

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

Approved by the Louisiana State Board of Education

PARENT/STUDENT HANDBOOK

2017-2018

439-1178

Front Office
Finance Office
Athletic Office

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SCHOOL PHILOSOPHY

PURPOSE STATEMENT

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

Christ-centered – HCA is unapologetically Christian. The word *universe* suggests that there is a unity in the diversity of life. This is because all truth comes from God; no education is complete without tying all of the pieces of the puzzle together in a cohesive whole. At HCA, truth revealed in the Scriptures is integrated into every subject. Our goal is to produce graduates with Christ-like character who can analyze, understand, evaluate, and influence the world around them based upon the eternal truths of God’s Word.

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

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

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

THE HANDBOOK

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

STATEMENT OF FAITH

We believe...

- ...the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct (II Timothy 3:16).
- ...in one God, Creator of all things, eternally existent in three persons: Father, Son, and Holy Spirit (I John 5:4-6).
- ...in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return (I Corinthians. 15:3; I Peter 2:21-24; John 3:16).
- ...in the resurrection of the dead, the eternal joy of the saved, and the eternal punishment of the lost (John 5:24, 28, 29).
- ...in personal salvation of believers through the shed blood of Jesus Christ... in the Christian's hope... the soon-coming, personal return of the Lord Jesus Christ (I Thessalonians 4:16-18).

STATEMENT OF PHILOSOPHY

We believe...

- ...that each student is a distinct individual creation of an omnipotent God (John 1:2; Ephesians 2:10; Ecclesiastes 12:1; Psalm 119:73; Colossians 1:16; Hebrews 2:10).
- ...that each person must be a careful and faithful steward of his conscience and is directly responsible to God for the direction of his life (Acts 24:16; I Corinthians 8:7-10; I Peter 2:19; Hebrews 10:22; Psalm 119:105; Proverbs 16:9; Psalm 37:23).
- ...that an individual who allows the Lord to govern his life will demonstrate proper Christian character (Proverbs 3:5-6; Matthew 12:34-35; Colossians 2:6-7).
- ...that parents and school leaders must model Christian character for students (I Timothy 4:12; Titus 2:2-5; Proverbs 23:26).
- ...that the parents have been given by God the responsibility of educating their children and that the Christian school acts as an extension of the Christian home (Proverbs 22:6; Deuteronomy 6:6-9; Ephesians 6:4; II Timothy 3:15).
- ...that the center of our curriculum ought to be Christ and the progression of Christianity throughout history, and that the great unifying factor in the early history of our country was the Lord Jesus Christ (Colossians 1:15-18; Proverbs 1:7; 2:6).
- ...that our country was founded upon Christian principles, and that our country must be led by people of Christian principles for it to remain a stable and blessed nation.
- ...that a Christian school is made up of students being trained by Christian teachers with a Christ-centered philosophy.

COMPLAINT PROCEDURE

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

ADMISSION

GUIDELINES FOR ADMISSION

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

1. Parents and students must agree to abide by all policies and procedures of the school as stated in the current *Handbook*.
2. Pre-kindergarten, Kindergarten, and First Grade students will be admitted unless there is evidence of special needs for which the school is not equipped to serve. All other transfer students must meet one of the following requirements:
 - A. Have at least a 2.0 average (on a 4 point scale) on the most recent report card in Reading/English/Language, Math, Science, and Social Studies AND score within one grade level in math and reading on the HCA entrance exam

NOTE: Testing days for the HCA Entrance exam will be March 7, April 4, and May 2 at 3:15 p.m.. Summer testing days are June 6 and July 11 at 9:00 a.m. Appointments may be made through the front office if alternate times are needed.

- B. Have a 3.0 GPA in the core subjects listed above from a public school in Louisiana with a ranking of either "A" or "B"

NOTE: Students transferring from home-schooling must meet the first criterion. Students not meeting either standard will not be admitted and any fees paid will be refunded.

3. High school transfer students are required to take a drug screening (\$70.00).
4. Parents and students seeking admission into the middle or high school must sign a disclosure at registration affirming that the student has had no involvement with drugs, alcohol, paternity or maternity and is not or has not been under the supervision of a parole officer or under the custody of juvenile court within the previous year. **No student expelled from another school will be admitted.** Students with multiple suspensions will be carefully reviewed by the Administration. Their possible acceptance will be at the discretion of the Administration. All additional criteria (see #2 above) must also be met.
4. Transfer students during the second semester of the school year must have a parent/student and administration meeting to discuss the reason for transferring. Each case will be examined individually and requires administrative approval unless the student's family is making a move that necessitates a change of schools.
5. Students assigned to alternative school by another educational agency must serve that time before being considered for admission at HCA.
6. Registration at HCA for the following year is necessary **before** students will be allowed to participate in spring try-outs or practice for any fall sport or activity.
7. The Administration will make student/teacher assignments.

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

ADMISSION PROCEDURES (New Students)

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

NONDISCRIMINATION POLICY

Students of any race, color, nationality, or ethnic origin are admitted. Such students are accorded with all rights, privileges,

programs, and activities generally made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

ENROLLMENT (2017-2018)

Enrollment begins February 1, 2017. Class sizes are limited by state guidelines and school policies, and classes are filled on a first come, first served basis. **Enrollment is not official until registration fees are paid, the registration form is completed with two-parent signatures where applicable, and all required documents are presented.** Registration fees **ARE NOT REFUNDABLE.**

AGE REQUIREMENTS

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

MARRIED STUDENT POLICY

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

FINANCIAL POLICIES

TUITION

<u>Level</u>	<u>First child</u>
Elementary	\$4400
Middle	\$5610
High	\$5682

FEES

Registration fee - \$350.00 per family (if paid before February 24, 2017)

Capital improvement fee - \$550.00 per family

Book/supply fee - \$400.00 per student

Technology fee - \$150.00 per student, grades 6-12

Athletic fee - \$275.00 per middle school athlete, \$300 per high school athlete

NOTES: Registration fee is due upon enrollment. Other admission requirements must be met (See above). Tuition and other fees may be paid in 12 monthly installments, June – May. Capital improvement and book/supply fees are non-refundable and will be deducted from the first two payments if a student withdraws. There is a five (5) percent discount on tuition if full payment is made by May 19, 2017. The maximum family liability for tuition is three (3) students. All families must use the FACTS payment program. Daily aftercare is available for \$7.00 per day the program is utilized. See below for additional details and for refund policy. NOTE: There is no registration fee for Pre-K and Kindergarten students.

REGISTRATION FEES AFTER FEBRUARY 24, 2017

March 6 - July 13, 2017 (any student) \$400.00 for first student and \$50 for each additional student

After July 13, 2017 \$425.00 for first student and \$50 for each additional student

NOTE: Returning families are not permitted to register for the upcoming year if there is an outstanding balance for the current year account.

REQUIRED FEES

All families are responsible for the capital improvement fee (\$550). The capital improvement fee pays the bank note on the buildings. All students are responsible for the book fee (\$400). The book fee includes fees for library, technology, office supplies, standardized testing materials, physical education, student insurance, Friday shirt, and grade level fees in addition to textbook rentals. Students in grades 6-12 are required to pay a technology fee (\$150). The full cost of books and capital improvement fee is non-refundable (\$950). See REFUND POLICY.

ATHLETIC PARTICIPATION FEE

Participation in athletics is encouraged, but incurs increased cost to the school. Athletic fees are collected from participants to pay coaching stipends and are due before the first regular season game of the sport if not paid on a monthly schedule. The fee will be charged per child. The fee is **\$300.00** per student for high school athletes and **\$275.00** per student for middle school athletes regardless of the number of sports played. Additional fundraisers will be used to fund a program’s equipment, travel and other needs. Cheerleading also has additional costs for uniforms, training and camp. Athletic fees may be paid in monthly installments with tuition and other required fees. **ATHLETIC FEES ARE NON-REFUNDABLE.**

REFUND POLICY

Students who register and do not attend or withdraw during the school year are eligible for a refund in tuition. If students withdraw before attending any classes, a full refund of tuition is given. Parents are responsible for a full month’s tuition for any partial month in which a student is in attendance. A pro-rated refund will be given for remaining months if tuition has been pre-paid. In no circumstance is registration (\$350-\$425 depending upon date of registration), book fee (\$400), or capital improvement (\$550), refunded. Athletic fees paid in the monthly payment will not be refunded if a student withdraws before participating in a sport. Capital improvement fee and book fee (\$950 first child; \$400 each additional child) will be deducted from either pre-paid monies or initial payments through FACTS upon withdrawal from the school. Since books are considered to be rentals, they are not given to the student upon withdrawal.

SECOND CHILD DISCOUNT AND MAXIMUM FAMILY RESPONSIBILITY

There is a \$200.00 deduction per additional child; this will be taken from the youngest child’s tuition. The maximum family liability for tuition is three (3) students. Families with additional children may enroll them tuition free. Books and fees must be paid for all students. Students must live in the same home and/or be included as dependents on the same tax return to qualify for the family maximum cap.

PAYMENT OPTIONS

ONE PAYMENT DISCOUNT: A deduction of five percent (5%) may be taken for tuition if paid by cash or check for the entire year by May 19, 2017.

MONTHLY: All Tuition and Fees are payable in twelve (12) payments (June 1ST – May 1ST) and are drafted on the first of each month through FACTS, unless paid in full. Late charges begin to accrue after the 1ST of each month. Those enrolling after June will pay monthly payments based upon the total divided by the number of months remaining in the school year, ending in May. Use the chart below to calculate monthly payments.

GRADE	TUITION	REQUIRED FEES (First student)	REQUIRED FEES (additional student)	ATHLETIC FEE (If applicable)	Less \$200 discount (2 nd -3 rd student)	TOTAL (Add all applicable columns)	MONTHLY (Divide total by 12 or remaining months through May)
PK	4400	950	400				
K	4400	950	400				
1ST	4400	950	400				
2ND	4400	950	400				
3RD	4400	950	400				
4TH	4400	950	400				
5TH	4400	950	400				
6TH	5610	1100	550				
7TH	5610	1100	550				
8TH	5610	1100	550				
9TH	5682	1100	550				
10TH	5682	1100	550				
11TH	5682	1100	550				
12TH	5682	1100	550				

FACTS INFORMATION

1. All families must register with FACTS even if tuition is paid in full for the pre-payment discount.
2. New Families to HCA must register with FACTS the day of registration.
3. Steps to register with FACTS:

Go to HCA website www.hcawarriors.org
 Click on “Tuition”
 Click on “Click here to pay tuition”
 Click on “Create new account”

3. Returning Families do not need to do anything if no changes need to be made.
4. Steps to make changes such as bank account, email, etc., to your FACTS account:

Access your account through the HCA website www.hcawarriors.org.

Click on "Tuition"

Click on "Click here to pay tuition"

Click on "Sign in"

5. First FACTS draft will begin June 1ST, 2017. FACTS fee of \$43.00 will be assessed no later than May 19, 2017. This date may vary depending on date your agreement is finalized by HCA. Peace of Mind benefit is an optional \$14.00 fee assessed by FACTS. The coverage will pay the remaining unpaid balance (except payments in arrears) on the agreement in the event of the death of the Responsible Party of his/her legal spouse.

RETURNED CHECK POLICY

All Returned checks to HCA Finance Office will have \$32.00 assess on each NSF Check.

TEXTBOOK POLICY:

1. All non-consumable books are considered to be rentals.
2. There will be a pre-determined fee to replace any damaged/lost book(s). This fee will be determined by HCA at the time of rental. HCA will be responsible to order any damaged/lost rental book(s). **PARENTS are NOT allowed to replace any damaged/lost book(s) apart from HCA.**
3. Consumable materials, tests, quizzes, and any graded materials will not be returned when a student withdraws from the school.

TUITION CREDIT PLAN

Any current HCA family may receive a \$200.00 credit to their fees by enlisting a new family to enroll in HCA.

1. One \$200.00 credit per new family.
2. Credit will be applied during the first semester after both families have paid four monthly payments.
3. During the second semester (Jan.) the credit will be \$100.00 after both families have paid four monthly payments.
4. Both the current and new families must sign the Tuition Credit Form.

SPRING TRY-OUT/PRACTICE POLICY

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

OVERDUE ACCOUNTS

Any account more than 30 days past due will result in the student's not being allowed to attend classes. Notice will be given in writing at least one week before this deadline.

Absolutely no student will be allowed to begin fall classes if there is an outstanding balance from the previous year. Also, report cards will be held if a student has any financial obligations that have not been fulfilled concerning HCA matters.

AFTER SCHOOL CARE/STUDY HALL

After school care is available and may be contracted by the day (\$7) or week (\$35). Forms are available in the Finance Office. This care is for grades pre-K – 5. Requests will be considered on a case by case basis. After school care hours are from 3:30 PM until 6:00 PM. There is also Study Hall for grades 6-12 that carries the same cost of \$7 a day or \$35 a week. Study Hall hours for grades 6-12 are from 3:30 PM until 6:00 PM.

FUNDRAISERS

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

1. Making tax-deductible donations to HCA.
2. Utilizing programs at work which provide matching grants or donations. Please check with your employer.
3. Advertising your business with school signs and publications.
4. Urging your church to become an official partner in education with HCA (\$1200+/yr.), provide scholarships or partial scholarships for members attending HCA, display school brochures, and/or pray regularly for the school.
5. Donating Box tops for Education and/or Community Coffee UPC labels.
6. Bringing used inkjet or laser cartridges and old cell phones to HCA for recycling.
7. When shopping at Office Depot, request that your purchase benefit HCA at check-out.

HEALTH AND SAFETY REGULATIONS

MEDICINE

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

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

Any medication left in the Front Office after June 15, 2017, will be destroyed.

IMMUNIZATION RECORD

Check with your physician to assure up-to-date immunizations. Registration cannot proceed without complete records.

LICE POLICY

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

STAYING IN AT RECESS OR P.E.

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

ATTENDANCE

SCHOOL HOURS

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

ABSENCES

Please note the following guidelines in regard to absences.

1. **The only legitimate reasons for absences are illness of the student, dire emergencies, and death in the family.**
2. Please call the Front Office by 9:00 a.m. to report an absence.
3. A written, dated excuse signed by the parent or guardian must be presented to the secretary in the front office when a student returns to school after an absence. Excuses SHOULD NOT be written in elementary assignment pads. Notes

should be turned in no later than five (5) days after the absence.

4. An effort should be made to schedule doctor, dental, music, or other appointments after school hours or on days when school is not in session. Please attempt to schedule fishing trips, hunting trips, ski trips, and vacations around the school calendar as excessive absences inhibit a child's progress and bring added work to teachers. Absences deemed "educational" should receive **prior approval** to be excused. See "Special Absences" below.
5. The *Louisiana Child Attendance Law* allows a maximum of ten (10) absences per year: five (5) per semester for high school and ten (10) per year for elementary and middle school. ***NOTE* Any middle school student taking a high school class is subject to the high school attendance policy in that class.** Failure to meet these requirements may cause your child to be held back or lose credits.
6. Students and families with excessive absences are subject to be reported for **TRUANACY**.
7. If a student misses an exam, quiz, or any graded assignment during an **unexcused absence**, he will receive only 75% of the grade scored on the test. **Suspended students** will serve the suspension on the day(s) immediately following the infraction and receive 50% of the grade scored on any missed work, including tests. This policy also applies for those students serving "in school" suspension. Students serving an out-of-school suspension are not permitted at any school activity for the entire day, including athletic events.
8. Students who do not report to school by 11:00 AM due to illness may not participate in an athletic event scheduled for that day. All other absences must be approved through administration prior to athletic participation that day. Following extracurricular activities, **students are expected to be on time for the following day. There will not be any excuses for tardiness or lateness following extracurricular activities.**

SPECIAL ABSENCES

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

RELEASE FROM CLASSES

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

Students are not to be taken from school during school hours without being checked out through the school office. .

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

TARDY POLICY

Students arriving late (7:55 or after) for school are to report to the front office.

Middle and high school students are subject to disciplinary action after three (3) tardies in one grading period.

When a student in any elementary grade is tardy five (5) times in one grading period, a parent may be asked to meet with administration. Students and families with excessive tardies are subject to be reported for **TRUANACY**.

PERFECT ATTENDANCE (Pre-K – 12)

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

WITHDRAWALS AND DISMISSALS

Withdrawals from school are to be made through the Front Office in writing by the parent or guardian. A student may not be accepted for re-admittance if his account for the previous year is or has been delinquent. **Report cards and/or school records will be held until all fees are paid and/or school property is returned.** See **REFUND POLICY** on p. 4 for financial policies regarding withdrawal from the school.

Any time a student or parent cannot remain in harmony with the philosophy, rules and policies of Hamilton Christian Academy, the child may be dismissed from the school and not accepted as a student in the future. See **PROCEDURE TO REMOVE A STUDENT FROM THE SCHOOL (STRIKE SYSTEM)** on p. 14.

ACADEMICS

ELIGIBILITY FOR DIPLOMA

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

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

1. Successful completion of the course of studies required by the State of Louisiana.
2. Successful completion of the course of studies required by the HCA School Board.
3. Certification by HCA principal as having followed the rules and regulations of the school to such a degree that the student is worthy of the privilege of being an active participant in the graduation ceremony.
4. A student cannot participate in graduation exercises if all fees are not paid and all school property returned by May 1, 2018.
5. No student will graduate from HCA before completing four full years of high school studies.
6. No student will be allowed to participate in any graduation activities if he fails to meet the requirements for graduation.

ACADEMIC ACHIEVEMENT

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

PERMANENT RECORDS

Beginning in the ninth grade, students' grades and credits will be recorded on their permanent records and will follow them the rest of their lives. It is of the utmost importance that parents receive and understand students' yearly accumulation of credits toward graduation.

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

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

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

REPORTING SYSTEM

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

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

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

PUPIL PROGRESSION (Grades 1-8)

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

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

SERVICE PROJECT

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

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

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

STANDARDIZED TESTING

Grades 1-10 will be given the Stanford Achievement Test in the spring of the year.

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

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

ACADEMIC REQUIREMENTS (High School)

The Louisiana Board of Regents has set a “core four” curriculum of college prep courses. This is included in the minimum requirements for graduation from HCA. These requirements also meet the curriculum criteria for students wishing to be considered for the state’s Tuition Opportunity Program for Students (TOPS) and admittance to a 4 year university. Some courses listed below may be offered through the LSMSA Virtual School if the number of students registering for the course is small. Other high school elective courses not listed below may be taken through the LSMSA Virtual School (subject to availability) on campus and with a faculty monitor but at an additional expense to the parent.

- 4 UNITS of English (I, II, III, IV) **Term papers required for English III & IV**
- 4 UNITS of Math (Algebra I, Algebra II, Geometry, and Advanced Math , Calculus
- 4 UNITS of Science (Biology, Chemistry, Physical Science, and Biology II , Physics
- 4 UNITS of Social Studies (U.S. History, Civics, World History and World Geography)
- 1 UNIT of Fine Arts Survey or substitute 1 unit of performance courses in music
- 2 UNITS of Foreign Language (both must be in the same language)
- 1 UNIT of Computer Science
- 4 UNITS of Religion (I, II, III, IV)
- 2 UNITS of Health and Physical Education (I, II)

A minimum of 26 credits will be required to graduate.

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

HONORS PROGRAM

1. Elective honors classes include: Honors English I, II, III, and IV, Biology II, Advanced Math, Calculus, Physics, Spanish III, and Spanish IV. Online or dual enrollment classes may qualify. See the counselor for information.
2. In these courses quality points will be given accordingly:
A = 5 points B = 4 points C = 3 points D = 2 points F = 0 points
3. A student’s final grade point average will be determined by adding all quality points on a 4.0 scale and dividing the total number of units attempted. An honor’s student’s final grade point average will also be averaged using the 5.0 scale to show the student’s grade point average on a 5.0 scale.
4. The 4.0 grade point average is used to determine TOPS, CORE 4, overall grade point average and class rank.
5. Classifications: Summa cum Laude GPA of 3.90 – above
 Magna cum Laude GPA of 3.70 – 3.89
 Cum Laude GPA of 3.50 – 3.69
6. If a student takes four or more of the honors classes that are offered, he is recognized “with honors” i.e. “Magna Cum Laude with Honors.”
7. The final GPA will determine the ranking of the graduating students. The top student(s) will be recognized as valedictorian(s) and the second student(s) will be recognized as salutatorian(s).
8. The student is required to earn a 2.0 or better in each of the Honors courses he/she takes for the student to be recognized as an Honor student.

TRANSFER OF CREDITS

If a student comes from a school that is not state-approved or from home school, high school credits must be validated before they can be listed on the Hamilton transcript. A meeting with the principal and counselor must be scheduled to determine the best option to take in validating those credits. Elementary and middle school transfer students will be placed at Hamilton in the prescribed grade unless entrance testing is insufficient to validate such placement

ACADEMIC PROBATION / EXTRACURRICULAR ELIGIBILITY

In order for a student to be eligible to participate in extracurricular activities (sports, cheerleading, etc.) that student must maintain a 2.0 GPA for the first semester (fall semester) and pass 6 subjects for the first semester to be eligible for the second semester (spring semester). To be eligible for the first semester, the students must maintain a 2.0 GPA for the second semester and pass 6 subjects during the second semester. Seniors must take 4 academic classes and pass all 4 with a 2.0 GPA. Seniors taking 5 classes must pass all 5 with a 2.0 GPA. Seniors taking 6 or more classes must pass 6 classes with a 2.0 GPA. The 2.0 GPA refers to the student’s overall GPA for the semester. *****NOTE*** The prior semester makes you eligible for the current semester. A student on academic probation is ineligible to practice.**

HOMEWORK

Teachers are at liberty to give homework to compliment the daily work in the classroom. Each student is required to complete his homework assignments on time. Homework may be given for drill, practice, remedial activity, or for research.

A student's grade will reflect completion of homework assignments. An effort will be made to keep parents posted in regard to incomplete work. We request parents' full cooperation in seeing that the assignments are completed. Points will be deducted for late homework. As much as one fourth of a student's grade could depend upon completion of homework. Repeated delinquent homework could result in disciplinary action or even dismissal from the school.

Middle and high school teachers will post class homework assignments to EDLINE.

HOMEWORK MAKE-UP

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

PROGRESS REPORTS

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

FIELD TRIPS

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

DRESS CODE

Home room teachers will be required and expected to respectfully and quietly pull a student aside to address the dress code violation. After one warning the student will be sent to the office until the violation is corrected. .

*****Students who repetitively violate dress code or disciplinary issues:** The parents will be called in and held accountable for the student's behavior. Failure to cooperate will result in an invitation to withdraw from the school.

RATIONALE FOR DRESS CODE

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

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

POLICY STATEMENT

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

DRESS CODE FOR 2017-2018 Uniform shirts are to be purchased from Dennis Uniforms at www.dennisuniforms.com or call at (800-854-6951). Fitting days for new uniforms will be announced. Any student who has completed registration is eligible to receive uniforms from the uniform closet at school. When your student outgrows or no longer needs uniforms, please donate back to the closet for future students.

Girls-PK-5th

Jumper: HCA Plaid (**within two inches of the knee**) from Dennis Uniforms *Note* Black modesty short (under jumper)
Shirt: Black, white or hunter green polo shirt w/logo from Dennis Uniforms & white undershirt
Slacks: Black from Dennis Uniforms or Dickies® brand from local retailers
Shorts: Black from Dennis Uniforms or Dickies® brand from local retailers
Belt: Solid Black only

White or black socks

Predominantly white or black tennis shoes

Girls-6th -12th

Skirt: HCA Plaid 8 pleat skirt (**within two inches of the knee**) from Dennis Uniforms *Note* Black modesty short (under jumper)

Shirt: Black, white or hunter green polo shirt w/logo from Dennis Uniforms & white undershirt

Shorts: Black from Dennis Uniforms or Dickies® brand from local retailers

Slacks: Black from Dennis Uniforms or Dickies® brand from local retailers

Belt: Solid Black only

White socks or black

Predominantly white or black tennis shoes

Predominantly black or brown Sperry style non-skid shoe

Boys-PK -5th

Slacks: Black from Dennis Uniforms

Shorts: Black from Dennis Uniforms or Dickies® brand from local retailers

Shirt: Black, white or hunter green polo shirt w/logo from Dennis Uniforms & white undershirt

Belt: Solid Black only

White or black socks

Predominantly white or black tennis shoes

Boys- 6th – 12th

Slacks: Black from Dennis Uniforms or Dickies® brand from local retailers

Shorts: Black from Dennis Uniforms or Dickies® brand from local retailers

Shirt: Black, white or hunter green polo shirt w/logo from Dennis Uniforms & white undershirt

Belt: Solid Black only

White or black socks

Predominantly white or black tennis shoes

Predominantly black or brown Sperry style non-skid shoe

Friday Dress

T-shirt **Any current year school- issued or purchased shirt with the current school year clearly displayed.**

Pants Plain denim pants, plain denim shorts (within two inches of the knee), or denim Capri pants (for girls)
Jeans may not be skin-tight or have holes.

Shoes Fully-enclosed shoes with non-marking sole (no more than one inch heel). No Crocs or house shoes. Shoes with ties must be tied, and those with buckles must be buckled.

General

Undershirt: Must be solid white

Sweatshirt: Official HCA sweatshirt (purchase at HCA) sponsored by the senior class

Coats/Jackets: **HCA issued only or solid black (including Friday dress)***

Hoodies: must be Black or HCA purchased. All others will be picked up and returned at the end of the day.

Hats: not allowed in the building at all. All hats will be picked up and returned at the end of the day.

Skirts: within 2 inches of the knee. Those rolling up the hip part of the skirt to make it shorter will be warned and if repeatedly violated will not be allowed to wear a skirt for a 6 week period.

Backpacks: No distasteful logos or imprints

Make-up: Girls may wear in moderation

Belts: Solid Black only

Leggings: Black or white only

Shoes: No Crocs, house shoes, sandals, or ballerina style shoes *Note* **Shoe laces must be black or white**

*NOTE: Only on “free dress days” can outer wear be other than the uniform code.

Free dress days: No denim, no wind-suit materials, no sweat pants, no stretch pants, no spandex, no baggy pants, no carpenter or cargo styles, no hip-huggers, no side-knee pockets. No slits on jeans, shorts, or other pants. No cutoffs or ragged hems/edges on jeans, shorts, or other pants. **NO SKIN-TIGHT JEANS ALLOWED.** Low necklines

and exposed backs, shoulders, or midriffs are prohibited as are distasteful logos or imprints. Skirts must be within two inches of the knee or longer. Backless sandals are permitted on free dress days only. Please do not wear flip-flops.

P.E. Dress

6-12: Required for P.E. - HCA P.E. shorts and P.E. t-shirt. Girls may substitute green culottes.
Sweats: Hunter green or gray (optional)
P.E. shorts and P.E. t-shirts, HCA sweatshirt and HCA t-shirt: purchase from **HCA** after school begins.

Athletic Practice Dress Code

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

Game Days/ Special Events

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

Other School Events

During school-sponsored activities the student should dress accordingly, always keeping in mind modesty and neatness. Students attending sporting events, etc. which carry the name of Christ and Hamilton Christian Academy into our community will adhere to a modest standard or face disciplinary action at the discretion of administration.

HAIRSTYLES, JEWELRY AND ACCESSORIES

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

DISCIPLINE

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

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

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

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

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

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

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

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

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

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

*If a student is suspected of being under the influence of an illegal drug or alcohol, he will be asked to submit to drug analysis to determine whether or not drugs or alcohol have been taken. A positive result from this test or the refusal to take such a test will result in expulsion.

PUBLIC DISPLAY OF AFFECTION

Acts of public affection are inappropriate in a school setting. Failure to comply with stated expectations set by teachers and/or administration will result in disciplinary action.

BULLYING, HARASSING, FIGHTING, AND HAZING

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

CELL PHONE POLICY

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

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

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

Inappropriate Content Found on Student Cell Phone/Electronic Device

- 1st offense: Level 2 Misconduct (“strike”)
 - Parent must meet with an administrator
 - Mentor assigned to the student
 - 1 day out-of-school suspension

2nd offense: Student is referred to the Board for withdrawal from the school.

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

DISCIPLINARY ACTION

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

CORPORAL PUNISHMENT

Corporal punishment is a biblically sound method of correction for training young people (Proverbs 13:24; 23:13-14; 29:15). It is used at HCA when warranted under the following guidelines:

1. The offense will be clearly discussed with your child.
2. If corporal punishment is deemed appropriate, the student’s file will be checked to see if the parents have given consent.
 - a. It will be administered by the principal or assistant principal.
 - b. An adult staff member will be present as a witness.
 - c. Notice of the use of corporal punishment will be sent home in the form of a disciplinary referral.
 - d. The corporal punishment will consist of a reasonable number of firm strokes, not to exceed three.
3. No student will be forced to receive corporal punishment. If a student refuses or resists, he/she will be suspended.

PROCEDURE TO REMOVE A STUDENT FROM THE SCHOOL (STRIKE SYSTEM)

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

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

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

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

DETENTION

1. Detention will be from 6:00 – 7:30 AM or 3:05 – 4:35 PM on designated school days.
2. No one will be admitted after 6:05 AM or 3:10 PM.
3. Students not reporting to detention will be given a second assignment so that two sessions must be served. Missing detention for a second time will result in out-of-school suspension.
4. Students may not eat, sleep, or socialize at detention. Those not prepared to work independently will be given mandatory assignments to be completed.
5. Consequences will be altered and increased after three detentions are served.

PICK-UP FOR HELPS CLASS STUDENTS

Parents are to pick up students remaining for HELPS CLASS at 3:45 PM or at time designated by teacher. After 3:45 or the time designated by teacher, your child will be sent to Study Hall and a fee of \$7.00 will be assessed.

OPERATING PROCEDURES

BAD WEATHER CONDITIONS

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

CAMPUS RESTRICTIONS

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

CLASSROOM INTERRUPTIONS

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

CONTACT INFORMATION

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

COMPUTER / TECHNOLOGY POLICIES

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

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

INTERNET ACCEPTABLE USE POLICY

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

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

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

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

INTERNET – TERMS AND CONDITIONS OF USE

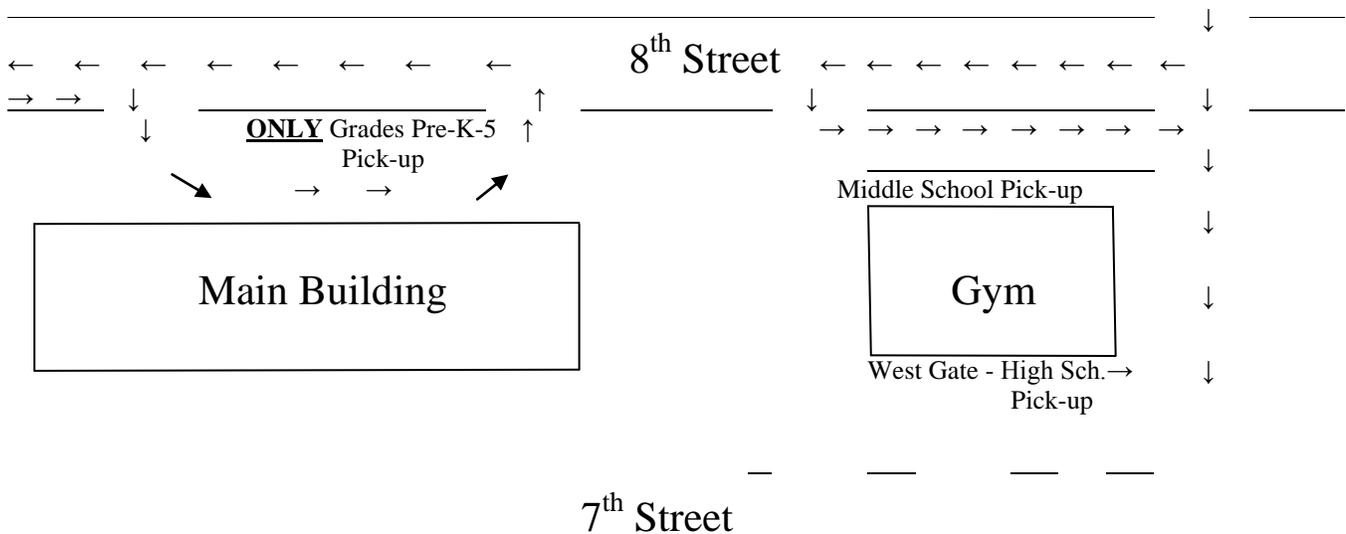
1. **Acceptable Use** – The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of HCA. Use of other organizations' network or computing resources must comply with the rules appropriate for each network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. (Each student and teacher who plans to access the Internet will be part of a discussion with a Hamilton Christian Academy staff member pertaining to the proper use of the network.) The system administrator will deem what is inappropriate use and his decision is final. Also, the system administrator may halt use at any time as required. The administration, faculty, and staff of Hamilton Christian Academy may request the system administrator to deny, revoke, or suspend privileges.
3. **Network Etiquette** – You are expected to abide by the general accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite. Do not get abusive in your messages to others.

- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or information and/or the phone numbers of students or colleagues.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. All communications and information accessible via the network should be assumed to be private property.
 - g. Hamilton Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Hamilton Christian Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or Internet service interruptions caused by its own negligence and/or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Hamilton Christian Academy specifically denies responsibility for the accuracy or quality of information obtained through its services.
4. **Security** – Security of any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or the Hamilton Christian Academy Internet Coordinator. Do not demonstrate the problem to other users. Attempts to log-on to the Internet as a system administrator will result in cancellation of privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
 5. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. Misuse of equipment, including the keyboard and mouse, will not be tolerated. **Also, vandalism is subject to disciplinary actions.**

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

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

Arrangements for pick-up should be made with your child BEFORE dropping him off at school each morning. PLEASE do not phone the office for changes unless an emergency arises. In the event of an emergency, please call as soon as possible. *NOTE: In the event of inclement weather, high school students will be picked up in front of the gym.



EXTRACURRICULAR ACTIVITIES

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

LIBRARY REGULATIONS

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

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

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

***Due dates are stamped in the books checked out by middle and high school students. Reminder notices are given to any student with overdue books and/or a fine. Report cards are held until the student clears with the library. Students who make no effort to turn in overdue materials and/or pay fines will also have a disciplinary referral form given to administration.*

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

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

LOCKER PROCEDURES

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

CANINE INSPECTION DRUG POLICY

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

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

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

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

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

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

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

Discovery of a prohibited substance may result in referral to law enforcement or disciplinary action including but not limited to termination of employment for employees and referral to law enforcement or disciplinary action in keeping with HCA policy for students. Dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog may not sniff any individual and shall be well separated from the audience.

LUNCHES

Students have the option of bringing lunch from home or pre-purchasing lunch in the cafeteria. Grades Pre-K-3 are not allowed to bring any cold drinks (Coke, Dr. Pepper, Sprite, etc.). A hot lunch program is available. Menu selections must be made in advance using forms from the cafeteria. Cost is \$3.50 (subject to change) per meal and includes choice of milk, orange juice or water. Parents may eat for \$3.50 (subject to change) if notice is given on the menu selection sheet. Lunch must be eaten in the cafeteria unless an alternate location is approved by and supervised by an attending staff member. **NO LATE LUNCH ORDERS WILL BE ACCEPTED.**

OUTSIDE FOOD

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

NEWSLETTER

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

OFFICE PROTOCOL

1. Students needing to call home during the day must ask permission to use the student telephone at the front office.
2. Parents should read all newsletters, notes, order forms, etc. sent home from the office.
3. In order to meet with the principal, assistant principal, or teachers, appointments must be scheduled. These appointments are to be made through the school secretary.
4. School office hours (August – May) are from 7:30 AM to 3:30 PM, Monday through Friday. Summer hours are 8:00 AM to 12:00 PM, Monday through Thursday.
5. HCA cannot cash checks. Please write separate checks when paying cafeteria, pictures, T-shirts, field trips, etc. \$32.00 will be assessed on each returned check regardless of the amount of check.
6. Items left on the grounds or in the building(s) may be turned in to the Front Office for the lost and found box. Please label all clothing, as well as all student property.

PARENTAL INVOLVEMENT

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

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

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

PARENT/TEACHER CONFERENCE

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

PARTIES

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

SENIOR PRIVILEGES

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

VEHICLES

Students may drive their personal vehicles (car, motorcycle, bicycle, etc.) to HCA. Students may NOT go to any vehicle at any time during school hours without permission from the administration or Front Office.

PLEDGES

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

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