

# LETTER FROM OUR HEADMASTER

Dear Parents,

Each staff member at Hebron Christian Academy has experienced the abundant life that comes through a personal relationship with Jesus Christ. We want our students to experience this abundant life. Life becomes a great adventure for each student that develops a personal relationship with Jesus Christ and strives to complete God's mission for his/her life.

We strive to keep God first in every program of Hebron Christian Academy. A Christ centered education will help students walk in the truth. Students walking in the truth will develop the spiritual, mental, physical and social maturity to complete God's mission for their lives. This is the reason Hebron Christian Academy is committed to providing a Christ-centered education.

Thank you for your interest and support of Hebron Christian Academy. 3 John 1:4 states, "I have no greater joy than to hear that my children are walking in the truth." We hope this same joy will enrich the lives of parents that have a child enrolled at Hebron Christian Academy.

If you have any questions as you review this handbook, please call the school office. It is a great pleasure to serve you.

In Christ,

Rick Burslem

Headmaster

Hebron Christian Academy

<b>HEBRON CHRISTIAN ACADEMY PARENT/STUDENT HANDBOOK</b>
---

**TABLE OF CONTENTS**

Mission and Faith Statements .....	3
Philosophy .....	4
Notice of Non-discriminatory Policy .....	4
Lifestyle Statement.....	4
Educational Policies	
A. Academics .....	5
B. Admission Policy.....	11
C. Asbestos Notification.....	12
D. Athletic Policy .....	12
E. Attendance .....	14
F. Student Parking.....	17
G. Conflict Resolution.....	17
H. Discipline.....	17
I. Social Media Policy.....	20
J. Honor Code and Honor Board.....	21
K. Dress Code.....	22
L. Extracurricular Event Conduct and Dress Code.....	25
M. Cell Phones.....	25
N. Electronic Equipment .....	25
O. Technology Policy .....	25
P. Field Trips.....	27
Q. Past Due Accounts .....	27
R. Locker Agreement .....	28
S. Medication .....	28
T. Parent/Teacher Conferences .....	29
U. Parent Volunteer Organization (PVO) .....	29
V. Retention Policy.....	29
W. School Office .....	29
X. Social Functions.....	30
Y. Student Outcomes of Hebron Christian Academy.....	30
Z. Trophies and Annual Awards.....	30
AA. Visiting the School and Classrooms .....	31
BB. Volunteer Policy .....	31
CC. Weather.....	32
DD. Withdrawal .....	32
EE. Cell Phone Use Agreement.....	33

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

### **STATEMENT OF FAITH (continued)**

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).

### **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.

### **LIFESTYLE STATEMENT**

Hebron Christian Academy is a religious, nonprofit Christian school representing Jesus Christ by helping parents prepare their children spiritually, mentally, physically and socially to

## LIFESTYLE STATEMENT (continued)

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.

## EDUCATIONAL POLICIES

### A. ACADEMICS

#### 1. Course of Study

##### High School (Grades 6-12)

The high school program and curriculum have been developed to provide students with the best possible educational knowledge to help meet their future vocational and academic requirements.

- 1) The middle school (Grades 6-8) academic program places strong emphasis on the development of self-discipline as applied to learning. The work is foundational to future academic studies. Traditional approaches to teaching and learning include memorization, note taking, homework, and the preparation of individual projects and reports.

##### Middle School Courses:

Bible	English	General Math	Art
Drama	World Studies	Life Science	Latin
Pre-Algebra	Band	Geography	Music
Georgia History	Earth Science	Algebra I	Computers
Physical Science	Band		

- 2) The senior high (Grades 9-12) course of study is designed to prepare our graduates for additional academic or career training. Basic college preparatory subjects are taught in the ninth through twelfth grades. Electives are offered as demand, schedule, and teacher availability permit.

## ACADEMICS (CONTINUED)

### Senior High Courses Offered During a Four-Year Cycle:

<u>English:</u> English 9 American Literature AP Language & Composition British Literature AP Language & Composition World Literature	<u>Bible:</u> *Western Civ. I/Old Testament History Theology/Comparative Religions Understanding the Times Christian Philosophy	<u>Social Sciences:</u> *Western Civ. I/Old Testament History Western Civ. II U.S. History AP U.S. History American Government Economics AP Gov't/AP Econ JE World Civilizations
---	--	---

<u>Mathematics:</u> Algebra I, II Geometry Advanced Math Calculus JE Algebra JE Statistics Discrete Math	<u>Science:</u> Physical Science Biology Chemistry Physics Forensic Science Anatomy AP Biology	<u>Language:</u> Spanish I, II, III Latin I, II, III
---	---	--

<u>Fine Arts:</u> Art Chorus Band Graphic Design Yearbook Journalism Advanced Art	<u>Other Electives:</u> Physical Education Weight Training SAT Prep Praise Band Health Technology & Applications Team Sports Advanced Technology
--	--

\*Denotes dual credit given

### 2. **High School Graduation Diplomas and Requirements**

Requirements for graduation and diploma selection begin in the ninth grade. Discretion may be warranted in evaluating the academic work of transfer students.

a. The three diploma programs available at HCA are:

- 1) COLLEGE PREPARATORY WITH DISTINCTION
  - a) Minimum core GPA of 3.0
  - b) Minimum of 27 credits
  - c) Minimum of four (4) honors credits or higher  
must take at least one a year as a junior and senior (starting with the class of 2015)
- 2) COLLEGE PREPARATORY
  - a) Minimum GPA of 74% or higher
  - b) Minimum of 26 credits
- 3) CAREER/VOCATIONAL PREPARATORY
  - a) Minimum of a passing average for all credits awarded
  - b) Minimum of 23 credits

**ACADEMICS (CONTINUED)**

b. Requirements for each of the high school graduation diplomas described above are:

<b>COLLEGE PREP WITH DISTINCTION</b>		<b>COLLEGE PREP</b>		<b>CAREER/VOCATIONAL PREP</b>	
English	4	English	4	English	4
History	4	History	4	History	4
*Bible	4	*Bible	4	*Bible	4
Math	4	Math	4	Math	3
Science	4	Science	4	Science	3
PE	.5	PE	.5	PE	.5
Health	.5	Health	.5	Health	.5
Foreign Language	3	Foreign Language	2	Electives	4
<u>Electives</u>	<u>3</u>	<u>Electives</u>	<u>3</u>		
Total	27	Total	26	Total	23

\*One unit of credit required for each year of attendance at HCA.

\*\*Courses may not be dropped after the first two weeks of a semester.

**3. Postsecondary Admission Standards**

In addition to the State Board of Education requirements, the Georgia Board of Regents defines admission requirements to Georgia public colleges and universities. The latest admission requirements are explained below. Applicants will be admitted based on their Freshman Index (FI). The Freshman Index is a formula using the Scholastic Assessment Test (SAT) scores and the Grade Point Average (GPA) in college-preparatory courses (CPC). CPC courses are taken in the areas of language arts, mathematics, science, social studies, modern/classical language, humanities, and fine and performing arts.

**Freshman Index**

$$\begin{aligned}
 &\text{The Freshman Index (FI) =} \\
 &\text{SAT Verbal + SAT Math OR} \\
 &\text{(ACT Composite x 42) + 88} \\
 &\quad + \\
 &\text{High School Grade Point Average (HSGPA) X 500} \\
 &\text{Ex: SAT CR} \quad = 520 \\
 &\quad \text{SAT Math} \quad = 480 \\
 &\quad \text{GPA} \quad = 3.00 \\
 &\text{Freshman Index} = 520 + 480 + (3.00 \times 500) = 2500
 \end{aligned}$$

**Research Universities**

University of Georgia  
 Georgia Institute of Technology  
 Georgia State University  
 Medical College of Georgia

Minimum System Standards for Regular Admission  
 16 CPC Units  
 FI of 2500  
 Minimum SAT Scores: Verbal - 430, Math - 400

**Freshman Index (continued)**

**Regional Universities**

Georgia Southern University  
Valdosta State University

Minimum System Standards for Regular Admission  
16 CPC Units  
FI of 2040  
Minimum SAT Scores: Verbal - 430, Math - 400

**State Universities and Senior Colleges**

Albany State University	GA Southwestern State University
Armstrong Atlantic State University	Kennesaw State University
Augusta State University	North GA College
Clayton State University	Savannah State University
Columbus State University	So. Polytechnic & State University
Fort Valley State University	University of West Georgia
GA College and State University	

Minimum System Standards for Regular Admission  
16 CPC Units  
FI of 1940  
Minimum SAT Scores: Verbal - 430, Math - 400

**State Colleges**

Abraham Baldwin Agricultural College	Gordon College
Gainesville State College	Macon State College
Georgia Gwinnett College	Middle Georgia College
Dalton State College	

Minimum System Standards for Regular Admission  
16 CPC Units  
FI of 1830  
Minimum SAT Scores: Verbal - 430, Math - 400

**Two- Year Colleges**

Atlanta Metropolitan College	Georgia Highlands College
Bainbridge College	Georgia Perimeter College
Coastal GA Community College	South Georgia College
Darton College	Waycross College
East Georgia College	

Minimum System Standards for Regular Admission  
16 CPC Units  
FI of 1830  
Minimum SAT Scores: Verbal- 330, Math- 310

## ACADEMICS (CONTINUED)

### 4. Grade Reporting System

#### a. Progress Reports

##### Progress Reports (Grades 6-12)

Progress reports will be issued in grades 6-12 every three weeks of each semester by email. Only students with a failing grade in a class will receive a paper copy of their progress report, which is to be signed by the parent and returned to the teacher the following day.

#### b. Report Cards

##### Report Cards (Grades 6-12)

Report cards will be issued for grades 6-8 after the end of each quarter and 9-12 after the end of each semester. The final report card will be mailed at the end of the school year.

#### c. Grading System

##### 1) Grading Scale (Grades 6-12)

The following grades are used on the HCA progress reports and report cards for grades 6-12:

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

##### 2) Conduct and Effort (Grades 6-12)

In order to keep the parents informed as to the classroom conduct and effort associated with the grade received for each subject, the following grading scale is used on report cards.

##### Conduct Grades

1 - Excellent  
2 - Good  
3 - Satisfactory  
4 - Needs Improvement

##### Effort Grades

1 - Prepares Assigned Work Regularly  
2 - Good  
3 - Satisfactory  
4 - Needs Improvement

### 5. Homework

#### a. 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:

- 1) For drill: We believe that students require drilling to master material essential to their educational progress.
- 2) For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

## ACADEMICS (CONTINUED)

- 3) For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
  - 4) For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework.
- b. Students should expect to spend an average of 1-2 hours per night on their homework assignments
  - c. 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.**

### 6. **Honor Roll**

#### Grades 6-12

An honor roll is compiled for grades 6-12. Certificates are issued at the end of each semester.

#### Criteria

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

- a) Principal's Honor Roll Certificate – An A average for each subject.
  - b) A Honor Roll Certificate - A cumulative A average of all subjects with no subject average lower than an 80.
  - c) B Honor Roll Certificate - A cumulative B average of all subjects with no subject average lower than an 80.
- ### 7. **Education Physical 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:

- a. All students must be completely dressed out each day that they are to participate in physical education and to receive credit for being in class (proper uniform and requirements for dressing out are found in the paragraph below under Physical Education Uniform).
- b. Any student missing more than 10 days per semester of physical education during any one year may fail physical education and of necessity have to repeat it.
- c. Students who attend school and do not dress out for physical education without a medical excuse will lose 1 point off their final semester grade for each day missed.
- d. No jewelry is to be worn during class.
- e. No horseplay will be allowed at any time.
- f. All injuries must be reported to the instructor immediately.

## ACADEMICS (CONTINUED)

8. **Physical Education Uniform** (Grades 6 – 12)  
All students will be required to completely dress out each day in the HCA standard physical education uniform. They will have 5 minutes after the second bell to change into their uniform and be in line for roll call without being considered tardy.
9. **Library Procedures**
  - a. Grades 6 – 12 may check out two books at a time.
  - b. Books are checked out for a two week loan period.
  - c. Students may not check out another book if they have an overdue book.
  - d. No eating or drinking in the library.
  - e. Students must remain quiet and on task in the library.
  - f. Students will be responsible for damage or loss of books checked out in their name.
10. **Advanced Placement Policy**  
Advanced placement courses receive a ten point addition to the final grade of each semester. These points will be reflected only in the overall semester on the report cards and the transcript; they will not be reflected on the individual course progress reports before the end of the semester. At the end of the semester, ten points will be added to averages in AP courses when the student earns a grade of 74 or better.

*All students enrolled in an AP course are required to sit for the AP exam.*

## 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 10, 2009. 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 2009/10 school year.

1. **Requirements for admission:**

### **GRADES 6-12**

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)
  - e. Pastoral recommendations
2. Testing for 6<sup>th</sup> grade only (entrance and placement completed)
3. Commitment to Mission of School form
4. Copy of student's birth certificate submitted
5. Necessary medical forms submitted
  - a. Certificate of Immunization (Georgia Form 3231 or 3032)
  - b. Certificate of Eye, Ear and Dental exam (Georgia Form 3300)
6. Records or transcripts received
7. Interview(s) held

## **ADMISSION POLICY (CONTINUED)**

### **2. Conditions for Admission:**

- a. Students who are above or below the chronological age of the applied-for grade level may not be considered for enrollment.
- b. Parents must agree to the discipline and overall program of the school as outlined in detail in this Parent/Student Handbook.
- c. 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.
- d. 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.
- e. 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. Students entering grades 9-12 will be given an assessment in each subject area. A placement committee made up of a guidance counselor, administrator, and subject area teachers will then review the assessments and determine if the student meets HCA's criteria to earn credit in each subject area.

### **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. ATHLETIC POLICY**

It is the purpose of the HCA athletic program to assist the overall mission of Hebron Christian Academy. We use our athletic program to build character through competition. We believe that there is no better place than the practice field and athletic arena to instill the following: determination, a giving of your best, faithfulness to a task, hard work and personal commitment. We desire that athletic endeavors supplement our entire school program.

## ATHLETIC POLICY (CONTINUED)

Policy concerning eligibility has been established by Hebron Christian Academy to give guidelines to young people for their athletic participation. It also affords HCA an opportunity to help parents keep their priorities in order in relationship to their child's training. The following requirements have been established:

1. Participation Fee  
There will be a participation fee charged for each sport at the varsity, junior varsity, or middle school level. This fee is used to defray part of the cost of officials, facilities maintenance, travel, equipment, uniforms, and coaching expenses. If cuts are made on any of the squads, the fee will be refunded.
2. Physical and Emergency Information Forms  
An annual GHSA sports physical form completed within the past 12 months by a licensed physician will be required for each student who desires to participate on any organized athletic team. Each participant will also need to have a completed HCA emergency information form for the current school year and a hold harmless agreement on file in the Athletic office.
3. Academic  
In order for students to participate in athletics at HCA, they must maintain a C average (74-79) in their academic endeavors while not having an F in any subject area. If they earn an F in any subject, or their average is below a C, they may practice with the team, but **not play** in matches or games. If a student does not qualify academically, he/she will have three weeks to bring the grade up. As soon as the grade(s) within that 3-week period is brought up, he/she may again play in matches or games. If the student does not bring the grade(s) up by the end of the three week period, he/she will not be able to **practice** until the grade(s) is brought up. Grade checks will be checked every six weeks.
4. Insurance  
Athletes must be covered by parents insurance. Our accident insurance provides secondary coverage for injuries to students engaged in HCA functions or sanctioned activities.
5. Game Participation Policy  
Players must attend every scheduled practice (unless excused by the coach) and be prepared to help their team in whatever way possible for every game. When school is in session, students must attend at least three class periods in order to participate in a practice or game.
6. Dress Code  
The dress for all athletic events must be of the highest Christian testimony. Therefore, the Athletic Director reserves the right to establish a dress code giving specific guidelines for game days and other athletic events
7. Attitude  
As a leader in the student body of HCA, it is important that a student athlete maintain a good testimony at all times. A cooperative spirit and attitude with staff and students is expected at all times.
8. If an athlete quits a sport without the coach's approval before the end of the season, he/she may not start another sport until the end of the season of the sport he/she quit.

## E. ATTENDANCE

In order for students to gain the most in school, they must be in regular attendance.

### 1. General

- a. Students absent 10 or more days during a semester may not pass the school year.
- b. Students attending school but having missed more than 3 class periods will be considered absent for half of the day.
- c. During the school day a student cannot miss any class for any reason without administrative permission.
- d. A note for middle and senior high school students from the parent or guardian stating the date and reason and phone number for verification 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. Middle and senior high students will need to receive an admit slip from the reception area before being admitted to their classes.
- e. Students may not participate in an extracurricular practice or game if they have not attended at least three class periods that day.
- f. A student who is running a fever is not permitted to attend classes and should not be sent to school. When a student becomes ill and/or has a fever at school, the parents will be notified and are required to pick up the student in the reception area. **Students must be without a fever for 24 hours before returning to school.**

### 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) Recognized religious holidays
- 5) 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
- 2) College visitation (2 days)
- 3) Court

Breaks and holidays are scheduled throughout the year in order to be as family friendly as possible. Please try to limit your family vacation times to these scheduled school breaks.

### 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. They will receive a '0' on all homework, daily work, and quizzes. Tests or major project grades will be reduced by 30%.

**ATTENDANCE (CONTINUED)**

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. Work not completed within that time frame may receive a 0% grade. Missed work may be obtained through the RenWeb student information system. **It is the student's responsibility to see the teacher about make-up work.**

5. Truancy/AWOL

From the time a student arrives on campus in the morning until the school dismisses at 2:45 PM, he/she is required to clear it through the office before he/she leaves the school grounds. Students who leave campus without checking out or who are absent from school without their parents' knowledge will be considered truant. Students who skip a class or classes will be considered AWOL. Students who miss school for invalid reasons will also be considered truant.

1 <sup>st</sup> Offense-	2 hour after school detention
2 <sup>nd</sup> -3 <sup>rd</sup> Offenses-	Saturday detention
4 <sup>th</sup> Offense-	ISS and suspension of parking privileges, if applicable

**If AWOL involves leaving campus by vehicle, the student(s) involved will lose parking privileges for the remainder of the school year.**

6. Procedure for Check- In

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. They are to report directly to the office upon arrival on campus. He/she must bring a note from their parent/guardian with their signature or have them email the office that day stating the reason for the late arrival. If neither a note nor email is received, the tardy will be considered unexcused. The student will receive the appropriate admit slip from the office staff.

Excused Tardy

The following are instances where an excused tardy (to school) will be given:

- Student Illness
- Accident
- Doctor/Dentist/Orthodontist appointment
- Car Trouble
- Severe Weather
- Act of God

**ATTENDANCE (CONTINUED)**

High School Tardy Policy:

Tardy Policy: Students who are not in the classroom when the final transition bell rings will be considered tardy and must report to the office to receive a pass to class. The consequences for being tardy are:

1<sup>st</sup> through 3<sup>rd</sup> tardy – Warning

4<sup>th</sup> tardy – AM detention (7:00-7:40 AM)

5<sup>th</sup> tardy – Two AM detentions

6<sup>th</sup> tardy – Two AM detentions

7<sup>th</sup> tardy – Three AM detentions

8<sup>th</sup> tardy - Three AM detentions

9<sup>th</sup> tardy – Four AM detentions

10<sup>th</sup> tardy- Four AM detentions SENIORS: POSSIBLE LOSS OF SPRING EXAM EXEMPTION!

Tardies are cumulative for the semester. Students will start each semester with zero tardies.

7. Early Arrival

At the high school campus the school buildings are open from 7:45 A.M. to 3:00 P.M. Students arriving between 7:00 - 7:45 A.M. must go to the mezzanine area.

8. After School Pickup – Students must leave campus at the end of the school day. HCA cannot provide supervision for students after school hours.

9. Procedures for Early Dismissals

A parent **must** go to the receptionist at their respective school campus (High School “F” building or Middle School “B” building) to check a student in or out of school.

If the absence is a **planned** checkout:

- Prior to first period, he/she will present the office staff with a note from the parent/guardian requesting permission to check out. The note should include the reason for check-out, a parent’s signature, and a phone number for verification.
- If the parent has not been contacted for verification, the parent must come inside to check the student out.
- If the parent has been contacted for verification, the student will sign out in the office and will be instructed to meet their parent in front of the office, or if they drive, will be allowed to leave campus.
- The time missed from class will be labeled as excused or unexcused based on previous criteria listed.
- For student safety, students will not be allowed to check out over the phone.

If the absence is an **emergency/illness**:

- The student must obtain a pass from their teacher to call their parent at the front office
- The parent/guardian must be contacted for permission
- The student must sign out in the office
- The student must bring a note from their parent upon returning to school

**F. STUDENT PARKING**

High school students 16 years or older who have a valid driver's license and liability insurance may purchase a parking permit (\$25.00) and be allowed to park on campus. Driving to school is a privilege. The following rules apply to any student driving on campus:

- Loitering in the parking lot prior to or after school is not permitted
- Reckless behavior in or around cars will result in the student's parking permit being suspended or revoked
- Reckless driving in the school parking lot before, during, or after school hours will result in the student's parking permit being suspended
- Any student with a parking permit that incurs a debt to the school and does not pay it in a timely manner may have their parking permit suspended
- Parking permits may not be sold or given to another student
- Students are not to give rides to other students unless there is written permission from their parents on file in the office.
- Students are not to go to their cars during the school day unless they have checked out of school to leave campus or have been given written permission by either a teacher or administrator

## **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.

## **DISCIPLINE (CONTINUED)**

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.

As such, the following discipline progression is used to determine the most appropriate response to student misconduct. These guidelines serve to provide fairness and accountability to students in the discipline process **and are subject to judgment by the Dean of Students or other school administrator.**

**Discipline at Hebron Christian Academy includes but is not limited to the following:**

1. Category I Infractions include but are not limited to:

- a. Classroom or hallway disruptions
- b. Unpreparedness for class
- c. Gum chewing
- d. Dress Code violation
- e. Eating or drinking in class without permission from teacher
- f. Disrespect of individuals or authority
- g. Use of improper language
- h. Improper use of cell phones, electronics, etc.
- i. Excessive tardiness (more than three occurrences)
- j. Misuse of social media (blogs – Twitter, content communities – Youtube, social networking sites – Facebook, etc.)

\*The above infractions may result in teacher/administrative warning, silent lunch, loss of casual day, afternoon detention, or teacher detention. **Category I discipline should be given by the teacher and communicated to parents**

\*Accumulation of three or more Category I infractions may result in Category II discipline

2. Category II Infractions include but are not limited to:

- a. Plagiarism/Cheating
- b. Classroom or hallway disruption
- c. Skipping school/absence without permission
- d. Vandalism
- e. Public display of affection
- f. Improper use of a vehicle on school grounds
- g. Use of inappropriate language
- h. Lying
- i. Misuse of social media (blogs – Twitter, content communities – Youtube, social networking sites – Facebook, etc.)

\*The above infractions may result in a Saturday detention, isolation, Honor Board hearing, community service hours, and/or faculty counseling. **Category II discipline will be given by the Dean of Students and communicated to parents**

\*Accumulation of two more Category II infractions may result in Category III discipline  
**DISCIPLINE (CONTINUED)**

3. Category III Infractions include but are not limited to:
- a. Theft
  - b. Vandalism
  - c. Fighting
  - d. Verbal or physical threats (bullying)
  - e. Gross disrespect to staff or faculty
  - f. Possession of weapons or explosives
  - g. Obscene gestures/sexual immorality
  - h. Use of or possession of alcohol, tobacco, or non-prescribed drugs
  - i. Use of or possession of drug and tobacco paraphernalia, such as lighters and rolling paper
  - j. Misuse of social media (blogs – Twitter, content communities – Youtube, social networking sites – Facebook, etc.)

\*The above infractions may result in In-School suspension (with or without academic penalty), Out-of-School suspension, Honor Board hearing, community service hours, faculty counseling and/or expulsion. **Category III discipline will be given by Principal and/or Headmaster**

4. Description of Consequences

Loss of Casual Day – Student will not be allowed to wear casual attire on a casual day.

Silent Lunch – Student will be isolated during lunch and not allowed to interact with other students.

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.

AM/PM detention - PM detention - Students will have to stay after school from 2:55-3:55 PM on Wednesday afternoons. AM detention - Students will arrive and serve from 7:00–7:40 in room A-4. Students will remain quiet in his or her desk for the duration of the period.

Saturday detention - Students will be assigned to a work detail from 9:00 a.m. to 12:00 p.m. on Saturday. Saturday detention will be supervised by a faculty member. The student will be charged \$50.00 for each session of Saturday detention assigned.

Faculty Counseling- The student’s discipline file is referred to a faculty panel for discussion and consequences.

Isolation -The student will receive and complete class work while separated from his or her class.

Honor Board Hearing—The student will appear before the Honor Board for discipline and/or counseling (see Section I on page 22)

**DISCIPLINE (CONTINUED)**

In School Suspension- The student will be separated from the student body while completing his/her assignments for only 50% credit. **The student will also have to pay, at substitute rate, the adult assigned to their supervision.**

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, except tests and major projects where he/she will receive a grade no greater than a 70.**

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

Parents will be contacted by phone when any of these consequences are given. Parents are encouraged to give additional consequences at home when it is necessary for the school to use any of the above consequences.

**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.**

**\*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 offence and will be dealt with as such, whether it occurs on or off campus.**

**Types of bullying may include but are not limited to:**

- Verbal bullying through derogatory comments
- Social exclusion or isolation
- Physical bullying such as hitting, kicking, punching, etc.
- Bullying through false rumors or lies
- Online attacks of one's character via social media and/or blogs
- Racial or sexual intimidation or threats

**I. SOCIAL MEDIA POLICY**

Hebron Christian Academy recognizes the role and importance of social media in today's student culture. We embrace and affirm social media's role in helping students socialize,, evangelize, encourage, and maintain friendships over distances. Social media (Facebook, Twitter, MySpace, weblogs, etc.) also provides students with unavoidable temptations. The purpose of this policy is to protect students from unwanted social media pressures, set the school's guidelines for appropriate behavior, and to encourage parents to take an active role in monitoring their child's usage and presence on social media websites. Students who violate our Social Media Policy may be given detention, Suspension,, or expelled for their actions. Social Media Violation's may result in Category I, II, or III

**SOCIAL MEDIA POLICY (CONTINUED)**

violations depending upon the number of violations or the circumstances of an individual violation. Severity of punishment will be determined by an administrator or the Faculty Senate. Student may not:

1. Post inappropriate or threatening messages about or to another student, faculty member, or administrator.
2. Post explicit photographs or videos of themselves or another student. Students should be reminded that explicit online photographs or videos of another student can constitute a criminal act.
3. Misrepresent, criticize, or denigrate the school or its employees in any way.
4. Use social media to share homework, quiz, or test answers.

## J. HONOR CODE AND HONOR BOARD

The motivation behind the Honor Code is the cultivation of an honorable community. We realize that no one is perfect. An honorable community is not a place where people live perfect lives of religious expression. It is a community where each individual is expected to live honorably and expect others to do the same. It is a place of honesty and trust. When a student acts dishonorably, consequences may be necessary as a tool of personal discipline and/or restitution. Nevertheless, members of an honorable community ultimately seek to restore that individual to good public standing and fellowship under the banner of Proverbs 27:17: “As iron sharpens iron, so one man sharpens another.”

Through right words and actions, it is our hope that students will not only live as pleasing to the Lord, but also as examples for others. We believe that a written statement of what it means to an honorable person will serve as a daily reminder to do the right thing, even in difficult circumstances. **The Honor Code will only be effective if the members of the community hold each other accountable.**

### **Text of the 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 Hebron Christian Academy community, I acknowledge that this lifestyle requires accountability and dependence upon others and Jesus Christ.*

The Honor Board: The Honor Board is a panel of five to nine seniors nominated by their peers and selected by faculty and administrators. The Board hears cases of violations of the Honor Code and makes discipline recommendations to the Dean of Students. The goal of Honor Board hearings is to offer an impartial and fair hearing to students suspected of dishonorable behavior and to offer discipleship and accountability to said student.

If a student is brought before the Honor Board, the following steps will take place:

1. The Dean of Students will notify student and parents of suspected violation and a hearing will be scheduled within five school days of notification. **All hearings will take place at 7:00 AM on the agreed upon day.**

### **HONOR CODE AND HONOR BOARD (CONTINUED)**

2. Student is encouraged (although not required) to ask a faculty member to aid him or her during the hearing. Faculty members can act as advocates for the student, ensuring the student's role or lack thereof in the suspected behavior is clearly and honestly communicated.
3. The Honor Board will recommend discipline to the Dean of Students, who will communicate this decision to the student and parents.
4. The student and parents have 24-hours to give notification of appeal to the High School Principal.

If a student commits a violation of the Honor Code, we encourage him or her to voluntarily admit their violation to a teacher or the Dean of Students. While self-referral may not result in a lesser punishment, it is commendable and the right first step toward restitution and good standing.

## **K. 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 6-12)*

All students in grades 6-12 will follow the school uniform policy.

### **Middle and High School Dress Code Polices:**

The dress code for **GIRLS** in grades 6 – 12 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. Oxford-style shirts must be tucked in and buttoned fully excluding the very top button.
5. Sweatshirts must be a Hebron sweatshirt with a uniform shirt underneath.
6. Coats worn in the classroom, at chapel, or special assembly must be a school coat.
7. Undershirts or camisoles must be tucked in at all times
8. Belts must be worn if the attire is equipped with belt loops.
9. Pajama pants are not allowed.
10. Sweat suits are not allowed.
11. Accessory apparel, including leggings, tights, scarves, undershirts, and camisoles must be solid in color and can be the following colors: black, brown, gray, burgundy, navy blue, or white.
12. Undershirts may not have visible writing on them.

### **Middle and High School Dress Code Polices: (Continued)**

13. Sandals with a back or a strap are permitted. Students do not need to wear socks with sandals.
14. Shoes must have backs. (No clogs or flip-flops)
15. Socks must be worn with all shoes. (except sandals)
16. Acceptable Socks include athletic (regular and knee) in solid black, white, navy, and burgundy.
17. Shoes with heels higher than 1 ½ inches and slippers are not allowed.
18. Students can only wear Hebron sweatshirts or coats in the classroom, regardless of outside temperature.

The dress code for BOYS in grades 6 – 12 will be the following:

1. Shorts will be no shorter than 2 inches above the knee.
2. Oxford-style shirts must be tucked in and buttoned fully excluding the very top button.
3. Sweatshirts must be a Hebron sweatshirt with a uniform shirt underneath.
4. Coats worn in the classroom, at chapel, or special assembly must be a school coat.
5. Belts must be worn if the attire is equipped with belt loops.
6. Sweat suits and athletic wear are not allowed.
7. Accessory apparel, including, scarves, and undershirts, must be solid in color and can be the following colors: black, brown, gray, burgundy, navy blue, or white.
8. Undershirts may not have visible writing on them.
9. Sandals with a back or a strap are permitted. Students do not need to wear socks with sandals.
10. Shoes must have backs. (No clogs or flip-flops)
11. Socks must be worn with all shoes. (except sandals)
12. Acceptable Socks include athletic (regular and knee) in solid black, white, navy, and burgundy.

Casual Day Dress (Grades 6 -12)

The following minimum requirements must be kept in order to participate in casual day:

1. Students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of HCA.
2. Students may wear polo style, Oxford-style button down, or spirit shirts that are crew-necked. Shirts must be buttoned fully, excluding the top button for Oxford-style shirts and top two buttons for polo styles.
3. Shorts – Boys and girls may wear modest walking shorts (minimum of two inches above the knees). All shorts must be hemmed. No athletic shorts may be worn
4. Pants – Boys and girls may wear modest blue jeans or cargo pants/shorts. They must have no holes, frays or rips. Belts must be worn.
5. Girls – See through clothing, tight clothes, etc. may not be worn. No sleeveless shirts may be worn. No dresses may be worn. Loose-fitting Capri's are acceptable. Shirts/sweaters must have a modest neck line. Shoes with heels higher than 1 ½ inches and slippers are not allowed.

Casual Day Dress (Grades 6 -12)

6. Sandals with a back or a strap are permitted. Students do not need to wear socks with sandals.
7. Shoes must have backs. (No clogs or flip-flops)
8. Socks must be worn with all shoes. (except sandals)
9. Acceptable Socks include athletic (regular and knee) in solid black, white, navy, and burgundy.
10. Administration reserves the right to determine the appropriateness of any casual dress on an individual basis, if not mentioned above.

### **Appearance Guidelines (Grades 6 - 12)**

1. Boys are not allowed to have pierced body parts or wear earrings.
2. No tattoos allowed.
3. Boys must have a neat and well-groomed hairstyle.
  - 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.
4. No hair coloring that can be considered unnatural hair color.
5. No hairstyles that disrupt the learning environment (Mohawks and spikes, etc.)
6. No hats or scarves may be worn.
7. Students must be clean shaven.

The Dean of Students reserves the right to determine the final standards on all fashion and/or appearance trends. **No warning will be given to boys concerning hair length or facial hair.**

### **Formal Dress Code (Homecoming, Jr/Sr, etc.)**

1. Boys may wear dress shirts and ties with dress slacks and dress shoes. No cargo pants allowed.
2. Girls may wear dressy slack outfits or dresses. Dresses and skirts must meet the length requirements listed above. Dresses or tops must be no more than two inches below the collarbone. No cleavage can be shown. Dresses, tops, and skirts must not be too tight or too loose. All dresses and tops must have straps.

### **Athletic Dress-up Days**

3. Male athletes and game managers may wear a shirt and tie with dress pants or a team polo shirt with school uniform pants
4. Female athletes and game managers may wear team polo shirts and uniform pants or skirt
5. Teams may elect to remain in uniform
6. When traveling to away games, teams may wear athletic uniforms, warm-ups, or what they wore to school that day
7. On casual days when regular uniform dress is not required, athletes must change into the appropriate dress as stated above before leaving for away games or matches
8. Coaches will determine if athletes will be in casual attire (on casual days) or not for home game or match days
9. Managers may wear team polo shirt or school uniform shirt and uniform pants or dress pants

## DRESS CODE (CONTINUED)

### High School Dress Code Violations

Dress code violations will result in loss of casual day(s). Repeated violations of dress code will be considered disobedient behavior and may be subject to Category II discipline (see page 18).

### L. **EXTRACURRICULAR EVENT CONDUCT AND DRESS CODE EXPECTATIONS**

HCA expects its students to be examples for Jesus Christ at all extracurricular activities, including athletic events, club meetings, fine arts productions, ceremonies of various kinds, and missions projects. As an extension of the classroom, we believe that students need to exhibit responsibility and maturity in how they handle themselves during these events. Students who display foul language, crude or inappropriate gestures at our events will be asked to leave and may be subject to further disciplinary action. Additionally, students must use discretion when selecting their clothing for extracurricular activities. Undergarments, tight or revealing clothing, clothing with inappropriate words or symbols, or any other clothing deemed inappropriate by a member of the faculty or an administrator will not be permitted and a student wearing such items may be asked to leave or change clothing. Regarding events such as the Homecoming Ball all young ladies will have their dress approved at least two weeks prior to the event by a faculty sponsor. Dress length must be in compliance with the same standards of our dress code. This dress code applies to any person who comes from outside of HCA as well.

Our expectations extend to parents to comply with the same rules of sportsmanship as our students. It will not be permissible for parents to use foul language, use intimidating words or gestures toward referees, or other improper actions in the stands or elsewhere at the event. It is our expectation that parents and students will conduct themselves in a spirited manner befitting the occasion but will not bring ill repute to the name of Christ or our school.

### M. **CELL PHONES**

In the middle and high schools, cell phones **should not be turned on** during the school day (7:50 AM-2:50 PM) or during any other instructional activities.

### N. **ELECTRONIC EQUIPMENT**

Students are not permitted to bring radios, laser pointers, tape players, walkie-talkies, CD players, camcorders, MP3 players, 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.

### O. **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.

## **P. 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 be transported to and from the field trip on school transportation.
2. The number of chaperones needed for the field trip will be determined by the field trip coordinator.
3. 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.
4. Chaperones should report any student's misbehavior directly to the teacher or staff member coordinating the field trip. All discipline will be the responsibility of the teacher.
5. Field trips are part of the educational experience for students. If parents attend the field trip, siblings are not to accompany them.
6. Chaperones must adhere to all areas of the volunteer policy.
7. Trip payments must be made by the stated deadlines and are non-refundable.

## Q. Past Due Accounts

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.

## R. LOCKER AGREEMENT

Lockers are property of Hebron Christian Academy and are provided as a convenience for students. In exchange for the privilege of having the use of a locker, the student and the student's parents must agree to the following:

- a. reimburse the school for damage to the locker as a result of abuse.
- b. reimburse the school for loss of the combination lock.
- c. not allow another student to use this locker.
- d. not permit anyone to place any material in the locker that would be in violation of school policy realizing that the person assigned the locker will be held responsible for its contents.
- e. permit the school to inspect the locker from time to time as it deems appropriate.
- f. clean out locker and turn lock in at the end of the school year.

## S. 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

## **MEDICATION (Continued)**

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.

## **T. PARENT/TEACHER CONFERENCES**

Teachers are available for conferences by appointment between 3:30 and 4:00 P.M. Appointments should be made through the school office. 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 unless it is an emergency.** Do not request an appointment with a teacher during normal classroom hours.

## **U. 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. Parents are encouraged to be a part of this vital group.

## **V. RETENTION POLICY**

### **1. Grades 6-8**

Students are not promoted in grades sixth through eighth 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.

### **2. Grades 9-12**

Students will be promoted to the next grade level if they have the minimum number of credits necessary for that grade level:

Entering 10th grade - 6 credits

Entering 11th grade - 12 credits

Entering 12th grade - 18 credits

## **W. 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.

## **X. 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.

## **Y. DESIRED RESULTS OF A HEBRON CHRISTIAN ACADEMY EDUCATION**

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.

## **Z. TROPHIES/ANNUAL AWARDS**

1. Highest Academic Average Award - This award is determined for grades 6-8 and grades 9-12 by averaging both of the semester grades for all academic subjects. In order to be eligible, the student must have completed both semesters of work at HCA.
2. Valedictorian/Salutatorian - In order to be the valedictorian (highest academic average) or salutatorian (second highest academic average) of the graduating class, the student must meet the following criteria:

## **TROPHIES/ANNUAL AWARDS (Continued)**

- a. Be eligible for the college preparatory with distinction or college preparatory diploma.
  - b. Have an overall combined academic average of 90 for grades 9 – 12.
  - c. Been in attendance at HCA for the two consecutive years preceding graduation.
  - d. The grade at the end of the first semester the senior year will be used to determine valedictorian and salutatorian.
3. Athletic Awards - Students in grades 9-12 receive an athletic letter, pin or bar for their participation in interscholastic sports and cheerleading. A trophy for the most valuable player or best all around player may be given for each sport.
  4. Miscellaneous - Certificates and/or special recognition awards are given for Honor Rolls (grades 6-12), Fine Arts (grades 6-12), Presidential Physical Fitness (grade 9), High School Math Exam, and for other honors bestowed on the students during the school year.
  5. Academic Letters – This award is given to students in grades 9-12 with a 92 average or better with no C’s.
  6. Headmaster’s Award – This award is given to students in grades 6-12 for the Best Christian Leader in each grade.

## **AA. 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. 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.

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

## **BB. 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:

- a. Volunteers shall be professing Christians and shall maintain the highest level of Christian conduct and commitment at all times.

- b. Volunteers agree to actively perform their duties with a Christ like attitude and to remain loyal to the mission, goals, and procedures of HCA.

**VOLUNTEER POLICY (CONTINUED)**

- c. Volunteers will serve under the supervision of a Hebron Christian Academy staff member.
- d. Volunteers will support the school faculty, administration and staff.
- e. Volunteers may be utilized in all programs and activities of HCA.
- f. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer.
- g. Volunteers shall dress appropriately so as to present a good image of HCA
- h. Volunteers are expected to adhere to the Matthew 18 principle.
  
- i. Volunteers who are under the direct supervision of an HCA staff member do not have to undergo a criminal background check.
- j. Volunteers who are room mothers must undergo a criminal background check.
- k. Volunteers who accompany classes on overnight trips must undergo a criminal background check.
- l. Volunteers must sign in with the receptionist upon arrival on the HCA campus.
- m. Volunteers must wear an HCA visitor sticker at all times while on campus.
- n. The service of all volunteers is at the discretion of the administration of HCA.

**CC. 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. Generally, we follow the Gwinnett County school policy in bad weather.

**DD. WITHDRAWAL**

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 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.

## Hebron Christian Academy Cell Phone and Mobile Device Policy Updated July 2011

In an effort to minimize distractions in the classroom and on campus, students at Hebron Christian Academy may not use any type of cellular phone or communication device during the school day. While these items are a growing part of our culture, they must be turned off during regular school hours (7:50 am -2:50 pm) in order to promote student focus and learning. The following consequences will be carried out if a student is found to be using a cell phone or personal communication device, or if the device is activated at any point during academic school hours.

1. *First offense* – The device will be taken up by the teacher or administrator and held in the main office for the remainder of that school day. The student may retrieve the device before leaving campus on the day of the infraction. A parent will be notified of the situation via email.
2. *Second offense* – The device will be taken up by the teacher or administrator and held in the main office for the remainder of the school day. The student may retrieve the device before leaving campus on the day of the infraction. The student will then be required to check the device into the main office upon arrival each morning for the following five school days. The device will be available for that student to pick up prior to leaving at the end of each of those days. If for whatever reason, the student fails to check their device in during the five-day period, an additional day will be added to the initial consequence.
3. *Third offense* – The phone will be taken up and an administrator will immediately notify the parents. The parents and student must meet with the Principal to discuss further disciplinary measures as well as to retrieve the cell phone. A third offense will be seen as no less than a Category II offense.

I have read and will adhere to the above Cell Phone and Mobile Device Policy.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_