a godly worldview and a love for God and country.

It is not the policy of Hamilton Christian Academy to teach the specific denominational doctrines of any church. The school is reaching out to any child from a Christian home who can benefit from the educational and spiritual services we offer. Acceptance is contingent upon a completed application package and conference with the administrator.

MISSION STATEMENT

HCA provides intellectual, spiritual, physical, and vocational development of students in a Christ environment to train up disciples of Christ.

PROFESSIONAL AFFILIATIONS

HCA's 5th-12th grades are fully accredited by both ACSI and AdvancEd.
HCA is a member of the Association of Christian Schools International (ACSI), Montana Association of Private Schools (MAPS), as well as Montana Federation of Independent Schools. HCA is affiliated with the Ravalli County Ministerial Association on a monthly reporting basis.

1 PHILOSOPHY

1.1 PRINCIPLES AND STANDARDS

The guiding principles of HCA are found in God's Word. His excellent instructions for daily living are found in Colossians 3:1-17. Each person's responsibility is made clear as stated in Hebrews 13:17 (LB) "Obey your spiritual leaders and be willing to do what they say. For their work is to watch over your souls, and God will judge them on how well they do this. Give them reason to report joyfully about you to the Lord and not with sorrow, for then you will suffer for it too."

By enrolling a student at HCA, families agree to live within the framework of the school's standards of conduct. Families are to demonstrate a respect for spiritual things, the staff, the rights of others, the flag and government, property of others and the school, and to comply with the regulations of HCA.

In the event an individual or family chooses to undermine the principles of Christian education at HCA by their attitude or actions, the administration may request the student's withdrawal, whether or not he/she conforms to specific regulations.

1.2 STATEMENT OF FAITH:

1) We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2) We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

3) We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4) We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5) We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6) We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7) We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8) We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9) We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

1.3 CORE VALUES:

SPIRITUAL DEVELOPMENT

1) To teach that Jesus, the Son of God, came to earth to die for our sin, and the necessity of being born again by the Spirit of God, through receiving the Lord Jesus Christ.
2) To teach that the Bible, the Word of God, is true, practical, and important.
3) To teach the application of Christian ethics and standards of morality to every part of life.
4) To relate the various subject matter areas with the truth of the Bible and teach that God is the Creator and Sustainer of the universe and man.

INTELLECTUAL DEVELOPMENT

1) To teach the student to work independently and cooperatively, to think for himself and to stand up for his personal convictions in the face of pressure.
2) To develop the creative skills of the student, an appreciation of the fine arts, and effective communications skills.
3) To impart knowledge and the skills necessary for the future study or for vocational development
4) To assist each student in recognizing that each area of instruction, whether scientific, historical, mathematical, literary, or artistic, must be understood within the pattern of God’s truth, as revealed in the Bible.

5) To assist each student to acquire proficiency in the basic skills necessary to intelligently meet the demands of life.
6) To challenge each student to strive for excellence and maximum achievement in every area of the instructional program.
7) To assist each student in the development of creative and critical thinking skills, using Biblical principles and criteria as the basis of evaluation.
8) Preparing and encouraging each student for effective service for Christ in whatever life path they choose.

SOCIAL DEVELOPMENT

1) To encourage each student to develop Christian attitudes, accept principles of behavior, and base decisions on the spiritual, moral, and ethical values of the Bible.
2) To teach each student to manifest fairness, courtesy, kindness, and other Christian graces, and tolerance of those with different views.
3) To teach our American Heritage; discuss current problems facing our country and the world.
4) To prepare students to assume their present civic responsibilities, and the privileges of citizenship.
5) To teach each student the Biblical principles regarding marriage and family life, and the personal commitment needed to establish and maintain Christian friendships.

1.4 HAMILTON CHRISTIAN ACADEMY EXPECTED STUDENT OUTCOMES

Mark 12:30: "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength." (NIV)

HCA students will:

<u>Love the Lord with their heart</u> by demonstrating civic responsibilities and nurturing their social relationships. They will be:

Selfless, nurturing and empathetic leaders who focus on others first and serve their community
Self-disciplined and exhibit self-control in all of their relationships
Respectful and responsible stewards of their time, money, and the environment

<u>Love the Lord with their soul</u> in their personal relationship with Christ. As a well-grounded Christian, they will:

Share the gospel with others and be disciple makers
Grow and mature, exhibiting the fruit of the Spirit
Pray, study and obey the Word of God
Have integrity and demonstrate Christian morals

<u>Love the Lord with their mind</u> as they incorporate a biblical worldview. They will be:

Critical thinkers, proficient in all subjects and able to do research and analysis
Strong communicators
Life-long learners who encapsulate all knowledge learned
Planners and wise decision makers

<u>Love the Lord with their strength</u> as they use their gifts and talents in practical ways. They will:

Plan and carry out goals
Make healthy life choices by healthy eating, exercising, and treating their bodies as the temple of God
Have a strong work ethic and a sense of direction

2 ADMISSIONS

2.1 ADMISSIONS POLICY

Although sponsored by Hamilton Assembly of God church, HCA is a non-denominational school. We invite all Christian families to apply to our school and we find it a joy to be of service to the community.

It is the policy and practice of HCA not to discriminate based on race, color, sex, physical disability, national or ethnic origin.

Hamilton Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress code and scholarship. Admission to HCA is a privilege and not a right. Therefore, the school maintains the right to admit only those families who are in harmony with the standards of the school.

Admission is based upon the achievement, personal interview, recommendations and openings in the particular grade level. Behavior is also carefully considered. **<u>Generally, a student will not be admitted who shows lack of academic commitment, has significant demonstration of behavioral problems or has been expelled from another school.</u>**

Students applying to 7-12th grades must write a <u>brief comment about their desire to attend HCA.</u> <u>2 forms of recommendation</u> must also be completed and submitted as a part of the application process.

HCA is not a reform school. Neither is it equipped to accept children with severe academic, physical or emotional problems. Students must express a desire to attend HCA. The school maintains the right to refuse admittance to anyone if it so chooses and to suspend or expel any student who violates the set standard.

2.2 CHRISTIAN BIBLICAL-MORALITY POLICY

Hamilton Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant for enrollment or employment or to discontinue enrollment or employment if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to pregnancy outside of marriage,unrepentant dishonest practices, participating in or supporting, sexual immorality, homosexual activity, or

bisexual activity or promoting such practices: drug use or distribution, pornography viewing or distribution, illegal activities or being unable to support the moral principles of the school. (Galatians 5:19-26) While we reserve this right, we do not disseminate an attitude of disrespect. We reserve this right in order to meet our mission in providing a Christ-centered environment to train up disciples of Christ.

2.3 ENROLLMENT PROCESS

Step 1. Submit a completed application.
Step 2. New students submit requested documentation, including recommendations and intent.
Step 3. New students and parents attend an interview with admissions team, return parents attend a re-enrollment meeting as provided by the administrator.
Step 4. Pay registration fees.
Step 5. Once accepted, submit appropriate immunization record or waivers.
Step 6. If applying for tuition assistance, complete process through FACTS ($30 fee applies) at factsmgt.com or ACE Scholarships as indicated by enrollment administrator.
Step 7. Set-up or confirm payment plan details at FACTSmgt.com or pre-pay for the year.

Enrollment for Returning Students

It is to be understood that enrollment in HCA one year does not guarantee placement the following year. It is to be understood that enrollment is on a first come, first served basis. However, prior to registration being opened to the public, students presently enrolled in HCA may enroll during a limited enrollment period. The first come, first served policy will be in effect during this limited enrollment period as well.
It is to be understood that the number of classes within a grade may vary from one year to the next due to enrollment trends. Early enrollment is advised since HCA cannot ensure placement after available spaces have been filled.

The interview and placement testing process is not required for returning students. However, it is necessary for the proper application forms to be completed and submitted with fees each year.

Right to Terminate a Student's Enrollment

Hamilton Christian Academy reserves the right to terminate a student's enrollment when the administration determines that the student and/or the parent(s) of the student does not conform to the standards, philosophy, or purpose of the school. It should be remembered that it is a privilege and not a right to attend HCA.

2.4 IMMUNIZATIONS

All students must meet the current State of Montana immunization requirements. By Montana law, we must have a copy of each student's immunization record and verify that each student's immunizations are current.

There are two types of exemptions that may apply — a medical exemption and a religious exemption. A medical exemption requires a physician's signature and statement that for medical reasons, (ie. allergies), the child may not be immunized.

A religious exemption must be filed every school year and requires the parent's

signature to be notarized. However, if an outbreak of any immunization required disease occurs, the child may **not** attend school until notified. (The forms for these exemptions are available in the school office or online.)

Students must have appropriate immunizations, plans or exemptions in place before attending their first day of school.

3 COMMUNICATION

3.1 COMMUNICATION BETWEEN HOME AND SCHOOL

If your child comes home complaining about a policy, discipline, or situation at school, please follow this procedure:

1) Remember we are committed to training children in the "nurture and admonition of the Lord." We desire that all rules are enforced with love and emotional neutrality.
2) Realize a student's reporting is from a child's perspective. It may be emotionally based, and the child may not know all the details.
3) Support the school, and if necessary call us for the details. **Matthew 18:15-17** "Go to one another so that every matter may be established."
4) Griping and gossip will not be tolerated. All matters should be taken care of and discussed in an open, Christ honoring manner with the persons involved and the teacher if necessary. Philippians 2:14 "Do all things without grumbling or disputing."
5) If discussion with the parties concerned does not resolve the issue, an appointment should be made with the Head of School for intervention.
6) If a discussion with the Head of School does not bring a resolution, an appointment at a scheduled School Board meeting may be arranged via the Head of School or the School Board Chairperson.
7) Those who participate in activities that undermine the strength and integrity of the school may be asked to withdraw their children.

3.2 SCHOOL NEWS

The School News is a weekly newsletter which is published and sent home with students every Thursday. The newsletter includes important school information and announcements concerning upcoming school activities. Also, expect to receive a classroom letter at this time.

3.3 E-MAIL

The administrative office sends out a weekly email update and classroom teachers may utilize email as another method of communication with the home.

4. EDUCATION

We are sure that these resources will aid in accomplishing our goal of excellence in academics with a strong Christian foundation. We regularly evaluate a portion of our curriculum to see how it is meeting the needs of the students.

School Work

Assignments for 7th-12th grades should frequently be expected over the 3 day weekend. Make-up work may be assigned over the weekend, as well. Previously assigned homework, which was not completed due to student absence, will be assigned as weekend homework. Every effort is made to not assign homework on Wednesdays to enable all children to participate fully in mid-week church functions.

Long range research assignments need to be carefully planned, giving adequate time so as to avoid last minute rush efforts. If a student cannot finish his/her homework in the time given, a signature of either parent on the paper with appropriate explanation may be accepted **(provided that this is done only for exceptional reasons).**

For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in successive years. **We urge all parents to take an active interest in their student's homework.**

It is the responsibility of the student to see to it that assignments are properly written down and are completed on time. All students are expected to contact the teacher if problems arise and parents are to monitor their child's efforts in this regard.

An increasing number of assignments for 7th- high school will be submitted online using google, so a gmail account is necessary. If there is a barrier for a student, the parent shall contact the lead teacher or specific teacher for personal accommodations.

Concerns related to homework should be immediately addressed with the teacher who assigned the homework.

4.1 ACHIEVEMENT TESTS

High school students will all participate in testing from the SAT series in 9-11th grades. They will be offered either or both the SAT and/or ACT in the junior and/or senior years based upon student interest and need. We strive to offer all of these assessments in-house

4.2 CURRICULUM

HCA offers education based on Christian perspectives. We currently use materials from: ABeka Book, ACSI, Apologia Science, Gospel Publishing House, Spalding- the Writing Road to Reading, Saxon Mathematics, BJU Press, Teaching Textbooks and Sonlight.

4.3 EARLY COLLEGE/DUAL ENROLLMENT

Eligible students may complete approved coursework through the Bitterroot College or other accredited university upon approval of the Head of School. Frequently, BRC courses may be attended while attending HCA as chosen by the school. Students may be given a limited choice of classes that work in the schedule for credits needed for graduation. Courses assigned by HCA for graduation will be paid for by HCA, but students must first be completing the required HCA courses. Students are eligible to take other courses on their personal time at $50 per credit plus books and fees.

4.4 HOMEWORK

Homework is an important reinforcement of the concepts learned in the classroom. Parents are asked to support the school by encouraging their children to complete each

assignment thoroughly and promptly. Each student in grades 3 and up are given a planner/assignment book to be used throughout the year as it is our desire to help the children with their organizational skills and management of large and small tasks. It will be expected that students have a parent-guardian sign-off on homework regularly. This will also offer you the opportunity to keep up to date with school work happenings and have a format for brief communication with the teacher.

There is a minimum of homework in the lower grades, and the amount increases with each grade level. The majority of this work will be that of finishing work not completed in class. The suggested amount of homework is as follows:

K	20 minutes maximum per day
1 - 2	30 minutes maximum per day
3 - 4	45 minutes maximum per day
5 - 8	60 minutes maximum per day

Assignments for 7th-12th grades should frequently be expected over the 3 day weekend. Make-up work may be assigned over the weekend, as well. Previously assigned homework, which was not completed due to student absence, will be assigned as weekend homework.

For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work demanded in successive years. **We urge all parents to take an active interest in their student's homework.**

Concerns related to homework should be immediately addressed with the teacher who assigned the homework.

4.5 EVALUATION

Evaluation is an ongoing process by both parents and teachers. It is our goal that you become involved in that evaluation process through regular conferences and discussions with your child's teacher, as well as with your child.
Parents and students have access to grades through **Thinkwave**. If at any time a student's grade has dropped significantly or there seems to be a change in the grade pattern, parents are encouraged and welcome to arrange a time for discussion with the teacher. This notification should be done through email or a written note. It is important that both student and parent stay abreast of grades and progress.

4.6 THINKWAVE

Students and parents will be given access codes to view grades on this online platform. Grades are inputted on a bi-weekly basis at a minimum. Students and parents are welcome to email particular teachers if they see a discrepancy or have a question. It is wise to do so immediately, so the point may be resolved.

If there are deficiencies present, it shall be the responsibility of the student or parent to inquire, at the time, as to the steps that may be taken to correct any deficiency.

Failing grades:
7-12th graders failing a class shall have elective eligibility determined by a meeting of parents and teacher(s). It may be determined that they are not eligible for electives if other methods are not bringing about a passing grade. Note: a passing grade in Math is at least a C. Failing a class removes eligibility for sports and other extracurriculars without

discussion. (see eligibility policy)

4.7 REPORT CARDS are issued each quarter.

All grades use the following format, including comments:

A — 90 - 100
B — 80 - 89
C — 70 - 79
D — 60 - 69 (D is insufficient for successful completion for **Math** courses)
F — 0 - 59

Enrichment classes count as fractions of credit according to class time. This same rationale applies to the value of those same grades. On student transcripts, a full-time class meeting 4+ hours per week is a full credit class. An enrichment course which meets once a week during the entire year is 0.5 credit, and an enrichment course which meets once a week for one semester is considered a 0.25 credit course.

4.8 PARENT / TEACHER CONFERENCES

Parent/Teacher conferences are held at the end of the first and third quarters. These conferences are a requirement for all parent(s). If parents are unable to make the times designated by HCA, then it is incumbent upon parents to arrange another meeting with the teachers.

4.9 GRADE PROMOTION

Advancement from one grade to another is in recognition of satisfactory completion of the grade level objectives (completing work, understanding the material, passing tests, days attended during the year, etc.). In making this decision, the mental, physical and social maturities of the child are also considered. Students must earn at least a C in order to continue to the next level in mathematics.

4.10 GRADUATION REQUIREMENTS

The core program is required of all students who graduate from Hamilton Christian Academy. It provides a solid academic base with opportunities for further development. (Updated 7/2019)

High School Diploma Trades and Skills Emphasis				**High School Diploma with College Preparation Emphasis**	
English	4.0			English	4.0
Math	3.0			Math	4.0
Science	2.0			Science	4.0
Social Studies/Gov't	4.0			Social Studies/Gov't	4.0
Religion and Community	4.0			Religion and Community	4.0
Health Enhancement	1.0			Health Enhancement	1.0
Fine Arts	1.5			Fine Arts	1.5
Speech	1.0			Speech	1.0

Finance/ Economics	1.0			Finance/ Economics	1.0
Career Exploration	1.5			Career Exploration	1.5
Computers/Technology	1			Computers/Technology	1.0
Spanish	1			Spanish	1
Electives	2			Electives	2
Senior Project	.5			Senior Project	.5
Emphasis (poss. job)	3				
Total	**30.5**			**Total**	**30.5**

Volunteer requirement: Each student must fulfill 25 hours of volunteering outside of school scheduled activities *each year of high school.* This could be at a local church, with another non-profit or through SRV Club.

Credit Transfer: HCA HS will accept credits from public high schools, college/dual enrollment, and accredited online schools as approved by the academic counselor or the Head of School. Evidence of completion and a passing grade, or successful completion of the course exam as offered by HCA is necessary as determined by the HCA counselor for each course which will be awarded HCA credit. A maximum of 7.625 credits which are not from an accredited institution will be accepted, but HCA standards must be met. A student must attend their Senior Year at HCA in order to receive graduation and diploma privileges. At least 7.625 credits must be earned at HCA. This review process may require documentation and meetings with parents and other responsible parties and is at our leadership discretion. Please provide all documentation with initial enrollment application.

HCA HS Juniors and Seniors (generally must be at least 16 years of age), who take select classes upon approval of HCA guidance staff through outside sources *which are not offered at HCA* will receive up to $250 credit on tuition per year. If specific required classes are not offered at HCA HS, the expense of that class will be credited to the family's HCA tuition account at the rate of tuition at BR College. Students may take additional classes at their own expense, as the HCA schedule allows. These classes are limited to 1 per year or as needed to complete graduation requirements as defined by counseling staff and as the HCA schedule allows. Students who attend BRC or alternative classes may be eligible for High School Release time as agreed upon by staff and parents. Failed classes do not provide credit. Expense to recover lost credits falls upon the student's family.

Each "Trades & Skills Emphasis" course walk shall be custom created, but some <u>examples</u> include the following:

Tech & Trade emphasis:

.5 credit basic accounting class
.5 mentoring from specific tradespeople
2 credits shadowing or job
.5 technical writing

Music & Performance emphasis:

2 elective credits are additional fine arts or drama classes (must be varied)
.5 credit private or small group voice
.5 credit dance or martial arts class
.5 private or small group instrument
1 performance

Ministry emphasis:

Membership & leadership in SRV Club
1 credit additional Bible courses
.5 student leadership in local church
.5 shadowing 2-3 pastors
.5 student teaching
.5 assisting in a local outreach

4.11 AWARDS

QUARTERLY HONOR ROLL

Each quarter we will have an Honors Assembly to award certificates to those students who have excellent grades for each quarter. The awards are as follows:

1) All A's Honor Roll
2) A and B Honor Roll

CHRISTIAN SERVICE AWARD

In Mark 10:45 it is said about Jesus: "For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many." Jesus is our example to follow for the Christian Service Award. This award is given to those students who serve others with a vicarious spirit and attitude. Their service lifts the load and ministers to others in a qualitative manner. The following is considered in determining a student's qualifications for this award:

1) Being a good servant; helping teachers and staff in their areas of responsibility, willingly and without complaint.
2) Initiating or working on projects which help others or improve the school environment.
3) Taking their academic work seriously, (a 3.00 GPA or better)
4) Showing respect and helpfulness to teachers, staff, parents and peers.
5) Doing what they are asked — promptly and well.
6) Being consistently dependable when given responsibilities.
7) Consistently manifesting, by attitude and conduct, a response to Christ's desire for Christians to "go the extra mile."

THE CHRISTIAN LEADERSHIP AWARD

Everything at HCA is intended to encourage young men and women to be leaders for Jesus Christ. This award is given to those take seriously their relationship with Jesus and seek to influence others toward a Christ-centered lifestyle. The following is considered in determining a student's qualifications for this award:

1) Are they respectful to teachers and adults?
2) Do they take their academic work seriously (3.0 GPA)?
3) Is their speech honoring to the Lord?
4) Do they have a clear testimony of possessing Jesus Christ in their lives?
5) Do they seek to serve the school and make HCA a better place to get a Christ-centered education?

THE PERFECT ATTENDANCE AWARD

The student must be here every school day and have no more than two tardies. Attendance in a minimum of four (4) full class periods is required to be counted as having attended that day.

THE SCRIPTURE MEMORIZATION AWARD

The student must have between 100% -- 93.5% (A+, or an A) on Scripture

memorization for the entire year.

5 FINANCES

5.1 TUITION AND FEES

Please see current tuition and fees schedule in separate document. The categories of fees are listed below:

Registration Fee: The registration is used to hold each child's place in his/her respective class prior to the beginning of school as well as to cover administrative costs and evaluations when necessary. There is a discount for early registration. Once the files have been set-up there is no refund of this fee.

Tuition: Tuition is due in advance, and it generally paid monthly no later than the 25th of the previous month and is payable through FACTS tuition management. The other payment options available are full tuition with a discount paid the first week of school or tuition paid in two installments, August and December.

Supplemental Fees: These fees help us provide excellence in lab work and advanced programs in middle school and high school. They are non-refundable once school starts.

5.2 VARIABLE RATE TUITION

: HCA is removing the terms scholarship and tuition assistance as they have been a barrier for some potential families. In their place, we will offer a variable rate scale through which families may apply for a variable tuition rate. Based upon need or other qualifying factors, families may be eligible for tuition at a 40-90% rate of full price. See further details in tuition and fee documents.

5.3 PAST DUE ACCOUNTS

Tuition payments are due in advance and payable through our FACTSmgt.com account online. Late payments are assessed a $30 NSF fee by FACTS. Tuition must be paid by the 25th for the following month. ** If you are unable to pay at that time, please contact the school office at least 3 business days in advance of your scheduled payment to make other arrangements. Accounts past due by 30 days may be followed up by a school board member and may result in the suspension of your student(s) until the account is current.

Any family or student with a balance due from a previous year will not be re-enrolled until the account is current.

5.4 MID-YEAR ENROLLMENT

Mid-year enrollment is determined on class space, date of application and various implications to the applying student and the currently enrolled students. Any student enrolling during the school year will pay a prorated month's tuition for the month of enrollment as well as registration and book fees. The amount may be paid in advance or on a monthly basis, in equal payments for the number of months remaining in the school year.

5.5 MID-YEAR WITHDRAWAL

If a student is withdrawn mid-year, 30 day notice must be given to the administrator in writing to allow staff time for record and project completion. Tuition will be charged in full months only **(i.e. - if the student attends in any day of the month, a full month's tuition will be charged.)**

HCA requests that the school office be notified in writing at the time the decision is made. Tuition for the following 30 days and any other unpaid charges must be paid at that time and all materials returned before records can be released or transferred to another school.

If the family withdrawing has pre-paid, the amount paid is refunded less the 30 day notice period and a processing fee (i.e. withdrawal notice completed on Jan.25th, refund begins with March tuition).

5.6 EXPULSION

If it becomes necessary for the HCA administration to expel a student, any tuition payment or refund due will be figured in full months only from the day of expulsion. **Again, if the student attends any day of the month, a full month's tuition will be charged.**

6 FUNDRAISERS

6.1 MAJOR FUNDRAISERS

HCA holds the following major fundraisers each year:

1) Leave a Legacy Event is a letter-writing campaign in the fall. It is a time to share the vision and purpose of the school with connections around the world who would become partners in supporting HCA.
2) The Spring Auction and Dinner . Parents are asked to provide a dessert to be auctioned off during the evening's activities and/or assist with the many preparatory steps involved. Donations are collected from local merchants and are auctioned off - either silently or live.

Parental involvement is required with each of these major fundraisers. With success in each of these, no other fundraisers will be needed, but other fundraisers may take place each year for special needs.

6.2 MINOR FUNDRAISERS

There are other ongoing, minor fundraisers that HCA has —

1) Big 'G' Box Tops is a program sponsored by General Mills that earns the school funds, to be used as HCA chooses. Each box top is worth $.10.
2) There is a collection box in the school office, as well as in various businesses in the area, for inkjet printer cartridges. The school earns up to $3 for each good recycled cartridge.
3) SRV Club sells Amusement BOGO discount cards each December and collects recyclable metals to fund its service projects.
4) Other fundraisers may be approved by the Head of School for class, club or specific needs.

7 SCHOOL PROCEDURES:

OFFICE HOURS

School Office Hours: 7:45 a.m. — 4:30 p.m. Monday-Thursday

SCHOOL HOURS

Kindergarten – High School: 8:00 a.m. — 4:00 p.m. Monday-Thursday

School doors open at 7:40 a.m. Students are to go to the gymnasium. A teacher's presence in the classroom before school hours does not mean that the teacher is ready to watch children that are dropped off early. Teachers are not available prior to school except by prior appointment. Teachers are either on duty, in staff devotions or preparing for their day. If a parent wishes, they may escort their child to the classroom when the bell rings at 7:55. Otherwise, students shall wait for their teacher in the gym. No children are to be in the hallways without specific adult supervision. **No supervision is provided for children before 7:40 a.m. and after 4:15 p.m. therefore, every effort should be made to not have your children at school outside of that time frame. Please do not drop your students at the gym door without assuring that it is unlocked.**

7.1 ACADEMIC INTEGRITY updated February 2019

Each student is expected to abide by a code of academic integrity including the following:

(a) Any work submitted by a student will be the student's own work unless specified collaborative work has been approved.

(b) At times, students will be encouraged to study together and to discuss information and concepts. In these cases, students may give and receive advice or consultation from other students. Perhaps including limited editing advice from another is welcome, but should not entail a substantial portion of the assignment. Students may also be asked to interview a non-student. The contributions, clearly noting their source, are also acceptable. However, this should never involve a student having possession of work done by someone else, or doing part of someone else's project. Should this occur, all students involved will automatically receive a zero for the assignment. Students will still be required to complete the assignment correctly and with academic integrity.

(c) Plagiarism (using someone else's material without their knowledge, permission, and/or giving them credit) or cheating (giving or getting answers from another when it is forbidden) in any form will result in an automatic zero for the assignment. The student will still be required to complete the assignment properly. Multiple instances of plagiarism or cheating will result in failure of this course and HCA disciplinary action.

7.2 ATTENDANCE updated March 2019

Punctuality and regular attendance is necessary for student success. 7-12 grade attendance is by class period. He/she will not be counted present for classes he/she does not attend. Students must be present for half of the class period or the student will be counted absent. In addition, 3 unexcused tardies to a class will equal one absence.

7.3 TARDIES

It is important that students be on time to school and to class. Whenever a tardy student enters a class, the learning process is interrupted and delayed for all students in the class.

Three (3) or more tardies per quarter will result in a lunchtime detention (quiet lunch). Each subsequent tardy will also require lunchtime detention.

Students, who are less than 15 minutes late, need to go directly to class. **Students who are more than 15 minutes late, need to sign in at the office.**

7.4 ABSENCES

1) Staff and front office must be notified by email, phone or written note of an impending absence.
2) An Absence Form (see next page) shall be completed and signed by all affected teachers for a **planned absence** at least **3** days prior to the absence
3) In the case of an unplanned absence, the office should be called by 9:30 to notify them of the details of the absence.
4) The school cannot be responsible for the consequences of late make-up work, absences immediately before the end of a quarter which may affect Honor Roll. Every effort will be made, but it may be impossible for the student if they are absence in the days or week just before quarter end.

7.5 ABSENCE FORM

Student Name:	**Class**	**Teacher**	**Assignments**	**Teacher Signature**	**Due Date**	**Note/Comment**
	Bible	Saint	read pp 1-100		1/2/20	example
Dates of Absence:						
Parent Signature verifying absence:						

For all excused absences, the student will have a number of days equal to the number of days absent to make up the work. For pre-planned absences, work will be due upon the student's return to school plus two days.

7-12: Students who have missed more than 12 sessions of any given class may be called for a meeting with the administration to determine purpose.

Suspension
When a student is absent because of a suspension (in school or out of school), all work assigned prior to the suspension must be completed and returned to the teacher when the student returns from suspension. Other consequences will be determined by the Head of School and School board in consultation with staff involved.

7.6 CHECK OUTS

When a student needs to leave school before the normal dismissal time, the office staff must have parental permission, by a written note or a phone call.

With verbal parental permission, high school students may sign themselves out at the office, and if they return to campus that day, they must sign in at the office. They shall sign in upon return.
This is necessary for keeping track of all students in the event of an emergency.

If someone other than a parent or guardian is picking up a child, he/she must be on the approved list of caregivers for the child, be listed in a signed note from the parent, or guardian, or the office must have a phone release from the parent or guardian.

Students leaving campus without permission will be considered truant and the school assumes no liability in cases where students leave the campus in violation of the above policy. Truancy is a serious matter and may result in expulsion.

7.7 CHAPEL

Chapel is an important part of campus life at Hamilton Christian Academy. It is an opportunity for students to spend time in praise, worship and Bible study. They also get to hear speakers from around our community.

Students are required to attend chapel as they would a class and are expected to come desiring God to minister to them. Chapel attendance will count as a grade in Bible class. Students will be assigned a Scripture passage to write a reflection upon as make-up work. This will be due on same schedule as other make-up work. It is requested that students wear their better clothes on chapel days to show respect for a time of worship. Come expectantly, looking for God to use the time for growth. Parents are very welcome to join us!

7.8 CHILD ABUSE REPORTING OBLIGATIONS

In accordance with HCA policy and Montana law, school staff is obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse and exploitation.
In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to make a report of reasonable suspicion of abuse.

School staff will make such reports in the best interests of the affected child. Once reasonable suspicion is established, the school <u>does not have any legal alternative</u> except to make the report to the proper authorities for their investigation and review.

7.9 COMPUTER USE

School computer usage is controlled by HCA's paid staff. Students may use computers **if/when directly assigned by a staff overseer** and the student is under direct supervision of staff. Students/parents will all complete a computer/tablet usage agreement. Student personal computers and tablets are not to be used on the school premises or network.

If students use the privilege of Internet access for purposes other than their educational endeavor, they may have reduced, or complete loss of the privilege of computer use, as well as being subject to disciplinary action. Likewise, intentionally accessing any material deemed inappropriate by HCA standards, may result in loss of computer privileges, suspension or expulsion.

RESPONSIBLE COMPUTER USAGE POLICY

In keeping with Hamilton Christian Academy's mission and standards, technology enables students to cooperate and share work with communities within and beyond the school. A wide, authentic audience encourages achievement, while adult supervision allows students to practice communicating and collaborating appropriately. Technology provides new tools for exploring the world and interacting with other people for educational purposes, but does not change the personal responsibility and respect for self and others that is referenced in HCA's handbook. Students' computer activities at school may be monitored and audited. Students are accountable for using technology safely and responsibly.

Students make these promises:

To abide by the Social Media Contract (in enrollment packet)

To demonstrate self-respect:

- I will represent myself well by safeguarding my personal information online. I will not publish others' personal information (including pictures, phone number and full name) without their permission.
- I will only access Internet resources that are appropriate in a school setting and will take responsibility for managing my time well.

To respect others, their privacy, and property:

- I will communicate respectfully, and I will not use computers, phones, cameras or other technologies to bully, frighten or mistreat other people. I will report to my parent or teacher any inappropriate material or hurtful communication I find, and I will not pass it on.
- I will use only my own username and password, and will not share my password with others.
- I will access only my own and other authorized files.
- I will always give credit for other people's work (including photos, words and videos) that I use.
- I will ensure that my actions do not distract or disturb those around me.

To respect Hamilton Christian Academy:

- I will represent myself and my school honorably including when I am online.

7.10 SOCIAL MEDIA POLICY FOR HCA STUDENTS *(Please see Social Media Contract in the HCA application that needs to be signed and returned.)*

Negative or derogatory comments or photos about others are not to be posted on social media sites. Students should take issues or concerns to the appropriate adult rather than making inflammatory remarks on social media. The following also constitute serious violations:

- Flaming- online fighting, typically in the form of sending abusive messages in a public forum with the intent to enrage the recipient
- Impersonating- pretending to be someone else by using that person's online accounts, or by creating new accounts using that person's identity, and then posting information or sending messages intended to embarrass, or otherwise cause trouble for the victim
- Trolling- posting mean, annoying comments on a forum or online discussion area, often anonymously or pseudonymously, with the intent to upset the reader
- Outing- exposing someone's private information or secrets on the Web
- Spamming- sending unwanted messages repeatedly to others, in order to clog up their page or inbox or catch their attention
- Polling/Superlatives- labeling other students the best at or most likely to do something
- Mashups- altering a piece of content in such a way as to humiliate the subject

7.11 ACCEPTABLE TECHNOLOGY USE POLICY

INTERNET, EMAIL, TESTING, SOCIAL NETWORKING

Students are responsible for using common sense, ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Students who post or send inappropriate material whether in or out of school will face disciplinary action which may include suspension or expulsion (see previous section on Social Media).

Unacceptable communication or communication during school hours and at school functions, sports events or field trips is forbidden at all times. Unacceptable communication includes:

- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures
- Statements to or about another student or school staff that may be interpreted as: harassing (persistently acting in a manner that distresses or annoys another person), sexually provocative, threatening or disrespectful
- Knowingly posting false or defamatory information about a person or organization

If you are told by another person to stop sending messages or other communication, you must stop. Students should report all such incidents of misconduct to a parent or teacher immediately.

Social Media Networking Sites

Social networking sites such as Twitter, Instagram, Facebook and others are not allowed to be used at school. However, HCA realizes that many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs, or videos they put on these sites or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited and they will be held responsible. This could result in suspension or expulsion from HCA.

Website Postings

Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God as set forth in this handbook. Students are not allowed to make posts during school unless directed by a staff member.

7.12 DISCIPLINE POLICY

Guiding Principles of Biblical Discipline

One of the most important lessons for any student to learn is how to properly respond to authority. All students must be guided to a proper response to God, their parents, and teachers. In order to accomplish these goals, the school has set discipline standards that are enforced fairly, consistently and lovingly. We have four biblical principles that guide us in training children.

1) **Warning** - On the first offense, a warning should be issued. However, in order for this to be effective, it is essential to take the student aside and counsel with him or her. Make certain the child understands what he or she has done wrong. This can be a time of personal ministry and prayer with the child.
2) **Consequence** - On the second offense, the teacher will discipline the student with a natural consequence for his or her behavior. An example of this for a child who is talking and not using time wisely in class could be to stay in for part of recess to finish class work or a timeout.
3) **Communication** - If the student continues with any one behavior problem or is there a notable re-occurrence, the next step is to communicate with the parents. This can be done either by a phone call, discipline form, a personal note or by a conference.
4) **Office Referral** - When none of the above steps work, the student will be sent to the office for discipline. Upon evaluation, a determination will be made for further consequence (detention) or possible in-school suspension. A discipline form will be sent home for the parent's signature, to be returned the following day.
5) **Suspension — Expulsion** - If the student has not responded to the discipline administered thus far, it may become necessary to suspend or expel the student from school. At this time, the administration will confer with the student's parents and any other necessary party, to determine the proper steps for correcting the problem.

These steps are followed most often. There are extreme cases when some steps might be bypassed; such as, fighting or damaging of the facility or other dangerous problems.

Threats against other students, staff and/or anyone else will be taken seriously by the administration. If it is deemed necessary, law enforcement will be contacted for direction and assistance.

7.13 ELIGIBILITY

This policy affects student participation in sports games and in traveling for fine arts. Students found ineligible are still required to attend classes and practices.
In order to remain eligible, high school and middle school students must maintain a GPA of 2.0 or above, including college courses. They may have a maximum of one "D". Students with two "D"s or one "F" will be considered ineligible.
Grades will be evaluated throughout the quarter. If a student is ineligible, inactivity is effective the Monday after grades are checked and parent and student notified. He or she will remain ineligible until the next grade check or until grades are amended.
If an athlete becomes ineligible for the 3rd time in a season, he or she will be dismissed from the team.

7.14 EXPULSION OFFENSES

The following offenses may result in expulsion from school. Students expelled from Hamilton Christian Academy will not be permitted admission into any HCA activities for the remainder of the school year in which they were dismissed. This includes all sporting events, concerts, etc… Expulsion is not limited to the stated scenarios, but are at the discretion of school leadership.

- **Smoking/Drugs/Alcohol**
  A student shall not possess, sell, use, distribute or be under the influence of any alcoholic beverage, tobacco product, intoxicant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana of any kind or any substance set out or controlled under Montana code annotated.
- **Having a weapon on school property**
  A student shall not possess, handle, or distribute a knife, machete, razor, ice pick, explosive, loaded cane, sword cane, or firearms, including pellet gun, BB gun, or other object that reasonably can be considered a weapon including but not limited to objects that appear to be weapons and may be possessed, handled, distributed, or transmitted in a manner indicating that they are in fact weapons.
- **Physical harm to another person**
  A student shall not commit an assault or a battery upon any teacher, other school official, school employee or student. A student shall not cause, threaten or attempt to cause physical injury, or behave in such a manner as could reasonably be apprehended to cause an assault, battery, or physical injury to a teacher, other school official, school employee or student.
- **Improper sexual conduct/sexual harassment of another student**
  Students shall not harass other students or any school employee through

conduct or communications of a sexual nature. Sexual harassment and sexual misconduct may include but is not limited to the following:

1) Verbal harassment or abuse
2) Pressure for sexual activity
3) Repeated remarks to a person with sexual or demeaning implications
4) Unwelcome touching
5) Having/viewing lewd or pornographic material
6) Sexual immorality
7) Communication in any public forum in support of sexual impurity or harassment or non-heterosexual orientation

Note: Any student arrested by a law enforcement agency **and** convicted of a crime (other than minor traffic violations) may be suspended or dismissed from HCA.

7.15 EMERGENCY AND HEALTH PROCEDURES

It is necessary that parents notify the school office when there is a change in your home address or phone number, in your work phone number, or in your emergency contact information. This is extremely important, as it concerns the safety of your child, and our need for the most current emergency information.

Please follow these doctor's guidelines regarding keeping your child at home:

1) for 24 hours after a fever of 100.4 or more orally.
2) for 24 hours after vomiting or diarrhea has subsided
3) for 24 hours after antibiotics began for treatment of:
   a. strep throat b. impetigo
   c. bacterial conjunctivitis (eyes red and pus-filled)
   d. other skin infections
4) if there is a generalized rash until cleared by a doctor
5) head lice or scabies until treated

If your child is unable to participate in normal school activities, we may ask you to keep them at home as well as if there is colored nasal discharge or intense, persistent coughing. We desire to limit the effects of communicable illness. Thank you for being considerate of the other students and families.

If a child is unable to participate in regularly scheduled school activities after two such excused activity days (i.e. recess, P.E.), the child should remain at home **or** may submit a note from a physician or nurse indicating an excuse from such activity. If unusual circumstances arise, the Head of School should be consulted for any exceptions.
In the event that a student becomes ill or is involved in a school-time accident, it first needs to be reported to the supervising teacher or adult. If that person feels the injury or illness requires attention, the student will be taken to the office.

If the school feels that a physician needs to be consulted, the parents or legal guardian will be notified and it will be their responsibility to make arrangements for the service of a physician. In the event the student is in need of immediate attention, the office personnel will take the necessary action.

Each student is covered by supplemental student accident insurance while involved in any school related activity. **This is a secondary policy that covers any balance due after your own insurance has paid its portion**.

EMERGENCY DRILLS

To assure the maximum safety and welfare of students, emergency drills are conducted as per state mandates.

FIRST AID

Students are to report to the office for any first aid needs other than minor issues a teacher can handle. All significant injuries are to be reported.

MEDICATIONS

We discourage the taking of medication during school hours, unless there is a special or serious problem. Medication outside of its proper container will not be accepted. No self-administration is allowed .All medication needs to be turned in to the office, before school begins; to be dispersed at prescribed times. A note from a parent/guardian with directions for administration must accompany any medications.

7.16 FIELD TRIPS

Each class will be going on field trips during the year. It is important that the students develop a perspective on their outside environment, as well as inside. Our field trips are a part of the learning designed for each class, so attendance is expected. A pass/fail grade may be given at the discretion of the staff, based up attendance. If field trips are missed, a make-up assignment may be given. For each trip, every child must have a signed permission slip that will accompany them on the trip. The medical release form must also be up to date. All students are to please wear their HCA school shirt on field trips.

Transportation is usually by school van and/or car pools. The teacher will notify parents in advance if there are any added expenses (admission fees, souvenirs, food, etc.) We make every effort to keep extra costs to a minimum. Please let us know if finances would prevent your child from attending.

Parents wishing to attend a field trip must make prior arrangements with the teacher. This is especially important if parents wish to bring younger siblings. If a field trip activity is not appropriate for a younger child, as determined by the teacher, the parent may be asked not to bring that child. Any carpooling is to be arranged by the teacher and appropriate paperwork completed in the office.

If parents make their own arrangements, outside of these guidelines, students will not be covered by the school's student accident insurance policy

Due to HCA's educational and spiritual mission, any person accompanying HCA students or families or chaperoning on a ski day or any other field trip must follow the school policies of; no drinking of alcoholic beverages or use of any drug other than prescriptions and no visible use of cigarettes or chewing tobacco in the presence of any HCA students. All chaperones must follow this policy. Thank you for your respect of this standard.

OVERNIGHT FIELD TRIPS

Overnight field trips must be approved by the Head of School and must have an approved chaperone of each gender if both genders are sleeping overnight. If there is an unmarried chaperone, then a married couple must accompany as well. Only paid school staff or approved drivers with a copy of their driver's license on file at AOG church may drive a church/school van. There must be a separation of genders in sleeping arrangements. All school rules still apply when off campus.

SKI DAYS

We offer "P.E. Ski Days" during the winter at Lost Trail Ski Resort. They offer HCA a special discount ski package that includes a one-hour lesson, equipment rental and lift ticket. Lost Trail requires that all students have a ski lesson each time they attend a ski day. This is a requirement from their insurance company to limit their liability. 7th-12th grade students may be allowed to ski in groups of 3 or more, upon approval of the school's ski program director, without a chaperone. All other rules still apply to these students. Parents are welcome, and encouraged, to participate in the program. Field trip chaperone policies apply to all people who join HCA field trips in any capacity.

7.17 MATERIALS AND FACILITIES

The materials and facilities at HCA are dedicated to God in His service. Each individual is responsible for what he/she is issued. Lost books and/or school materials must be paid for. Any damage to the campus must also be paid for, or time will be spent working on them until they are repaired.

7.18 OFFICE EQUIPMENT

Office equipment is off limits to anyone but school staff. Only after proper instruction and training may a parent volunteer use the office equipment. Personal copies may be made at the cost of $.10 each.

7.19 PARENT VOLUNTEERS

Our teachers find parent volunteers a valuable resource and they strongly encourage parent participation. We enjoy having you as part of this entire process. If you have an area of expertise you feel may benefit the students or the staff, please visit with the administrator regarding your interest. A background check will also be run on any volunteers who might be working alone with students. Please clear classroom visitations through the teacher to coordinate appropriate classroom time with your availability.

Parent involvement is an essential part of the student's education at Hamilton Christian Academy. All families are expected to participate in volunteering capacities according to their availability and giftings.

7.20 STUDENT PHONE USE

School phones are business phones and must be used for school business. Students may use the school phones for emergency purposes. Students may not use phones to call parents to arrange for friends to come over to their home or to arrange to go to other friends' houses. These arrangements need to be made at home. We also discourage students using the phones for any other personal reasons.

7.21 CELL PHONES (updated 10/10/19)

As of 10/28/2019 as per School Board approval: All student cell phones in the HCA school building will be turned into the school office where a liability release form will be signed and in effect for the school year.
1st infraction of possession of a cell phone will result in the phone being kept in the Head of School's office for retrieval by a parent or guardian.
2nd infraction will result in retention of the cell phone for a minimum of 24 hours and retrieval by parent or guardian.
3rd infraction will begin discussion of suspension and/or expulsion with school board and parents/guardians. Administration may make determinations of instances that phones may be used under the direction of staff, but other means will be sought primarily.

Students may use the phone in the office when needing to make a call. In addition, parents needing to talk to or leave a message for their student may call the school office where the office staff will be happy to assist them.

7.22 TRANSPORTATION

Alternative Transportation

If someone other than a parent or guardian is picking up a child, they must have a signed note from the parent, a phone call from the parent **or** the office must have them listed on the release form for that student.

Dropping off and Picking up Students

The following regulations are to help provide safety for all students. Our greatest concern is that you are aware of the traffic and congestion in the parking lots. Parents are to drop off their children in the morning at the gym entrance of the building starting @ 7:40am. After school, parents are asked to enter the building whenever possible to pick up students and sign them out. Children are only released to walk off campus under specific permission. Please obey all parking lot regulations.

Late Parents for After School Pick-up of Students

There are currently no options available for children who are not picked up by 4:15. We appreciate your promptness. If there are extenuating circumstances, please call the office as early as possible to inform us you will be late, so we can adjust our schedules. The school office closes at 4:30 pm.

7.23 STUDENT DRIVERS

The following guidelines are to be followed by students who drive their own vehicle to school. Failure to abide by these guidelines may result in denial of driving privileges.

1) Park in parking places on the south side of the building at the far end of the parking lot.
2) All vehicles should be locked.
3) Students are not allowed to return to drive their cars during the school day without permission from the school office, which will be cleared with parents.
4) Students must not allow another student to ride in their car without written permission from both sets of parents (except for family members).

5) Speeding and/or reckless driving in any form will not be tolerated on HCA campus.
6) Students may not drive another student's vehicle without written permission.

7.24 VISITOR POLICY

HCA has a closed campus, for student safety. A visitor may be any child that is not enrolled at HCA, or any adult (including parents) who wishes to visit the classroom during class hours. Visitors must register with the office upon entry. Student visitors must be accompanied by a parent or guardian. Students may visit the school only as potential enrollees and must be cleared through the administrator or during school hosted open house events, if scheduled.

Teachers reserve the right not to allow visitors at any time they deem appropriate. Please call ahead to make an appointment for a school visit. **Visitors are not covered under the student accident insurance policy carried by HCA.**

7.25 STANDARDS OF CONDUCT

HCA recognizes five convictions that form the foundation of our standards of student conduct. A student who is disciplined for misbehavior may be counseled by parents and staff. If evidence of repentance and change is absent, these counseling sessions may result in the student being asked to leave the school.

1) **Respect for God.** *Revelation 4:11 - "Worthy are You, our Lord and our God, to receive glory and honor and power; for You created all things, and because of Your will they existed, and were created."*
   At HCA, we believe in the supreme God who holds men accountable for their actions and their words. We desire to develop a deepening relationship with God through Jesus Christ. He is a God who is to be loved because He first loved us, worshipped because He only is worthy, honored for all He is and has done.
2) **Respect for Authority.** *I Peter 5:5 - "You younger men, likewise, be subject to your elders; and all of you, clothe yourselves with humility toward one another."*
   Respect for God leads to respect for authority. The development of humility and submission to authority are essential qualities for growth and service in Christ. As teachers are under the authority of the administration, and the administrators are under the authority of the school board, and the school board is under the church, students must submit to the authorities in their lives; parents, teachers, administrators, coaches, pastors, and governmental authorities.
3) **Respect for Others and Yourself.** *John 13:35 - "By this all men will know that you are My disciples, if you have love for one another." I Corinthians 3:16 & 17 "Don't you know that you yourselves are God's temple and that God's Spirit dwells in your midst? If anyone destroys God's temple, God will destroy that person; for God's temple is sacred, and you together are that temple."*
   Jesus teaches that the two greatest commandments are "to love the Lord your God… and to love your neighbor as yourself" (Mark 12:30-31). Honesty and trustworthiness are two virtues that demonstrate respect for others and will be encouraged at HCA by every reasonable means. Students are expected to edify, encourage, and support others.
4) **Respect for Property.** *Luke 16:12 - "And if you have not been faithful in the use of that which is another's, who will give you that which is your own?"*
   God, our Creator, has entrusted us to care for His creation. We desire to instill

within our students a value and respect for the property of others. This also involves student behaviors that honor the material gifts with which we have been blessed and for which we are held accountable.

5) **Respect for Educational Opportunities.** *Proverbs 1:7 - "The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction." See also Proverbs 2:1-7.*
A comfortable school, truly caring instructors and a wide variety of academic and vocational opportunities are all gifts. We desire to grow in children the appreciation of these gifts. Respecting these opportunities will involve actions, attitudes and words.

7.26 GENERAL RULES

These are among the most important rules of our school and will be enforced. Your teacher will tell you other classroom rules. We want you to know these, because you will do your best when you know what is expected of you.

1) All school personnel and adults must be obeyed and respected at all times.

2) Students are to be respectful of one another, in word, conduct and good sportsmanship. Picking on other students will not be allowed.

3) Appropriate conversations only! Students will not use the name of the Lord as a swear word, make remarks with improper meaning or subject, or engage in any name calling (abusive or disrespectful). Only uplifting and edifying words are to be used.

4) Students are to be respectful of other student's property, as well as school property. Writing on or defacing, desks, walls, textbooks, or other school property is vandalism and will be treated accordingly.

5) Students will keep their hands and feet, and other objects to themselves. Fighting, wrestling, pushing, kicking or any form of unwanted touching is not allowed.

6) Attendance and punctuality are imperative.

7) Students are not to leave campus during school hours, except by written, or phone permission, and must be signed in and out at the office by a parent.

8) Students must have written permission or a "Hall Pass" in order to go to another class, the restroom or the office. Students will be careful not to distract others when away from the classroom. When a student is excused from class, they are to take care of business quickly and not get side-tracked. Hall wanderers will quickly lose the privilege of being allowed to leave the class.

9) Walk, do not run, in the building; speak softly, no shouting.

10)Unless in dire need or if under the direct view of teacher, only one student will be permitted in the bathroom at a time to keep students of all ages from any potential unsafe situation or accusation.

11) The following items may not be brought to school: electronic media devices, guns, knives, or any other unsafe objects. Any such items found at school, become the property of the principal. (Permission may be given, by the teacher, for specific items brought to class for special purposes.) Please do not send objects of value to school as the staff cannot guarantee its safe return.

PLAYGROUND RULES

We encourage the students to have fun when on the playground, but we also want them to play safely and develop positive social skills.

1) **Be respectful** to one another at all times. **Do** obey any adult on duty. Take turns. Exercise. Have fun!
2) **Absolutely NO** fighting, name-calling, disrespectful joking or inappropriate language. (See general rules #3 and #5)
3) **No climbing** to the top of the swing set.
4) **Slides** - Only one person at a time on the slides. Going down the slides head first, backwards, or upside down is not allowed.
5) **Swings** - Sit in one swing going forward and backwards. No tandem swinging is permitted. Do not jump out of moving swings.
6) **Gravel (rocks); snowballs** - Are not to be thrown for any reason.

7.27 PLEDGES

Students are to learn the Pledges to the American Flag, the Christian Flag, and the Bible, and are expected to participate in all pledges, which are recited each day and during chapel each week.

Pledge to the American Flag

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

Pledge to the Christian Flag

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

Pledge to the Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God."

7.28 DRESS STANDARD

It is important for every generation that their apparel should be modest.
Dress and appearance have a proven effect on academic performance and school discipline. Students that dress well, perform well. Hygiene and safety are also important. Students are expected to be clean in their clothing and body. Parents are responsible to see that these standards are met. *If clothing does not fall within the specific guidelines listed below, your student should not wear it at HCA.*

The following dress standard is characterized by modesty, respect and a sensible appearance. *School staff will determine whether or not clothing follows this standard*. We strive to emphasize inner qualities and establish an atmosphere focused on academic and behavioral excellence. We recognize that the wearing of certain apparel does not determine individual spirituality, for God looks at the heart, but that clothing can be a

significant distraction for many involved.

- Wearing hats in the building is only allowed on administrator sanctioned days.
- Shirts are to cover midriff, shoulders, underclothing and lower neckline.
- Any font or text on clothing should only contain appropriate messages.
- Pajamas are allowed only on pajama day.
- Pants should also be modest by not being too tight or too low-cut, or hanging too loosely.
- Skirts and shorts should be below the fingertips when arms are down at the side.
- Shredded clothing is not forbidden, but it should never reveal skin above the knee.
- Shoes should be comfortable and practical, such that in an emergency a student can move quickly and safely.
- If leggings or form-fitting bottoms are worn, a top must totally cover the bottom and hips.
- Tattoos, piercings, and jewelry may be subject to teacher and/or administrator scrutiny and regulation if deemed inappropriate in any way.

All matters of dress standard will be subject to the school staff's discretion on an individual basis.

When a child's dress does not meet these standards:

1)The student will be sent to the office to call the parent(s) to bring proper clothing, or take the student home OR will be issued appropriate clothing for the day.

2)If this does not resolve the issue, the parent(s), and student may need to meet with the principal to discuss the dress policy.

7.29 PUBLIC DISPLAY OF AFFECTION (PDA)

No Public Display of Affection or expressions or discussions of romantic relationships between two students beyond platonic expressions of appreciation are permitted on school grounds, field trips or other school sanctioned activity in order to maintain unity and friendships throughout the student body. HCA encourages their students to form relationships with all boys and all girls on our campus without exclusion. As in all areas of behavior, determinations of PDA are made by staff and administration. Consequences will be incurred as with any other infraction of policy.

7.30 HANDBOOK ADDITIONS

Hamilton Christian Academy reserves the right to change policies at any time. Policy changes, corrections, or classifications coming through email, newsletter, or other correspondence from the school shall have the same weight as this handbook and in some cases, such changes to policy or procedures, will be considered a replacement or update to the information in this handbook.

7.31 APPEALS PROCESS

Staff members, parents, and students in disagreement with actions or decisions of the administration of Hamilton Christian Academy are required to make diligent effort to resolve the concern via the biblical policy for dispute resolution. If unable to come to a satisfactory resolution, the individual may appeal to the school board and the Pastor of Hamilton Assembly of God Church for consideration of the concern. The process for this appeal is as follows:

1) The aggrieved party must file a written explanation of the concern with the chairman of the school board of Hamilton Christian Academy a minimum of 14 days prior to the next scheduled school board meeting.

a)The written explanation should include details regarding previous effort to resolve the dispute via the existing biblical policy.

b) The individual will be invited to attend and present the grievance to the school board at the next scheduled meeting. The Pastor of Hamilton Assembly of God Church will also be present for presentation of appeals to decisions/actions of the school administration.

c) The school board shall advise in the process of deciding the resolution of the appeal, and the final decision shall be at the discretion of the Pastor of Hamilton Assembly of God Church, who may also choose to enlist the participation of the church board and/or deacons of the church for consideration of appropriate circumstances. This decision will be regarded as final.

Learn. Grow. Pray.