



**HEBRON CHRISTIAN ACADEMY  
ELEMENTARY  
PARENT/STUDENT HANDBOOK**

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Hebron Christian Academy at all times retains the right to change any policy or procedure.

## **MISSION STATEMENT**

The mission of Hebron Christian Academy is to help parents prepare their children spiritually, academically, physically and socially to become disciples of Jesus Christ.

## **VISION STATEMENT**

I have no greater joy than to hear that my children are walking in the truth. III John 4

## **CORE VALUE STATEMENTS**

1. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. Mark 12:30
2. Love your neighbor as yourself. Mark 12:31

## **STATEMENT OF FAITH**

The doctrinal position of Hebron Christian Academy is as follows:

We believe in one God Who exists in three persons as - God the Father, God the Son and God the Holy Spirit. The Trinity consists of these three persons Who are one in essence but distinct in function, although the Three are always in complete harmony with each other. He is infinite in wisdom and power and is completely sovereign over all creation.

We believe in Jesus Christ Who is the only begotten Son of God. He was born of a virgin and conceived by the Holy Spirit. He was born as the perfect God/man - that is, wholly God and wholly man. Jesus Christ lived a sinless life, died for the atonement of lost man and was victoriously raised from the dead in a bodily resurrection. He lives eternally with the Father and will one day return to reclaim His church - His bride.

We believe in the Holy Spirit, the third Person of the Trinity. He is God Who indwells the heart of redeemed man and works to bring the saint into the fullness of the will of God. The Holy Spirit draws man into salvation and convicts of sin. He is totally divine and equal with the Father and the Son.

We believe the biblical story of creation. All things were created by God through Jesus Christ exactly as revealed in the Genesis account. We believe creation was completed in six literal days and continues to exist by the power of God. Adam and Eve were literal historical figures placed in the Garden by God. Adam was given the position of representing man in the Garden and with his fall passed the sin nature onto all who have been born thereafter.

We believe that the Bible is the inspired, inerrant and infallible Word of God. It is without error in its originals and is God's total and complete revelation to man. The Bible is the final authority of all matters as far as the truth of God is concerned. It cannot be interpreted apart from the illumination of the Holy Spirit but, when so interpreted with His illumination, the reader will find that all aspects of the truth of the Word is in complete harmony.

We believe that salvation is possible only through the Person of Jesus Christ. The Holy Spirit draws and convicts sinful man to repentance and total faith in Christ. Upon salvation through Christ, man is redeemed. His account is settled and his name is written in the Lamb's Book of Life. God will then protect and direct the saint and through the power of God, the redeemed sinner will persevere in his faith to the end.

We believe the Church is the local body of baptized believers who work together under the direction of the Holy Spirit to carry out the three primary functions of the church: Exalt the Savior, equip the saints and evangelize the sinner - this is to be done both locally and worldwide through all appropriate opportunities. The Church is provided gifts from the Holy Spirit through its membership, which enables it to carry out the full work to which it is called.

We believe that Jesus Christ will return to the earth as He promised. When He returns, it will be in complete victory over sin and the dominion of Satan. Jesus will call His church to Himself, He will judge and destroy the powers of evil including Satan and his demonic angels, and He will establish His eternal kingdom. He will sit as the final judge of all who have lived. The saints will live forever in Christ's kingdom and the unrepentant sinner will spend eternity in hell.

### **PHILOSOPHY**

The educational philosophy of Hebron Christian Academy is based on the Word of God. The Bible is the foundation, which integrates and unifies our entire program. We believe that Christ is the center of every academic concept; therefore, it is our desire that students receive the best spiritual, mental, physical and social training essential for their future. Because of this belief, faculty members of Hebron Christian Academy have a personal relationship with Jesus Christ and desire that this relationship be evident in their teaching. Christian education must be:

1. founded upon the Bible (the Word of God) and its principles rather than the personal traditions of men (II Timothy 3:16, 17 and Colossians 2:8).
2. centered in the Lord Jesus Christ, Who is the Creator and source of salvation for mankind (John 1:9-12).
3. directed and controlled by the Holy Spirit Who is able to teach the consenting believer all things (John 14:26).
4. pupil-oriented to achieving the highest academic levels possible as we train these young people to fulfill their roles as ambassadors and ministers of reconciliation for the Lord Jesus Christ (II Corinthians 5:17-21).
5. applied socially in its content and scope so that young people can learn to serve the Lord Jesus Christ in their sojourning here, while not loving this world's system (Ephesians 6:18-20 and I John 2:15-17).

### **HONOR CODE**

Because I desire to hold myself and others to the standard of God's Word, I commit to a lifestyle that upholds integrity, grace, and respect toward my peers and authority. I will not stand for lying, cheating, stealing, discrimination, or other dishonorable behavior. As a member of the HCA community, I acknowledge that this lifestyle requires accountability and dependence upon others and Jesus Christ.

### **NOTICE OF NON-DISCRIMINATORY POLICY**

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

## EDUCATIONAL POLICIES

### A. ACADEMICS

#### 1. Course of Study

The elementary grades provide the basic foundation of learning for every child. A child's study habits, learning skills and educational attitude are formed during these years. Realizing the importance of a good foundation, we have set up a curriculum, which can be built upon and expanded each successive school year. Our curriculum is thoroughly integrated and academically balanced with a consistent Christian emphasis.

The curriculum for the elementary school includes: Bible, phonics, reading, spelling, writing, English, math, science, health, history, computers, and physical education. Enrichment classes such as Spanish, Music and Art may be offered.

#### 2. Grade Reporting System

##### a. Progress Reports

###### Progress Reports (Grades 1-5)

Progress reports will be issued to students in grades 1-5 during the fifth week of each quarter. Progress reports are emailed to parents from the principal's office on Wednesday of the fifth week of the quarter.

##### b. Report Cards

###### Report Cards (Grades K-5)

Report cards will be issued to students in grades K-5 after the end of each quarter. The report card will be mailed to parents and must be signed by a parent and returned in the report card envelope within one week after each of the first three quarters. Fourth quarter report cards will be mailed at the end of the school year.

##### c. Grading System

###### 1) Grading Scale (Grades 1-5)

The following grades are used on the HCA progress reports and report cards for grades 1-5:

A	(90-100)	Excellent
B	(80-89)	Above Average
C	(74-79)	Average
D	(70-73)	Poor
F	(69 & below)	Failure

###### 2) Evaluation Key (Grades K-5)

The following evaluations may be used on HCA progress reports or report cards for grades K-5:

E - Excellent	U - Unsatisfactory
S - Satisfactory	I - Incomplete
N - Needs Improvement	X - No Evaluation

#### 3. Physical Education Requirements

Physical education is intended to give students an opportunity to have physical exercise as well as to develop skills and coordination that are necessary to properly perform tasks in their school career. Therefore:

- All students should wear tennis shoes on P.E. days.
- Girls should wear skorts, shorts or pants for P.E.

- c. No horseplay will be allowed at any time.
- d. All injuries must be reported to the instructor immediately.

4. **Library Procedures**

Rules:

- a. Grades K – 5 may check out one book at a time
- b. Books are checked out for a two week loan period.
- c. No eating, drinking, or chewing gum in the library.
- d. Students must remain quiet and on task in the library.
- e. Students will be responsible for damage or loss of books checked out in their name.

**B. ADMISSION POLICY**

A student may be admitted to Hebron Christian Academy only after established requirements and conditions have been fulfilled. HCA will begin accepting new student applications February 7, 2012. Actual placement of new students will not take place until after this date in order to allow our current school families to complete their re-enrollment requirements for the 2011/12 school year.

1. **Requirements for admission:**

**KINDERGARTEN**

- 1. Application submitted with the application fee
- 2. Testing (entrance and placement) completed
- 3. Copy of student's birth certificate submitted
- 4. Necessary medical forms submitted
  - a. Certificate of Immunization (Georgia Form 3231 or 3032)
  - b. Certificate of Eye, Ear, and Dental exam (Georgia Form 3300)
- 5. Commitment to Mission of School form

**GRADES 1-5**

- 1. Application submitted with the following:
  - a. Application fee
  - b. Current year plus last two full years report cards
  - c. Two most recent achievement testing
  - d. All discipline records (if applicable)
- 2. Testing (entrance and placement completed)
- 3. Copy of student's birth certificate submitted
- 4. Necessary medical forms submitted
  - a. Certificate of Immunization (Georgia Form 3231 or 3032)
  - b. Certificate of Eye, Ear and Dental exam (Georgia Form 3300)
- 5. Records or transcripts received
- 6. Commitment to Mission of School form

2. **Conditions for Admission:**

- a. Students seeking admission to kindergarten and first grade must be 5 and 6, respectively, by September 1 of the current school year.
- b. Students who are above or below the chronological age of the applied-for grade level may not be considered for enrollment.
- c. Parents must agree to the discipline and overall program of the school as outlined in detail in this Parent/Student Handbook.
- d. Each new student will be admitted under probation for one semester.

We reserve the right to deny entrance to any student if, in the opinion of the administration, it is in the best interest of the school and student. Because the acceptance of a new student is also a solemn responsibility on the part of the school, it is essential that the placement of the student be in accordance with ability. Since the academic standards of the school are more rigorous than most public institutions, there may be an education gap that some students will have to overcome. If the test results for a new student show that he or she will probably not be able to keep up with the projected class, the school may ask the student to be tutored by a professional and/or undergo professional testing.

- e. It is the policy of Hebron Christian Academy that students who transfer from an accredited school must provide transcripts showing all courses taken, documentation of scores from standardized tests, and school discipline and attendance records. The administration of Hebron Christian Academy will then review the documents to determine proper placement of the student. Credit will be awarded for courses completed with a passing grade.
- f. It is the policy of Hebron Christian Academy that students who transfer from home school and/or a non-accredited school must provide documentation of courses completed, grades earned, and scores from standardized tests.

### C. ASBESTOS NOTIFICATION

Hebron Christian Academy has been inspected according to the law under the Asbestos Hazard Emergency Response Act (AHERA) which requires that all public and non-public schools be inspected by a certified inspector and that a management plan be submitted to the State of Georgia. The inspection was conducted by the certified inspector affiliated with ATEC Environmental Services. This plan has been approved by the State and is on file in the school office, if anyone is interested in reviewing it. No asbestos is contained in any of the buildings of HCA.

### D. ATTENDANCE

School attendance and punctuality is important because it underscores the significance of learning and the importance of obtaining an education. It teaches responsibility to our students and develops a positive work ethic. School attendance and punctuality are the responsibility of both parents and students and will be recorded on quarterly report cards.

#### 1. General

- a. School hours are as follows:

School start time for 4<sup>th</sup> and 5<sup>th</sup> grades – 8:00; for Kind., 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> – 8:15.

\*Students arriving after the start time are required to get an admit slip from the office and be signed in by a parent. (See Tardy Policy, p. 9)

#### Dismissal Schedule

Monday, Tuesday, Wednesday, Thursday, Friday:

2:20 – K and 1<sup>st</sup>

2:30 – 2<sup>nd</sup> and 3<sup>rd</sup>

2:45 – 4<sup>th</sup>

3:00 – 5<sup>th</sup>

3:15 – Dismissal ends

- b. Students absent 10 or more days during a semester may not pass the school year.
- c. Students attending school but having missed more than 3 hours will be considered absent for half of the day.
- d. During the school day a student cannot miss any class for any reason without administrative permission.

- e. A note for elementary students from the parent or guardian stating the date and reason for the absence will be required upon the student's return to school to avoid an unexcused absence. If an unexcused absence is given due to failure to bring a note upon return to school, that student has only the next day to remove the unexcused absence. Elementary students will give the note to their teachers.
- f. A student who is ill, including the following symptoms, is not allowed at school: fever (of any degree above normal), runny nose, bad cough, vomiting, diarrhea, pink eye or a rash. If your child complains of not feeling well, please keep them at home. Should a child become ill during the day, the parent will be notified and should pick up the child as soon as possible. The child will be removed from the classroom under adult supervision until the parent or authorized adult arrives. If you have recently changed phone numbers, please make sure that we have the correct contact numbers on file. Also, if your child is diagnosed with an illness, please do not bring them to school until the contagion period has passed (which is usually 24 – 36 hours of antibiotics). Please bring a doctor's note stating when your child should return. If your child has a fever, they should **not return until they have been fever free for 24 hours.**

2. Excused Absences - Fall into two categories:

a. Without Administrative approval:

- 1) Sickness
- 2) Doctor/Dentist/Orthodontist appointment
- 3) Death in the immediate family
- 4) Conditions rendering attendance impossible or hazardous to students' safety or health

b. **With Administrative approval at least 3 days in advance:**

- 1) Family travel or functions

3. Unexcused Absence

Absences other than those listed above are unexcused. If a student has missed 30 or more minutes of a class (beginning or end), it will be considered an unexcused absence unless approved by an administrator. Students **cannot** make up work for unexcused absences.

4. Makeup Work

Any work missed because of an excused absence must be made up within the period of two days for each day of absence. A list of missed assignments will be given to the student upon return.

5. Tardy to School

Students who are not in their homeroom/classroom at the time the bell rings will be considered tardy and will not be admitted to class by the teacher until they have received an admit slip. **Parents must sign students in at the reception desk in order to receive an admit slip.**

Excused Tardy

The following are the only instances where an excused tardy to school will be given:

- 1. Doctor/ Dentist/ Orthodontist Appointment
- 2. Car Accident
- 3. Legal matters

**\*\* Tardies will only be excused with official, signed documentation from doctors, dentists, court officials, etc. Tardy excuses will be kept on file by the classroom teacher.**

Elementary Tardy Policy:

A student will be allowed 2 unexcused tardies per quarter without penalty. The following will be in effect for students who exceed 2 unexcused tardies. **Students with absences due to excessive tardies will not be eligible for perfect attendance awards.**

- 3 unexcused tardies = 1 absence
- 4 unexcused tardies = 1 absence plus 1 hour detention
- 5 unexcused tardies = 1 absence, 1 hour detention plus \$10 fine
- 6 unexcused tardies = 1 absence, in-school suspension, and \$25 fine
- 7 or more unexcused tardies = suspension from school

6. Early Arrival

Elementary buildings are open for students from 7:45 to 3:15. Students arriving between 7:30 and 7:45 for K – 1<sup>st</sup> will report to the library; 2<sup>nd</sup> – 5<sup>th</sup> will report to the gym. No students should arrive before 7:30 AM.

7. Morning Arrival – Please follow morning carpool procedures by dropping off your child/children at the flagpole (K-1) or in front of the gymnasium (2-5). **For safety reasons, students may not be dropped off in the gravel parking lot at any time. Your child may receive a conduct mark for this action.**

8. After School Pickup – Carpool ends at 3:15. Your child should be picked up by this time. HCA cannot provide supervision for students after school hours. **A late fee will be charged for late pickup. The fee will be assessed at \$10.00 for each portion of a 15 minute time period after 3:15 pm.**

9. Checking Students Out of School –

HCA Elementary Student Check Out/Pick Up Procedures:

In our continuing efforts to do our best to protect our students, please note the following changes to the procedures when checking your child or other students out of school. Thank you in advance for your help and cooperation to keep HCA a safe environment for all of our families.

1. When checking your child out early:
  - Sign student(s) out at the reception desk
  - A staff member will call student(s) from class
  - Please meet your child on the sidewalk next to the child’s classroom building
  - Please be prepared to show an ID
  - All early check outs must be completed by 2:00
2. When checking out someone else’s child or if someone other than parent or guardian is checking the child out:
  - Sign student(s) out at the reception desk
  - A staff member will call student(s) from class
  - Please meet your child on the sidewalk next to the child’s classroom building
  - Please be prepared to show an ID
  - All early checkouts must be completed by 2:00
  - In order for student(s) to leave campus with anyone other than the normal carpool ride: 1) School must have written permission from parent, which will be verified by a phone call from the school, or 2) School must have received a phone call giving permission from parent
3. When picking students up in carpool line – other than your own students , or regular carpool riders:
  - All applicable procedures in #2 will apply
  - You may not drive through and say “I also need...” All arrangements will need to be made in advance (Last minute pick ups will require the driver to park and go in to verify the arrangements through school personnel)
  - If someone other than the normal driver will be picking up in the carpool line, please be sure the proper notes have been sent and that they know they will be asked for ID

### Important things to note:

\*To help with the pick up process, parents will be asked to complete an “approved pick up list” for your child during orientation each year. Anyone who has permission to pick up your child should be listed on this list along with a contact phone number. Notes and permission will still need to be given for students to be picked up by those on this list.

\*It is very important that parents send notes and contact the school when your children will be going home with someone other than the normal ride they take every day. Failure to do so will cause someone to have to wait and make phone calls before we can let your students leave campus.

\*It is imperative that carpool tags are used at all times in the carpool line every day.

\*If you have students who are frequent riders with you, please get an extra car tag for them so you have it on hand when needed.

## **E. CELL PHONES**

If a student has a cell phone on campus it **MUST** be in their book bag, **powered off**. If this rule is violated the phone will be confiscated.

## **F. CONDUCT AND EFFORT GRADES**

High standards of cooperation in conduct and effort are required of all those associated with Hebron Christian Academy. Levels for conduct and effort grades may be found under the Academic Section.

## **G. CONFLICT RESOLUTION**

There is no perfect school. Christian schools, including Hebron Christian Academy, have conflict. God’s plan for resolving conflict is revealed in Matthew Chapter 18. This scripture instructs us to talk to people and not about people. It is the policy of Hebron Christian Academy to follow this Biblical principle by having individuals go directly to the person with whom they have a problem and share their concern. Going to other people, including friends, parents, staff or board members only magnifies the problem. The first step to resolve the concern is to meet directly with the person. The following steps should be used if the concern has not been resolved after meeting directly with the person.

1. Meet with the person and the appropriate principal.
2. Meet with the person and the Headmaster of HCA.
3. Meet with the person, Headmaster and a representative of the School Board.
4. Meet with the person, Headmaster and School Board. This will only occur when at least two of the following agree that such a meeting should be held; Headmaster of HCA, Board Chairperson and/or Administrative Pastor of Hebron Baptist Church. There are no further appeals and the decision of the Board is final.

Following this policy is the best way to resolve our conflicts and build positive relationships at HCA.

## **H. DISCIPLINE**

One of the most important roles of Hebron Christian Academy is to help students develop the characteristic of self-discipline. A person’s witness for Christ can be greatly damaged by a lack of self-discipline.

We believe that discipline is a learning experience. Consequences are an important part of this learning experience. When students misbehave and consequences are not given, the opportunity to learn from mistakes is greatly reduced.

Consequences that may be given for student misbehavior include:

Conduct Marks – Elementary classes use a weekly conduct report. Conduct marks determine a weekly conduct grade.

Parents will be contacted by phone when any of the following consequences are given.

Reprimand - A written explanation of inappropriate conduct, which will become part of a student's record.

Teacher detention - Students will lose free time and have to stay with teachers for a short period of time. A teacher detention is between 15 and 60 minutes in length. This can be done before school or after school.

Administrative detention - Students will have to stay after school for one to two hours. During administrative detention student will clean campus and/or do seatwork.

In School suspension - The student will receive and complete classwork separated from his/her own class and will be placed in another elementary classroom. The student will walk around the playground during the supervising teacher's recess.

Out of School suspension – The student is not permitted to be on campus for instruction or extracurricular activities. He/she will receive a "0" on all assigned work, expect test and major projects.

Immediate withdrawal or expulsion - A student is asked to withdraw or is expelled.

Parents are encouraged to have additional consequences at home when it is necessary for the school to use any of the above consequences.

These consequences will be used for any violation of the following rules:

1. Disruption of the learning environment
2. Disrespect of individuals
- \*3. Stealing, cheating or lying
4. Vandalism of property
5. Verbal or physical confrontations or threats
- \*6. Possession of weapons or explosives
7. Use, possession or being under the influence of alcohol, tobacco or non-prescribed drugs
8. Use or possession of drug and tobacco paraphernalia, such as lighters and rolling papers
9. Disregard of directions
10. Immoral behavior
11. Absence or tardy without permission
12. Violation of dress code
13. Inappropriate display of public affection
14. Chewing gum
15. Use of inappropriate language
16. Any other behavior which is subversive to good order and discipline

**Students may not be allowed to continue in school if they use tobacco products, alcoholic beverages, non-prescribed drugs, or engage in immoral activity at any time whether on or off the HCA campus.**

**\*A parent who uses any previous tests or answer keys at home will be *asked to withdraw their child from Hebron Christian Academy*. Using the test keys and answer keys is a form of cheating and will not be tolerated.**

**\*Students will be suspended or expelled if they possess any knife, firearm, explosive compound, weapon of any kind or any item that would violate Georgia code 16-11-127.1**

**\*In accordance with Georgia law, bullying is defined as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) any intentional display of force such as would give the victim reason to fear or expect bodily harm. Bullying is a serious offense and will be dealt with as such, whether it occurs on or off campus.**

## **I. DRESS CODE**

One's personal appearance is an important part of a Christian testimony. The appearance of our students to a large degree determines the image of our school. We expect students enrolled here to cooperate with us in maintaining a good testimony in this area.

The way students dress strongly influences their behavior, self-image, and the effort they exert in school. It is our desire to encourage students in developing an attitude about their appearance, which will show a high degree of self-respect and self-worth while conforming to Biblical principles. As administration and faculty, our desire is to be an extension of the home, and thus, help your children develop a habit of modest dress. The administration will be the final authority on any questions regarding the following appearance code guidelines:

### *Girls and Boys (Grades K-5)*

All students in grades K-5 will follow the school uniform policy, as stated in the School Requirement Policy form Buckhead Uniforms. All uniform pieces are to be purchased from Buckhead Uniforms or through the annual HCA uniform consignment sale.

### **Elementary School Dress Code Polices:**

The dress code for girls in grades K-5 will be the following:

1. Jumper length will be no shorter than the top of the knee.
2. Skirt length will be no shorter than the top of the knee.
3. Skorts and shorts will be no shorter than 2 inches above the knee.
4. Shirts will be tucked in and will be buttoned fully excluding the very top button.
5. **Only white t-shirts or turtlenecks** will be worn underneath uniform shirts.
6. School approved uniform fleece, nylon jacket, and **official spirit wear sweatshirts** will be allowed in the classroom. All spirit wear sweatshirts must be purchased through HCA.
7. Spirit wear shirts are only allowed on Fridays.
8. Belts must be worn if the attire is equipped with belt loops.
9. Socks must be worn.
10. Socks must be white, khaki, navy, uniform burgundy, or uniform yellow. No other colors are allowed. No logos of any kind.
11. Pajama pants are not allowed.
12. Sweat suits, athletic wear and spandex are not allowed.
13. Shoes will be conservative school type black or brown shoes or conservative athletic shoes free of character endorsement. Boots may be worn in the **winter**. Boots should be traditional in color, conservative in style, and should be free of decoration.
14. No scarves or hats.
15. **No make-up. No tattoos – permanent or temporary.**
16. Plaid skirts – 5<sup>th</sup> grade only.
17. Girls must not wear excessive jewelry.
18. No hair coloring that can be considered an unnatural hair color.
19. The administration reserves the right to determine the final standards on all fashion and/or appearance trends.

The dress code for boys in grades K-5 will be the following:

1. Shorts will be no shorter than 2 inches above the knee.
2. Shirts will be tucked in and will be buttoned fully excluding the very top button.

3. **Only white t-shirts or turtlenecks** will be worn underneath uniform shirts.
4. School approved uniform fleece, nylon jacket, and **official spirit wear sweatshirts** will be allowed in the classroom. All spirit wear sweatshirts must be purchased through HCA.
5. Spirit wear shirts are only allowed on Fridays.
6. Belts must be worn if the attire is equipped with belt loops.
7. Socks must be worn.
8. Socks must be white, khaki, navy, uniform burgundy, or uniform yellow. No other colors are allowed. No logos of any kind.
9. Pajama pants are not allowed.
10. Sweat suits and athletic wear are not allowed.
11. Shoes will be conservative school type black or brown shoes or conservative athletic shoes free of character endorsement. Boots may be worn in the **winter**. Boots should be traditional black or brown and should be free of fur or other decoration.
12. No scarves or hats.
13. **Boys are not allowed to have pierced body parts, wear earrings, or have tattoos – permanent or temporary.**
14. Boys must have a neat and well-groomed hair style.
  - a. Hair should not extend below the eyebrows.
  - b. Hair should not extend below the middle of the ear.
  - c. Hair should not extend below the collar.
  - d. No hair coloring that can be considered an unnatural hair color.
  - e. No Mohawks or extreme hair styles.
15. No hats or scarves may be worn.
16. The administration reserves the right to determine the final standards on all fashion and/or appearance trends.

Casual Day Dress Code – Boys and girls K-5

1. Students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of HCA.
2. One of these options may be worn for bottoms: long blue jeans, blue denim capris, blue denim Bermuda shorts that touch to knee, or uniform bottoms. No other bottoms are allowed. Belts must be worn.
3. One of these options may be worn for tops: an appropriate t-shirt, collared shirt or blouse. Spirit wear or uniform shirts may be worn. Shirts must be tucked in. **NO TANK TOPS OR SLEEVELESS TOPS.**
4. Regular school shoes. No flip-flops, athletic sandals, or slippers may be worn.
5. The administration reserves the right to determine the final standards on all fashion and/or appearance trends.

Picture Day Dress Code – Boys and girls K-5

1. Students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of HCA.
2. Fall pictures are taken in uniform and appear in the school yearbook.
3. For spring pictures students may wear regular uniform dress or may choose to follow these guidelines:
  - a. Girls: May wear appropriate blouses or shirts.  
 May wear jeans or capris.  
 May wear dresses (to the top of the knee).  
 May wear sandals with back straps or regular school shoes.  
 May not wear sleeveless tops/dresses or tank tops.  
 May not wear leggings or jeggings.
  - b. Boys: May wear appropriate shirts.  
 May wear jeans.  
 May wear church style dress.  
 May wear regular school shoes – no sandals or flip-flops.

4. The administration reserves the right to determine the final standards on all fashion and/or appearance trends.

#### Elementary Dress Code Violations:

Parent will be notified if student is in violation of the dress code. Parent may be asked to bring an appropriate change of clothing. Repeated offenses will result in disciplinary action.

### **J. ELECTRONIC EQUIPMENT**

Students are not permitted to bring radios, laser pointers, hand held video games, tape players, walkie-talkies, CD players, camcorders, MP3 players, iPod's, personal laptop computers or any other type of electronic equipment to school. These electronic items will be confiscated and the student will be subject to disciplinary action. Confiscated items will be turned over to the parent or guardian only. **Exceptions may be made occasionally by classroom teachers on a designated day.**

### **K. FIELD TRIPS**

During the course of each school year, field trips are scheduled and planned by the faculty of Hebron Christian Academy. Scheduling and planning of field trips will be the responsibility of the classroom teacher. The following guidelines have been established:

1. Students must wear their Hebron uniform with the burgundy uniform shirt in grades K-5.
2. Students must be transported to and from the field trip on school transportation.
3. The number of chaperones needed for the field trip will be determined by the classroom teacher. As a general rule, lower elementary field trips will require one chaperone per five students and upper elementary field trips will require one chaperone per seven students. Due to the number of students involved, parents may be asked to choose only one of the two field trips to chaperone. This will allow more parents to be involved.
4. Students who have not demonstrated self control within in the classroom environment may not be allowed to accompany the class on a field trip. Students are expected to exhibit the same good behavior on a field trip as they do within the classroom.
5. Chaperones should report any student's misbehavior directly to the teacher or staff member coordinating the field trip. At no time will a chaperone be allowed to discipline any child. All discipline will be the responsibility of the teacher.
6. Field trips are part of the educational experience for students. If parents attend the field trip, siblings are not to accompany them.
7. Chaperones must adhere to all areas of the volunteer policy.
8. Trip payments must be made by the stated deadlines and are non-refundable.

### **L. HOMEWORK**

#### 1. Homework Philosophy

Homework is an integral part of the school program in aiding students to advance in their studies. Each student is required therefore to complete homework assignments. Homework is given for several purposes:

- a) For drill: We believe that students require drilling to master material essential to their educational progress.
- b) For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- c) For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

- d) For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework.
2. Homework assignment by Grades (Time stated is for the average HCA student.)  
GRADE LEVEL
- |                |               |
|----------------|---------------|
| Kindergarten   | 5-15 minutes  |
| First          | 10-20 minutes |
| Second         | 20-40 minutes |
| Third & Fourth | 40-60 minutes |
| Fifth          | 60-80 minutes |
- The teacher should be contacted if a student does not have homework in keeping with this schedule. Homework is assigned to meet the needs of the individual. For this reason students in a classroom may not have the same assignment. Students are to write their assignments for all subjects in an assignment book and have their parents sign it so that they may know the homework that is due the following day. No homework is to be assigned on Wednesday.
3. All students are required to have their homework ready to be turned in at the time designated by their teachers. A penalty will be given for late homework.

## M. LIFESTYLE STATEMENT

Hebron Christian Academy is a religious, nonprofit Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically and socially to become His disciples. HCA requires its employees and students to maintain high standards of biblical conduct, living their lives as Christian role models at all times. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, personal conduct and moral behavior. Employees and students are expected to demonstrate a teachable spirit, an ability to share love for others and a willingness to live under authority. It is the policy of HCA to follow the Matthew 18 principle when a conflict arises between employees, parents or students.

Moral conduct, which violates the bona fide employee or student qualifications to be Christian role models, includes but is not limited to promiscuity, or homosexual behavior or any other violation of the unique roles of male and female (Romans 1:21-27, I Corinthians 6:9-20). HCA believes that biblical marriage is limited to a covenant relationship between a man and a woman.

HCA employees and students will maintain a lifestyle based on biblical standards of conduct at all times. Failure to do so may result in reprimand, or in some cases, dismissal of the employee or student. It is the goal of HCA that each employee and student will display conduct which will cause others to want to know Jesus Christ in a personal relationship.

Students, parents and staff are expected to abide by the HCA Honor Code (see p. 4) at all times.

## N. MEDICATION

When it is imperative that medications be taken at school, they are to be taken to the receptionist/secretary where the parent/guardian will give instructions as needed. Neither the school nor its staff can guarantee that any student will take a particular medication correctly.

**Over-the-counter medications** Only cases in which the student absolutely needs the medication to attend school should the parent send over-the-counter drugs to school. The parent must complete an Authorization for Medication Form which includes: student's first and last name, grade, name of medication, date, dose and time to be given, and the reason for the medication. Medications must be received at school in the original child-proof container. Medications received in anything other than the original container will not be administered. If the medication is to be administered on a long-term basis or on an on request basis, then a doctor's statement must be provided.

**Prescription drugs** Taking prescriptions medications during school hours are discouraged. If prescription drugs must be taken at school, the parent must complete an Authorization for Medication Form. For long-term medications, this form must be updated yearly. Prescriptions must be in the original child proof prescription container. If the medication dosage changes, the prescription container must be changed as well. Medications not retrieved by the parents by the last day of school will be disposed of in accordance with state pharmacy regulations.

## O. PAST DUE ACCOUNTS

All fees and tuition, as set by HCA, must be made on a timely basis. Should an account not be kept current, the following guidelines will apply:

1. A late tuition payment fee of \$25 will be charged per student/per month if the appropriate tuition payment is not received at HCA within 5 days of its due date.
2. HCA understands that once an account becomes 90 days delinquent, the family has made a voluntary decision to withdraw the student from classes.
3. The student will not be considered for re-enrollment until the account is brought current.
4. No student (Kindergarten thru Senior) will participate in graduation exercises until the respective account is brought current.
5. Report cards and transcripts will not be released to the parent until the account is brought current.
6. RenWeb access will be denied until the account is brought current.
7. Families that choose the One, Two, or Quarterly Pay plan must make payments by the respective due dates or the discount will be forfeited. Their plan will be converted immediately to the Twelve Pay plan.
8. Past due accounts will be turned over to a collection agency. All fees associated with the collection efforts will be the responsibility of the parent or legal guardian.

## P. PARENT/TEACHER CONFERENCES

Teachers are available for conferences by appointment. Please do not request an appointment during normal classroom hours. Parents are asked to respect the privacy of teachers and staff members of the school by making inquiries concerning school matters during regular school hours. **Please do not call school personnel at home, or on cell phones, unless it is an emergency.** Please do not text to teachers' phones unless the teacher has given permission to do so.

## Q. PARENT VOLUNTEER ORGANIZATION (PVO)

The Parent Volunteer Organization (PVO) is made up of all interested parents who desire to be involved in promoting and helping the school continue to grow and expand. The Parent Volunteer Organization opportunities include: the Prayer team, Missions Committee, Volunteer Committee, Fellowship Committee, Teacher Appreciation Committee, and Spirit Wear. Parents are encouraged to be a part of this vital group.

## R. RETENTION POLICY

1. Kindergarten  
Kindergarten students may not be promoted if they do not meet all the goals of the kindergarten curriculum.
2. Grades 1-5  
Students are not promoted in grades one through five if they make an *F* in either *English, reading or math for the year*, or if they receive two or more D's unless they receive summer school or remedial help that would change these grades. Students that fail Bible may not be considered for re-enrollment.

## S. SCHOOL OFFICE

The school office will be open from 7:30 A.M. to 3:30 P.M. on regular school days; but may close 30 minutes after school is out on days of early dismissal. Hours for summer and non-school days will normally be shorter.

## T. SOCIAL FUNCTIONS

The school will not be held responsible for any party or any social function that is not officially approved or sponsored by the school.

## U. STUDENT OUTCOMES OF HEBRON CHRISTIAN ACADEMY

Students who graduate from Hebron Christian Academy should become adults who:

1. Spiritually
  - a. Study God's Word daily.
  - b. Talk with God daily through prayer.
  - c. Acknowledge God's greatness through praise and worship.
  - d. Yield to God's plan for their life.
  - e. Fellowship with other believers.
  - f. Increase the use of time, talents and treasures to serve God and others.
  - g. Tell others about God's love for them.
2. Academically
  - a. Have the reading, writing, speaking and listening skills to communicate effectively.
  - b. Have the knowledge and skills in math, science, social studies and technology needed to accomplish God's plan for their life.
  - c. Have a knowledge of and appreciation for the fine arts.
  - d. Are life long learners.
  - e. Have the Biblical knowledge to form a Christian worldview.
  - f. Have the knowledge and critical thinking skills to defend their faith.
3. Physically
  - a. Treat their bodies as the temple of the Holy Spirit.
  - b. Have healthy practices of nutrition, exercise and sleep.
  - c. Abstain from harmful substances, such as drugs and alcohol.
  - d. Abstain from sexual impurity.
4. Socially
  - a. Love all people as Jesus Christ loves them.
  - b. Practice honesty and integrity in all relationships.
  - c. Build positive relationships by using Biblical principles of love, communication, forgiveness, mercy and conflict resolution.
  - d. Maintain a positive attitude of praise and rejoicing in all situations.
  - e. Understand and love other cultures.
  - f. Are citizens that understand and preserve America's Judeo Christian heritage.

## V. TECHNOLOGY POLICY

**Purpose** The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives at Hebron Christian Academy. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to HCA's standards as an institution of Christian education, in obedience to Biblical commands and values.

The network is not for any private, commercial or business, or political use.

**Passwords** If a password is assigned to a student, that password should remain secure. Passwords should not be shared or transferred. **All users of the network will be held accountable for their use of the computer, including any use**

**of a computer by someone using their password.**

**Privilege** All use of the computer network is a privilege and not a right. All users assume responsibility--personal, legal, financial, and otherwise--for their actions while using the computer network and while accessing Internet content over the school network. **Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.**

All users must sign and return a student consent form, which will indicate agreement with this Acceptable Use Policy.

Parents and students must sign and return this document before the student may be allowed access to the network.

**Prohibited Activities**

- Involvement in any activity prohibited by law
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Storing and/or transferring obscene, pornographic, or sexually explicit materials
- Transferring "chain" type letters
- Sharing passwords
- Leaving a computer open or unattended without approval
- Accessing any area of the school network without permission
- Interfering with normal and proper network operations
- Interfering with normal and proper Internet access/operations
- Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)
- Accessing computer files of other students or staff
- Copying protected software without authorization or permission
- Loading software of any kind without approval and permission
- Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others
- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules
- **Using the network or Internet access for personal or entertainment purposes without approval or permission**
- Downloading any file for any reason without specific approval from the system administrator or teaching personnel
- Any use of outside resources, such as online resources at .com's, that does not conform to their Acceptable Use Policy, rules, copyrights. Violators are subject to penalties both at HCA and at the outside resource.
- Any release of personal data (pictures, email, etc) of individuals outside authors household to blog sites

**Professional Liability** The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student in the lab at all times.

**Policy Changes** Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of Hebron Christian Academy. Any questions or issues concerning these policies and regulations should be directed to the system administrator at the school office.

## **W. TROPHIES/ANNUAL AWARDS**

1. Perfect Attendance - This award is given to students who have been in attendance each day of the school year. Students missing school for any reason may not receive the perfect attendance award. **\*Please note: 3 or more unexcused tardies within a quarter equals an absence. Any absences recorded due to tardies will remove the student from perfect attendance for the year.**
2. Miscellaneous - Certificates and/or special recognition awards are given for Honor Rolls (grades 4-5), Fine Arts (grades 4-5), Presidential Physical Fitness (grades 1-5), Accelerated Reader (grades 2-5).

### 3. **Honor Roll**

#### a. Grades 1-3

Academic Achievement Award – A's & B's for the year.

#### b. Grades 4-5

An honor roll is compiled for grades 4-5. Certificates are issued at the end of the year.

#### Criteria:

The three honor roll certificates along with the requirements for each are:

- a. Principal's Honor Roll – All A's on report card for all year.
- b. A Honor Roll – A cumulative A average of all subjects with no quarter grades of C or below.
- c. B Honor Roll – A cumulative B average of all subjects with no quarter grades of C or below.

## **X. VISITING THE SCHOOL AND CLASSROOMS**

Parents of HCA students are always welcome at the school and should feel free to make an appointment to visit the school and/or the classrooms. Parents who come to the school during normal school hours for any reason are asked to go to the reception area to sign in and get a name tag. Please do not be offended if you are asked by a teacher to sign in at the office. **For the safety of the school and students, please do not go directly to the classroom.** It is not possible for us to be well enough acquainted with all of the parents who have children in our school to recognize them, and we do not allow strangers to be in the buildings during school hours unless they are escorted. Please do not send friends or relatives to pick up your children without notifying us in advance. This is for their protection.

It is generally not a good idea for parents of younger children to visit the school and classrooms early in the school year. Please delay your visit until they have made their adjustments to school.

Written requests for non-HCA students to visit the school must receive the approval of the principal in advance of the visit.

## **Y. VOLUNTEER POLICY**

A volunteer is a person who performs services for Hebron Christian Academy without the expectation of compensation. They are a vital link in the overall program of HCA and the accomplishment of its mission. Volunteers must adhere to the following:

1. Volunteers shall be professing Christians and shall maintain the highest level of Christian conduct and commitment at all times.
2. Volunteers agree to actively perform their duties with a Christ like attitude and to remain loyal to the mission, goals, and procedures of HCA.
3. Volunteers will serve under the supervision of a Hebron Christian Academy staff member.
4. Volunteers will support the school faculty, administration and staff.
5. Volunteers may be utilized in all programs and activities of HCA.
6. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer.
7. Volunteers shall dress appropriately so as to present a good image of HCA.
8. Volunteers are expected to adhere to the Matthew 18 principle.
9. Volunteers who are under the direct supervision of an HCA staff member do not have to undergo a criminal background check.
10. Volunteers who are room mothers must undergo a criminal background check.
11. Volunteers who accompany classes on overnight trips must undergo a criminal background check.
12. Volunteers must sign in with the receptionist upon arrival on the HCA campus.
13. Volunteers must wear an HCA visitor sticker at all times while on campus.
14. The service of all volunteers is at the discretion of the administration of HCA.

## **Z. WEATHER**

In the event weather conditions make it impractical to have school, we will have this information broadcast on WSB-TV (Channel 2), WAGA-TV (Channel 5) WXIA-TV (Channel 11) as early in the morning as possible. Parents should keep in touch with the school when severe changes in the weather are occurring during the school day. On occasion it is necessary to send children home early to avoid serious weather conditions and parents need to be prepared to pick them up at school. You may obtain up to date weather related school closing information by calling 678-985-6029.

## **AA. WITHDRAWAL POLICY**

It is assumed you are enrolling your student for the entire year and budgets are set accordingly.

1. If you withdraw your child before the end of the school year, a 30-day advanced written notice is required. The reason for withdrawal and the last date the child will attend school must be given. A student withdrawal form must be signed and completed.
2. If after enrollment your son/daughter is voluntarily withdrawn (even if withdrawn before the first day of class), suspended, or dismissed, no part of the fees or tuition paid to the school shall be refunded. HCA reserves the right to collect tuition and fee balances associated with the remainder of the school year. Financial reimbursement will only be considered for tuition due to employment relocation or financial hardship.
3. Report cards and/or transcripts are released to a parent, or other schools, only when the student's account is paid in full. If final payment is made by check, transcripts will be released after 10 working days.